

# **PORTER TOWNSHIP SCHOOL CORPORATION**

**THURSDAY, JUNE 12, 2025**

**BOARD OF SCHOOL TRUSTEES  
MEETING**

**5:30 PM CST**



**NATALIE WARGO, PRESIDENT  
ERIC MCGINTY, VICE-PRESIDENT  
MARY HARLOW, SECRETARY  
LILANN SGOUROS, MEMBER  
JEANNETTE SKIBBIE, MEMBER**



**AGENDA**  
**REGULAR SCHOOL BOARD MEETING**  
**THURSDAY, JUNE 12, 2025**  
**5:30 pm**

*This meeting is a meeting of the School Board for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be a time for public participation, as indicated by the agenda. The meeting site is fully accessible. Any person requiring further accommodation should contact the Superintendent.*

**1. CALL TO ORDER – Dr. Natalie Wargo, President**

- A. Pledge of Allegiance
- B. Welcome Visitors

**2. AGENDA ADJUSTMENTS – Dr. Stacey Schmidt, Superintendent**

**3. PUBLIC COMMENT**

**4. CONSENT AGENDA – Dr. Schmidt**

- A. Personnel Report
- B. Board Minutes, 5.8.25 Board Meeting
- C. Payroll and Claim Dockets

**Motion**\_\_\_\_\_ **Second**\_\_\_\_\_

**5. FINANCIAL REPORT – Mrs. Kathleen Smith**

- A. Financial Report
- B. Fund Report
- C. Monthly Fund Transfer Report

**6. BUSINESS**

- A. **PLE Project Update** – Mr. Chris Muvceski, The Skillman Corporation
- B. **Athletics Update** – Mr. Josh Russell, PTSC Athletic Director
- C. **Permission to Create New Funds for BGE & BGMS Academic Bowls** – Mrs. Smith

**Motion**\_\_\_\_\_ **Second**\_\_\_\_\_

- D. **Approve Amendment One to Standard Form of Agreement Between PTSC and Gibraltar Design (BGHS Project)**  
– Dr. Schmidt

**Motion**\_\_\_\_\_ **Second**\_\_\_\_\_

- E. **Contract Considerations** – Dr. Schmidt

**Motion**\_\_\_\_\_ **Second**\_\_\_\_\_

- F. **Approve Fundraisers** – Dr. Schmidt

**Motion**\_\_\_\_\_ **Second**\_\_\_\_\_

- G. **Approve Overnight Field Trips** – Dr. Schmidt

**Motion**\_\_\_\_\_ **Second**\_\_\_\_\_

- H. **Accept Donations** – Dr. Schmidt

**Motion**\_\_\_\_\_ **Second**\_\_\_\_\_



# Porter Township School Corporation

248 South 500 West  
Valparaiso, IN 46385  
219-477-4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.  
Superintendent

BEN PARRISH  
Assistant Superintendent

KATHLEEN SMITH  
CFO/Treasurer



I. Recommendation for Employment of Candidate (Case #0002-2025) IC: 20-26-2-11.2 – Dr. Schmidt

Motion\_\_\_\_\_Second\_\_\_\_\_

J. Approve First Reading of the Student Handbook – Dr. Schmidt

Motion\_\_\_\_\_Second\_\_\_\_\_

K. Permission to Recycle Outdated Technology Items & Scrap or Auction Outdated Kitchen Equip – Dr. Schmidt

Motion\_\_\_\_\_Second\_\_\_\_\_

L. Approve Food Service Vendor Procurement, RFQ Renewals, and Student & Adult Meal Price Increases – Dr. Schmidt

Motion\_\_\_\_\_Second\_\_\_\_\_

M. Approve Career Coaching Grant Stipends – Dr. Schmidt

Motion\_\_\_\_\_Second\_\_\_\_\_

N. Approve Summer 2025 Youth Camps – Dr. Schmidt

Motion\_\_\_\_\_Second\_\_\_\_\_

O. Approve Transfer Students for the 2025-2026 School Year – Dr. Schmidt

Motion\_\_\_\_\_Second\_\_\_\_\_

7. SUPERINTENDENT REPORT – Dr. Schmidt

9. ADJOURNMENT

Motion\_\_\_\_\_Second\_\_\_\_\_



**Porter Township School Corporation**  
**School Board Meeting**  
**June 12, 2025**  
**Personnel Report Page 1 of 1**

**Appointments**

*Classified*  
*Certified*

Name	Position	Location	Effective Date
Fasel, Kymberly	Special Ed Paraprofessional	BGHS	8/13/2025
Caratini, Emma	2nd Grade Teacher	PLE	2025-2026 School Year
Filbert, Abigail	Kindergarten Teacher	PLE	2025-2026 School Year
Hanko, Lindsey	IREAD Rediation Summer School	PLE	6/2, 6/4, 6/6, 6/10, 6/12/2025
King, Holly	Applied Skills Teacher	PLE	2025-2026 School Year
Psimos, Chris	IREAD Rediation Summer School	PLE	6/2, 6/4, 6/6, 6/10, 6/12/2025
Maldonado, Ty	Temporary Teacher, 1st Grade	PLE	2025-2026 School Year
Young, Lauren	Spec Ed Resource Room Teacher	PLE	2025-2026 School Year
Allen, Carlie	8th Grade Volleyball Head Coach	BGMS	2025-2026 School Year
Baumann, Nicole	Boys/Girls Varsity Cross Country Head Coach	BGHS	2025-2026 School Year
Baird, Bridget	MS Cross Country Head Coach	BGMS	2025-2026 School Year
Bircher, Jacob	Girls Varsity Soccer Head Coach	BGHS	2025-2026 School Year
Bombagetti, Bri	MS Softball Head Coach	BGMS	2025-2026 School Year
Bontrager, Rachel	Girls Varsity Volleyball Head Coach	BGHS	2025-2026 School Year
Cannon, Maddie	Varsity Cheer Head Coach	BGHS	2025-2026 School Year
Cleland, Paige	JV Cheer Head Co-Coach	BGHS	2025-2026 School Year
Dexter, Laura	Girls Varsity Golf Head Coach	BGHS	2025-2026 School Year
Drinski, Karsen	JV Cheer Head Co-Coach	BGHS	2025-2026 School Year
Harretos, Caden	Boys Varsity Volleyball Assistant, Volunteer	BGHS	2025-2026 School Year
Hill, Bryan	Boys Varsity Basketball Assistant Coach	BGHS	2025-2026 School Year
Hill, Dean	Boys Varsity Basketball Head Coach	BGHS	2025-2026 School Year
Karson, John	Boys Varsity Soccer Assistant, Volunteer	BGHS	2025-2026 School Year
Kimes, Piper	Varsity Dance Assistant	BGHS	2025-2026 School Year
Kimes, Sharon	Varsity Dance Coach	BGHS	2025-2026 School Year
Kukulski, Dan	Varsity Football Head Coach	BGHS	2025-2026 School Year
Miller, Seth	Weight Room Supervisor	BGHS	01/06/25-05/24/25
Newland, Matt	Boys Varsity Basketball Assistant, Volunteer	BGHS	2025-2026 School Year
Otero, Sarah	Girls JV Volleyball Head Coach	BGHS	2025-2026 School Year
Riley, Sean	MS Baseball Head Coach	BGMS	2025-2026 School Year
Short, David	Varsity Football Assistant Coach	BGHS	2025-2026 School Year
Simatovich, Michael	Girls Varsity Basketball Assistant, Volunteer	BGHS	2025-2026 School Year
Trapana, Tom	Varsity Football Assistant Coach	BGHS	2025-2026 School Year
Wargo, Jason	Girls Varsity Volleyball Assistant Coach	BGHS	2025-2026 School Year
Wisner, Paige	Varsity Dance Assistant	BGHS	2025-2026 School Year
Wyrick, Samantha	MS Cheer Head Coach	BGMS	2025-2026 School Year
Rowland, Loretta	From Café Manager/Cook to Café Manager	BGE/MS	2025-2026 School Year

**Position Changes**

*Classified*

*Extra-Curricular*

**Transfers***Involuntary***Leaves***Certified**Classified***Resignations***Certified**Classified*

Sarnowski, Stanley	From BGHS Bookkeeper to BGE/MS & BGHS Bookkeeper	BGE/MS, BGHS	2025-2026 School Year
Smith, Nicole	From Café Floater to Café Cook	BGHS	2025-2026 School Year
Sherman, Kathy	5th Grade Teacher	BGE	2025-2026 School Year
Johnston, Jessica	1st Grade Teacher	PLE	2025-2026 School Year
Kassner, Pamela	School Counselor	PLE	4/28 (.5), 4/29/2025
Mendoza, Fred	Spanish Teacher	BGHS	5/8/25 (.5)
Buczek, Michele	Teacher's Aide	BGMS	4/30/2025
Harker, Denise	Teacher's Aide	BGHS	5/21/2025
McLamb, Samantha	Teacher's Aide	PLE	5/9/2025
Mikos, Ewa	Cafeteria Staff	BGHS	5/5/2025, 5/28-5/29/2025
Moreno, Tamitha	Secretary	BGHS	5/13/25 (.5), 5/21/25 (.5)
Pelc, Jennifer	Teacher's Aide	PLE	5/7-5/9/2025, 5/12-5/14/2025, 5/29/2025
Sperry, Jillian	Teacher's Aide	PLE	5/6/25, 5/15/25
Filbert, Abigail	Applied Skills Teacher	PLE	5/30/2025
Fasel, Tinley	Special Ed Teacher	PLE	5/30/2025
Miller, Seth	P.E. Teacher	PLE/BGE	5/30/2025
Akerman, Melissa	Food Service Operations Coordinator	BGHS	6/4/2025
Batesole, Tonia	Director of Food Service	PTSC	6/30/2025
Broton, Lisa	Treasurer	BGE/BGMS	6/4/2025

Minutes of the Regular School Board Meeting, Porter Township School Corporation Board of School Trustees  
May 8, 2025 | 5:30 pm CST

*\*The following is a partial transcript of the meeting. A recording of the actual meeting is available at Central Office and is kept on file for approximately 5 months after the date of the meeting. Approval of this transcript as official minutes will be at the next regular meeting of the Board of School Trustees.*

Board Members Present: Dr. Natalie Wargo, Eric McGinty, Lilann Sgouros, and Jeannette Skibbie

Board Members Absent: Mary Harlow

Staff Members Present: Dr. Stacey Schmidt, Superintendent, Ben Parrish, Assistant Superintendent, and Laura Grayam, Executive Assistant

Staff Members Absent: Kathleen Smith, CFO and Jacquelyn Pillar, Corporation Attorney.

There were approximately 53 community members in attendance.

**1. CALL TO ORDER – Dr. Natalie Wargo | 5:30 pm CST**

**A. Pledge of Allegiance**

**B. Welcome Visitors**

**2. AGENDA ADJUSTMENTS – Dr. Stacey Schmidt | There were no agenda adjustments**

**3. PUBLIC COMMENT | There were no public comments**

**4. PRESENTATIONS**

**A. Education Foundation for the Porter Township School Corporation Scholarship Awards – Terry Tafflinger, Education Foundation for the Porter Township School Corporation President**

**1. Steve Tafflinger Memorial Scholarship**

**MacKayla LeBlanc**

**2. Suzi Peterson Honorable Memorial Scholarship**

**Andrew Batesole**

**3. Business Scholarship**

**Mitchell Saco**

**4. Health Services Scholarship**

**Madison Kaufman**

**5. Engineering Scholarship**

**Madison Grieger**

**6. Wolf Legacy Scholarship**

**Ava Gibbs**

Terry Tafflinger, Dr. Stacey Schmidt, and the Board of School Trustees presented scholarship awards

**B. Red Cross Honor Cord Presentation – Lisa Kiger, Director of Health Services**

**Jacob Bender**

**Davian Carrera**

**Alli Lytle**

**Brooklyn Montes**

**Mitchell Saco**

**Kiley Sims**

Trish Cochran, Lisa Kiger, and Miranda Bobrowski presented students with Red Cross Honor Cords to wear during graduation. These students have donated blood 3 or more times during their high school careers.

Trish Cochran recognized the Education Foundation for the Porter Township School Corporation as a Red Cross Premier Sponsor, collecting more than 50 pints during the calendar year, with an average blood drive collection size of more than 30 pints.

**C. 2025 Academic Hall of Fame Video**

The BGHS Academic Hall of Fame Video was played, highlighting students who earned Hall of Fame Status

**D. Retirement Recognition – Dr. Schmidt**

**Kevin Donnell**

**Jane Lafollette**

Dr. Schmidt recognized retiree Kevin Donnell, Principal of Porter Lakes Elementary

Dr. Schmidt and Mrs. Kristin Mucha recognized Porter Lakes Elementary retiree Jane Lafollette

**E. 25 Years of Service Recognition – Dr. Schmidt**

**Jori Swan-Caratini**

Dr. Schmidt and Mr. Clay Corman recognized BGHS teacher Jori Swan-Caratini for 25 dedicated years to Porter Township School Corporation

**F. 2024-2025 Inspiring Educator – Dr. Schmidt**

**Jennifer Finley**

Dr. Schmidt congratulated the Porter Township School Corporation 2024-2025 Inspiring Educator, Mrs. Jennifer Finley.

**G. Education Foundation of Porter Township School Corporation 24-25 Staff Creativity Grant Recipients – Terry Taflinger, Education Foundation for the Porter Township School Corporation President**

**Amanda McKee**

**Troy Janesheski**

**Brian Sherwin**

**Katie Suggs**

**Kelley Wotherspoon**

Congratulations to the 2024-2025 Staff Creativity Grant recipients! Troy Janesheski, Katie Suggs, and Kelley Wotherspoon presented project updates and thanked the Education Foundation for their support.

**BREAK FOR CELEBRATION**

**5. CONSENT AGENDA – Dr. Schmidt**

**A. Personnel Report**

**B. Board Minutes, 4.10.25 Board Meeting**

**C. Payroll and Claim Dockets**

Dr. Schmidt recommended approval of the Consent Agenda, as presented in the board packet, consisting of board meeting minutes, payroll and claim dockets, and the following items listed on the personnel report:

<b>Appointments</b>	<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
<i>Certified</i>	Parks, Brad	Assistant Principal	PLE	7/1/2025
<i>Classified</i>	Busse, Trevor	Summer Maintenance	PTSC	5/5/2025
	Ivayno, Ty	Summer Maintenance	PTSC	5/12/2025
	Sherwin, Brian	Summer Maintenance	PTSC	6/2/2025
<i>Extra-Curricular</i>	Coleman, Simon	Boys JV Soccer Head Coach	BGHS	2025-2026 School Year
	Lembke, Christian	Boys JV Basketball Head Coach	BGHS	2025-2026 School Year
	Suggs, Catherine	Boys MS Volleyball Head Coach	BGMS	2024-2025 School Year

<b>Leaves</b>		Wargo, Jason	Varsity Boys Volleyball Assistant, Volunteer	BGHS	2024-2025 School Year
	<i>Certified</i>	Bobrowski, Miranda	School Nurse	BGHS	4/11/2025 (.5)
	<i>Classified</i>	Buczek, Michele	Teacher's Aide	BGMS	3/31/25 (.5), 4/3/25
		Funk, Nicole	Custodian	PLE	3/27/25 (.5), 3/28/25
		Harker, Denise	Teacher's Aide	BGHS	4/8/2025, 4/24-4/28/25
		Jones, Tim	New Horizons Teacher	BGHS	4/14/2025
		Kassner, Pamela	School Nurse	PLE	3/31/2025
		Kusbel, Elizabeth	Teacher's Aide	PLE	4/15-4/16/2025
		Moreno, Tamitha	Secretary	BGHS	4/25 (.5), 4/25/25
		Pelc, Jennifer	Teacher's Aide	PLE	4/10-4/11/2025
		Raymond, Andrea	Teacher's Aide	PLE	4/8/2025
		Schacki, Alexis	Teacher's Aide	PLE	4/24-4/25/25
<b>Resignations</b>					
	<i>Certified</i>	Clemens, Jade	Resource Teacher	BGE	5/29/2025
		Hamill, Samantha	5th Grade Teacher	BGE	5/29/2025
	<i>Classified</i>	Mikos, Ewa	Cafeteria Staff	BGHS	5/29/2025
		Sanchez, Shyanna	Teacher's Aide	PLE	3/21/2025

Mrs. Kristin Mucha highlighted the recommendation of Mr. Brad Parks to Assistant Principal at Porter Lakes Elementary. We look forward to welcoming Mr. Parks to PLE!

A motion to approve the Consent Agenda was made by Eric McGinty, seconded by Lilann Sgouros. There was no discussion and the motion carried 4-0.

## 6. FINANCIAL REPORT – Mrs. Kathleen Smith

### A. Financial Report

### B. Fund Report

### C. Monthly Fund Transfer Report

## 7. BUSINESS

### A. Approve Transfer Students for the 2025-2026 School Year – Dr. Schmidt

Dr. Schmidt recommended approval of transfer students for the 2025-2026 school year. A motion to approve transfer students was made by Jeannette Skibbie, seconded by Eric McGinty. There was no discussion and the motion carried 4-0.

### B. Contract Considerations – Dr. Schmidt

Dr. Schmidt recommended approval of contracts with Rave Mobile Safety, NIESC (Shared Dietician), LINQ, LLC, The SpyGlass Group, LLC, and Gallagher. A motion to approve contracts was made by Lilann Sgouros, seconded by Jeannette Skibbie. There was no discussion and the motion carried 4-0.

### C. Approve Mentor Stipends – Dr. Schmidt

Dr. Schmidt recommended approval of Mentor Stipends, funded by our Title IIA Grant, for our 2024-2025 new teacher mentors. A motion to approve stipends was made by Eric McGinty, seconded by Jeannette Skibbie. There was no discussion and the motion carried 4-0.

### D. Approve Fundraisers – Dr. Schmidt

Dr. Schmidt recommended approval of fundraisers for BGHS Cheer and BGHS Girls Volleyball. A motion to approve fundraisers was made by Lilann Sgouros, seconded by Eric McGinty. There was no discussion and the motion carried 4-0.

**E. Approve Overnight Field Trips – Dr. Schmidt**

Dr. Schmidt recommended approval of an overnight field trip for BGHS Boys Basketball. A motion to approve this overnight field trip was made by Eric McGinty, seconded by Jeannette Skibbie. There was no discussion and the motion carried 4-0.

**F. Approve Mid-Year Tax Anticipation Warrant Resolution #0525-325 – Mrs. Smith**

Dr. Schmidt recommended approval of a Mid-Year Tax Anticipation Resolution to ensure our operations fund balance do not go negative. Dr. Schmidt answered questions from the board. A motion to approve the Mid-Year Tax Anticipation Warrant Resolution #0525-325 was made by Jeannette Skibbie, seconded by Eric McGinty. The motion carried 4-0.

**8. ADJOURNMENT**

A motion to adjourn was made at 6:45 pm by Lilann Sgouros. Jeannette Skibbie seconded and the motion carried 4-0.



Checkdate 05/20/2025 - All Runs - All Locations - All Pay Groups

FISCAL OFFICER CERTIFICATION  
I hereby certify that the attached is true and correct and I have audited same in accordance with IC5-11-10-1.6.

  
Kathleen B. Smith - CFO/Corporation Treasurer

BOARD CERTIFICATION  
We have examined the claims listed on the following Payroll Calc. Summary Report, consisting of 3 pages, and except for the claims not allowed on the summary, such claims are hereby allowed in the total, \$433,650.68, dated this 16th day of May 2025.

\_\_\_\_\_  
President -

\_\_\_\_\_  
Vice President -

\_\_\_\_\_  
Secretary -

\_\_\_\_\_  
Member -

\_\_\_\_\_  
Member -

## Payroll Calc. Summary

Checkdate 05/20/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
<b>Earnings</b>			
Contract	\$287,292.62	\$18,695.88	\$305,988.50
Salary	\$0.00	\$12,569.70	\$12,569.70
Hourly	\$310.00	\$91,935.53	\$92,245.53
Daily	\$0.00	\$9,983.90	\$9,983.90
Extra Curr.	\$12,614.61	\$850.00	\$13,464.61
Other	\$150.00	\$0.00	\$150.00
<b>Taxes</b>			
Federal Wages	\$270,225.65	\$125,124.56	\$395,350.21
Federal Taxes	\$21,683.57	\$6,910.79	\$28,594.36
Social Security Wages	\$281,530.10	\$127,504.44	\$409,034.54
Social Security	\$17,454.85	\$7,905.23	\$25,360.08
Medicare Wages	\$281,530.10	\$127,504.44	\$409,034.54
Medicare	\$4,082.22	\$1,848.85	\$5,931.07
State & County Wages	\$270,225.65	\$125,124.56	\$395,350.21
State (IN)	\$7,730.55	\$3,710.14	\$11,440.69
County	\$1,897.72	\$1,044.24	\$2,941.96
<b>Employee Ret. Wages &amp; Deductions</b>			
<b>Corp-Paid Ret. Wages &amp; Benefits</b>			
TRF - TRF Pre 1996 Wages	\$20,265.22	\$0.00	\$20,265.22
TRF - TRF Pre 1996 Brd. Benefit	\$607.95	\$0.00	\$607.95
TRF - TRF Post 1996 Wages	\$240,629.64	\$0.00	\$240,629.64
TRF - TRF Post 1996 Brd. Benefit	\$7,218.87	\$0.00	\$7,218.87
TRF - TRF My Choice Wages	\$25,646.20	\$0.00	\$25,646.20
TRF - TRF My Choice Brd. Benefit	\$769.38	\$0.00	\$769.38
<b>Pre-Tax Deductions</b>			
Ann - VALIC 403B	\$1,482.44	\$383.63	\$1,866.07
Ann - AMERICAN FUNDS 403B01.09	\$9,032.01	\$1,740.03	\$10,772.04
Ann - PACIFIC LIFE 403B01.09	\$790.00	\$256.22	\$1,046.22
Misc. Ded. - MEDICAL 1	\$4,910.12	\$1,562.41	\$6,472.53
Misc. Ded. - MEDICAL 2	\$8,653.37	\$3,083.81	\$11,737.18
Misc. Ded. - MEDICAL 3	\$441.56	\$0.00	\$441.56
Misc. Ded. - MEDICAL 4	\$169.70	\$0.00	\$169.70
Misc. Ded. - AMFID URM	\$1,174.58	\$1,114.29	\$2,288.87
Misc. Ded. - AMFID CHILD CARE	\$208.33	\$0.00	\$208.33
Misc. Ded. - AMFID OTHER	\$1,808.03	\$510.68	\$2,318.71
Misc. Ded. - DENTAL S125	\$719.88	\$259.38	\$979.26
** Pre-Tax Deduction Totals **	\$29,390.02	\$8,910.45	\$38,300.47
<b>Post-Tax Deductions</b>			
Ann - SEC BENEFIT ROTH 403B	\$2,342.93	\$1,707.87	\$4,050.80
Misc. Ded. - AMFID NOT 125	\$1,267.66	\$407.01	\$1,674.67
Misc. Ded. - TEXAS LIFE	\$831.46	\$713.44	\$1,544.90
Misc. Ded. - ED.F.PASS-THROUGH	\$36.50	\$3.00	\$39.50
Misc. Ded. - EDUCATION FOUNDATION of PTSC	\$72.00	\$3.00	\$75.00
Garn. - IND ST CENTRAL COLLECTION UNIT	\$368.34	\$0.00	\$368.34
Garn. - CLERK PORTER SUPERIOR COURT	\$0.00	\$216.82	\$216.82
Garn. - CHICAGO CHAPTER 13 TRUSTEE	\$0.00	\$1,041.64	\$1,041.64
** Post-Tax Deduction Totals **	\$4,918.89	\$4,092.78	\$9,011.67
<b>Board-Paid Benefits</b>			
Ann - NC MATCH VALIC 401A	\$0.00	\$677.68	\$677.68
Ann - ADMN 3% VALIC 401A	\$651.04	\$0.00	\$651.04
Ann - ADMN 6% VALIC 401A	\$1,110.45	\$662.76	\$1,773.21
Ann - ADMN 9% VALIC 401A	\$0.00	\$1,392.07	\$1,392.07
Ann - ADMN 13% VALIC 401A	\$748.17	\$0.00	\$748.17
Misc. Ded. - MEDICAL 1	\$19,640.48	\$6,197.87	\$25,838.35
Misc. Ded. - MEDICAL 2	\$46,398.48	\$18,668.20	\$65,066.68
Misc. Ded. - MEDICAL 3	\$1,766.24	\$0.00	\$1,766.24
Misc. Ded. - MEDICAL 4	\$678.80	\$0.00	\$678.80
Misc. Ded. - VSP	\$2,062.78	\$346.51	\$2,409.29
Misc. Ded. - DENTAL S125	\$3,504.48	\$1,368.10	\$4,872.58
Misc. Ded. - LIFE CORP PAID	\$1,216.93	\$309.92	\$1,526.85
Ret. - TRF - 003	\$607.95	\$0.00	\$607.95
Ret. - TRF - 004	\$7,218.87	\$0.00	\$7,218.87
Ret. - TRF - 008	\$769.38	\$0.00	\$769.38
** Board-Paid Benefit Totals **	\$86,374.05	\$29,623.11	\$115,997.16

## Payroll Calc. Summary

Checkdate 05/20/2025 - All Runs - All Locations - All Pay Groups

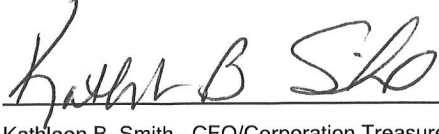
Description	Certified	Classified	Total
Taxable Fringe			
** Taxable Fringe Totals **	\$0.00	\$0.00	\$0.00
Absences			
SICK - Days Used	35.00	34.50	69.50
FAM ILL - Days Used	8.50	0.50	9.00
PERS - Days Used	25.50	14.00	39.50
NO PAY - Days Used	2.00	11.00	13.00
NO PAY - Lost Days	2.00	0.00	2.00
NO PAY - Lost Pay	\$751.56	\$0.00	\$751.56
FUNERAL - Days Used	2.00	3.00	5.00
VAC - Days Used	0	5.50	5.50
NO TEACH - Days Used	0	10.00	10.00
PROF LV - Days Used	4.50	10.00	14.50
PD MTRNT - Days Used	10.00	0	10.00
UNPD MTR - Days Used	20.00	0	20.00
Employees Summary			
Employees	112	118	230
Earnings	\$300,367.23	\$134,035.01	\$434,402.24
Lost Pay	\$751.56	\$0.00	\$751.56
Gross Pay	\$299,615.67	\$134,035.01	\$433,650.68
Taxes	\$52,848.91	\$21,419.25	\$74,268.16
Annuities	\$13,647.38	\$4,087.75	\$17,735.13
Miscellaneous Deductions	\$20,293.19	\$7,657.02	\$27,950.21
Total Garnishments	\$368.34	\$1,258.46	\$1,626.80
Retirement	\$0.00	\$0.00	\$0.00
Net Pay	\$212,457.85	\$99,612.53	\$312,070.38

## Payroll Calc. Summary

Checkdate 06/05/2025 - All Runs - All Locations - All Pay Groups

### FISCAL OFFICER CERTIFICATION

I hereby certify that the attached is true and correct and I have audited same in accordance with IC5-11-10-1.6.



Kathleen B. Smith - CFO/Corporation Treasurer

### BOARD CERTIFICATION

We have examined the claims listed on the following Payroll Calc. Summary Report, consisting of 3 pages, and except for the claims not allowed on the summary, such claims are hereby allowed in the total, \$472,648.78, dated this 3rd day of June 2025.

✓  
KBS

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President -

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Vice President -

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Secretary -

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Member -

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Member -



## Payroll Calc. Summary

Checkdate 06/05/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
<b>Earnings</b>			
Contract	\$287,292.62	\$23,695.88	\$310,988.50
Salary	\$0.00	\$12,569.70	\$12,569.70
Hourly	\$217.00	\$92,251.61	\$92,468.61
Daily	\$0.00	\$10,958.90	\$10,958.90
Extra Curr.	\$22,564.60	\$8,775.00	\$31,339.60
Other	\$14,603.40	\$0.00	\$14,603.40
<b>Taxes</b>			
Federal Wages	\$295,367.59	\$139,545.13	\$434,912.72
Federal Taxes	\$21,949.94	\$7,289.64	\$29,239.58
Social Security Wages	\$306,752.04	\$142,249.78	\$449,001.82
Social Security	\$19,018.63	\$8,819.44	\$27,838.07
Medicare Wages	\$306,752.04	\$142,249.78	\$449,001.82
Medicare	\$4,447.92	\$2,062.62	\$6,510.54
State & County Wages	\$295,367.59	\$139,545.13	\$434,912.72
State (IN)	\$7,793.72	\$4,106.11	\$11,899.83
County	\$1,914.44	\$1,165.64	\$3,080.08
<b>Employee Ret. Wages &amp; Deductions</b>			
<b>Corp-Paid Ret. Wages &amp; Benefits</b>			
TRF - TRF Pre 1996 Wages	\$20,265.22	\$0.00	\$20,265.22
TRF - TRF Pre 1996 Brd. Benefit	\$607.95	\$0.00	\$607.95
TRF - TRF Post 1996 Wages	\$241,235.72	\$0.00	\$241,235.72
TRF - TRF Post 1996 Brd. Benefit	\$7,237.05	\$0.00	\$7,237.05
TRF - TRF My Choice Wages	\$25,511.75	\$0.00	\$25,511.75
TRF - TRF My Choice Brd. Benefit	\$765.35	\$0.00	\$765.35
<b>Pre-Tax Deductions</b>			
Ann - VALIC 403B	\$1,562.44	\$427.91	\$1,990.35
Ann - AMERICAN FUNDS 403B01.09	\$9,032.01	\$2,040.90	\$11,072.91
Ann - PACIFIC LIFE 403B01.09	\$790.00	\$235.84	\$1,025.84
Misc. Ded. - MEDICAL 1	\$4,910.12	\$1,562.35	\$6,472.47
Misc. Ded. - MEDICAL 2	\$8,213.45	\$2,554.97	\$10,768.42
Misc. Ded. - MEDICAL 3	\$441.56	\$0.00	\$441.56
Misc. Ded. - MEDICAL 4	\$169.70	\$0.00	\$169.70
Misc. Ded. - AMFID URM	\$1,174.58	\$1,114.29	\$2,288.87
Misc. Ded. - AMFID CHILD CARE	\$208.33	\$0.00	\$208.33
Misc. Ded. - AMFID OTHER	\$1,808.03	\$510.68	\$2,318.71
Misc. Ded. - DENTAL S125	\$719.88	\$259.02	\$978.90
** Pre-Tax Deduction Totals **	\$29,030.10	\$8,705.96	\$37,736.06
<b>Post-Tax Deductions</b>			
Ann - SEC BENEFIT ROTH 403B	\$2,353.28	\$1,727.32	\$4,080.60
Misc. Ded. - AMFID NOT 125	\$1,267.66	\$331.74	\$1,599.40
Misc. Ded. - TEXAS LIFE	\$831.46	\$588.52	\$1,419.98
Misc. Ded. - ED.F.PASS-THROUGH	\$36.50	\$3.00	\$39.50
Misc. Ded. - EDUCATION FOUNDATION of PTSC	\$72.00	\$3.00	\$75.00
Misc. Ded. - SUPPLEMENTAL LIFE INSURANCE	\$248.74	\$20.92	\$269.66
Garn. - IND ST CENTRAL COLLECTION UNIT	\$368.34	\$0.00	\$368.34
Garn. - CHICAGO CHAPTER 13 TRUSTEE	\$0.00	\$1,041.64	\$1,041.64
** Post-Tax Deduction Totals **	\$5,177.98	\$3,716.14	\$8,894.12
<b>Board-Paid Benefits</b>			
Ann - NC MATCH VALIC 401A	\$0.00	\$731.67	\$731.67
Ann - ADMN 3% VALIC 401A	\$651.04	\$0.00	\$651.04
Ann - ADMN 6% VALIC 401A	\$1,110.45	\$662.76	\$1,773.21
Ann - ADMN 9% VALIC 401A	\$0.00	\$1,392.07	\$1,392.07
Ann - ADMN 13% VALIC 401A	\$748.17	\$0.00	\$748.17
Misc. Ded. - MEDICAL 1	\$19,640.48	\$6,197.81	\$25,838.29
Misc. Ded. - MEDICAL 2	\$44,639.24	\$15,375.06	\$60,014.30
Misc. Ded. - MEDICAL 3	\$1,766.24	\$0.00	\$1,766.24
Misc. Ded. - MEDICAL 4	\$678.80	\$0.00	\$678.80
Misc. Ded. - DENTAL S125	\$3,504.48	\$1,305.24	\$4,809.72
Ret. - TRF - 003	\$607.95	\$0.00	\$607.95
Ret. - TRF - 004	\$7,237.05	\$0.00	\$7,237.05
Ret. - TRF - 008	\$765.35	\$0.00	\$765.35
** Board-Paid Benefit Totals **	\$81,349.25	\$25,664.61	\$107,013.86
<b>Taxable Fringe</b>			

**Payroll Calc. Summary**

Checkdate 06/05/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
** Taxable Fringe Totals **	\$0.00	\$0.00	\$0.00
<b>Absences</b>			
VAC - Days Used	0	3.00	3.00
SICK - Days Used	36.50	19.50	56.00
PROF LV - Days Used	4.50	0	4.50
PERS - Days Used	32.00	5.50	37.50
FAM ILL - Days Used	4.00	0.50	4.50
NO TEACH - Days Used	0	11.00	11.00
NO PAY - Days Used	1.00	8.00	9.00
NO PAY - Lost Days	1.00	0.00	1.00
NO PAY - Lost Pay	\$279.93	\$0.00	\$279.93
PD MTRNT - Days Used	10.00	0	10.00
UNPD MTR - Days Used	20.00	0	20.00
FUNERAL - Days Used	4.00	1.00	5.00
<b>Employees Summary</b>			
Employees	112	124	236
Earnings	\$324,677.62	\$148,251.09	\$472,928.71
Lost Pay	\$279.93	\$0.00	\$279.93
Gross Pay	\$324,397.69	\$148,251.09	\$472,648.78
Taxes	\$55,124.65	\$23,443.45	\$78,568.10
Annuities	\$13,737.73	\$4,431.97	\$18,169.70
Miscellaneous Deductions	\$20,102.01	\$6,948.49	\$27,050.50
Total Garnishments	\$368.34	\$1,041.64	\$1,409.98
Retirement	\$0.00	\$0.00	\$0.00
Net Pay	\$235,064.96	\$112,385.54	\$347,450.50

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PORTER TOWNSHIP SCHOOL CORPORATION  
Accounts Payable Voucher Register  
Bank: All Banks

Date Range: 05/05/2025 - 06/12/2025  
Vouchers: 679539 - 679670  
Between Board: Included  
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Epay Status: Any Status

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
05/05/2025	Y	679539	1129	KERLIN BUS SALES & LEASING C	0708	\$151,613.00	\$151,613.00	70376	1	78 PASSENGER BUS
05/05/2025	Y	679540	1637	PORTER TOWNSHIP SCHOOL CORP	8400	\$41,329.35	\$41,329.35	1	4	4.25 FS Patron Account Tran
05/05/2025	Y	679541	941	1ST SOURCE BANK	0101	\$23,915.47		1	1	5.5.25 FICA
05/05/2025	Y	679541	941	1ST SOURCE BANK	0300	\$5,400.42		1	1	5.5.25 FICA
05/05/2025	Y	679541	941	1ST SOURCE BANK	0800	\$1,520.08		1	1	5.5.25 FICA
05/05/2025	Y	679541	941	1ST SOURCE BANK	1300	\$1,849.31		1	1	5.5.25 FICA
05/05/2025	Y	679541	941	1ST SOURCE BANK	2200	\$474.09		1	1	5.5.25 FICA
05/05/2025	Y	679541	941	1ST SOURCE BANK	2301	\$51.81		1	1	5.5.25 FICA
05/05/2025	Y	679541	941	1ST SOURCE BANK	4125	\$197.43		1	1	5.5.25 FICA
05/05/2025	Y	679541	941	1ST SOURCE BANK	*9211	\$31,457.59		1	1	5.5.25 FICA
05/05/2025	Y	679541	941	1ST SOURCE BANK	*9221	\$33,408.61	\$98,274.81	1	1	5.5.25 FICA
05/05/2025	Y	679542	908	INDIANA STATE TEACHER RET.FD	0101	\$23,382.52		1	1	5.5.25 6.5% TRF
05/05/2025	Y	679542	908	INDIANA STATE TEACHER RET.FD	0300	\$860.89		1	1	5.5.25 6.5% TRF
05/05/2025	Y	679542	908	INDIANA STATE TEACHER RET.FD	1300	\$1,242.53		1	1	5.5.25 6.5% TRF
05/05/2025	Y	679542	908	INDIANA STATE TEACHER RET.FD	2200	\$606.44	\$26,092.38	1	1	5.5.25 6.5% TRF
05/05/2025	Y	679543	1591	INSCCU	*9462	\$368.34	\$368.34	1	1	5.5.25 GARNISH (TAUBER)
05/05/2025	Y	679544	9065	AMERICAN FUNDS	*9282	\$11,934.49	\$11,934.49	70378	1	5.5.25 AM.FUNDS
05/05/2025	Y	679545	995	OFFICE OF THE STANDING TRUST	*9462	\$478.64	\$478.64	70379	1	5.5.25 GARNISH (WOOLEY)
05/05/2025	Y	679546	9066	PACIFIC LIFE	*9282	\$1,112.86	\$1,112.86	70380	1	5.5.25 PAC.LIFE
05/05/2025	Y	679547	1236	PORTER COUNTY SUPERIOR	*9462	\$503.70	\$503.70	70381	1	5.5.25 GARNISH (BOWMAN)
05/05/2025	Y	679548	1500	SECURITY BENEFIT	*9282	\$4,142.98	\$4,142.98	70382	1	5.5.25 S.B.ROTH
05/05/2025	Y	679549	796	TEXAS LIFE	*9442	\$1,544.90	\$1,544.90	70383	1	5.5.25 TEXAS LIFE
05/05/2025	Y	679550	9691	VALIC	*9282	\$1,934.64	\$1,934.64	70384	1	5.5.25 EE PD 403B
05/05/2025	Y	679551	995	OFFICE OF THE STANDING TRUST	*9462	\$563.00	\$563.00	70385	1	5.5.25 GARNISH (POWELL)
05/06/2025	Y	679552	706	GORDON FOOD SERVICE, INC.	0800	\$4,062.67		70377	1	PTSC FOOD PURCHASES & C/A C
05/06/2025	Y	679552	706	GORDON FOOD SERVICE, INC.	1400	\$70.51	\$4,133.18	70377	1	PTSC FOOD PURCHASES & C/A C
05/08/2025	Y	679553	1682	PORTER COUNTY TREASURER	0300	\$1,350.00	\$1,350.00	70386	1	SPRING 25 DITCH ASSESSMENT
05/12/2025	Y	679554	9451	AMERICAN FIDELITY ASSURANCE	1703	\$270.60	\$270.60	70387	1	URM 23.24 overpaymnt return
05/14/2025	Y	679555	706	GORDON FOOD SERVICE, INC.	0800	\$5,892.27	\$5,892.27	70388	1	PTSC FOOD PURCHASES
05/16/2025	Y	679556	216	Porter Township CAFETERIA	2001	\$148.05	\$148.05	70389	1	CAFE ADJ, FREE LUNCH STUDEN
05/20/2025	Y	679557	9801	PORTER TOWNSHIP PAYROLL	0101	\$323,517.15		0	1	5.20.25 Update Salaries
05/20/2025	Y	679557	9801	PORTER TOWNSHIP PAYROLL	0300	\$60,527.97		0	1	5.20.25 Update Salaries
05/20/2025	Y	679557	9801	PORTER TOWNSHIP PAYROLL	0800	\$15,642.72		0	1	5.20.25 Update Salaries
05/20/2025	Y	679557	9801	PORTER TOWNSHIP PAYROLL	1300	\$21,959.17		0	1	5.20.25 Update Salaries
05/20/2025	Y	679557	9801	PORTER TOWNSHIP PAYROLL	2200	\$6,653.60		0	1	5.20.25 Update Salaries
05/20/2025	Y	679557	9801	PORTER TOWNSHIP PAYROLL	2301	\$1,117.94		0	1	5.20.25 Update Salaries
05/20/2025	Y	679557	9801	PORTER TOWNSHIP PAYROLL	4125	\$4,232.13	\$433,650.68	0	1	5.20.25 Update Salaries
05/20/2025	Y	679558	1738	IN BUREAU OF MOTOR VEHICLES	0300	\$15.00	\$15.00	70390	1	TITLE APP FEE, BUS #42
05/20/2025	Y	679559	941	1ST SOURCE BANK	0101	\$23,385.88		1	1	5.20.25 FEDERAL TAX
05/20/2025	Y	679559	941	1ST SOURCE BANK	0300	\$4,351.31		1	1	5.20.25 FEDERAL TAX
05/20/2025	Y	679559	941	1ST SOURCE BANK	0800	\$1,195.40		1	1	5.20.25 FEDERAL TAX
05/20/2025	Y	679559	941	1ST SOURCE BANK	1300	\$1,601.19		1	1	5.20.25 FEDERAL TAX
05/20/2025	Y	679559	941	1ST SOURCE BANK	2200	\$486.30		1	1	5.20.25 FEDERAL TAX
05/20/2025	Y	679559	941	1ST SOURCE BANK	2301	\$81.21		1	1	5.20.25 FEDERAL TAX
05/20/2025	Y	679559	941	1ST SOURCE BANK	4125	\$189.86		1	1	5.20.25 FEDERAL TAX
05/20/2025	Y	679559	941	1ST SOURCE BANK	*9211	\$28,594.36		1	1	5.20.25 FEDERAL TAX
05/20/2025	Y	679559	941	1ST SOURCE BANK	*9221	\$31,291.15	\$91,176.66	1	1	5.20.25 FEDERAL TAX
05/20/2025	Y	679560	9230	INDIANA DEPT OF REVENUE	*9231	\$23,952.01	\$23,952.01	1	1	5.5.25 STATE TAX
05/20/2025	Y	679561	9240	INDIANA DEPT REVENUE	*9241	\$6,157.72	\$6,157.72	1	1	5.5.25 COUNTY TAX
05/20/2025	Y	679562	908	INDIANA STATE TEACHER RET.FD	0101	\$23,349.08		1	1	5.20.25 3% POST95-TRF



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Acct. Types: All Types  
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PORTER TOWNSHIP SCHOOL CORPORATION  
Accounts Payable Voucher Register  
Bank: All Banks

Date Range: 05/05/2025 - 06/12/2025  
Vouchers: 679539 - 679670  
Between Board: Included  
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Epay Status: Any Status

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
05/20/2025	Y	679562	908	INDIANA STATE TEACHER RET.FD	0300	\$860.89		1	1	5.20.25 3% POST95-TRF
05/20/2025	Y	679562	908	INDIANA STATE TEACHER RET.FD	1300	\$1,242.53		1	1	5.20.25 3% POST95-TRF
05/20/2025	Y	679562	908	INDIANA STATE TEACHER RET.FD	2200	\$632.09	\$26,084.59	1	1	5.20.25 3% POST95-TRF
05/20/2025	Y	679563	1591	INSCCU	*9462	\$368.34	\$368.34	1	1	5.20.25 GARNISHMENT-TAUBER
05/20/2025	Y	679564	825	AMERICAN FIDELITY	*9452	\$7,986.76	\$7,986.76	70391	1	5.20.25 NOT125
05/20/2025	Y	679565	9065	AMERICAN FUNDS	*9282	\$10,772.04	\$10,772.04	70392	1	5.20.25 AM.FUNDS
05/20/2025	Y	679566	9451	AMERICAN FIDELITY ASSURANCE	*9452	\$4,994.40	\$4,994.40	70393	1	5.20.25 CHILDCARE
05/20/2025	Y	679567	995	OFFICE OF THE STANDING TRUST	*9462	\$563.00	\$563.00	70394	1	5.20.25 GARNISH (POWELL)
05/20/2025	Y	679568	9066	PACIFIC LIFE	*9282	\$1,046.22	\$1,046.22	70395	1	5.20.25 PACIFIC LIFE
05/20/2025	Y	679569	9877	PCCF-Education Foundation fo	*9300	\$150.00	\$150.00	70396	1	5.20.25 SCHOLARSHIPS
05/20/2025	Y	679570	1236	PORTER COUNTY SUPERIOR	*9462	\$216.82	\$216.82	70397	1	5.20.25 GARNISH (BOWMAN)
05/20/2025	Y	679571	1500	SECURITY BENEFIT	*9282	\$4,050.80	\$4,050.80	70398	1	5.20.25 S.B.ROTH
05/20/2025	Y	679572	796	TEXAS LIFE	*9442	\$1,544.90	\$1,544.90	70399	1	5.20.25 TEXAS LIFE
05/20/2025	Y	679573	9691	VALIC	*9282	\$1,866.07	\$1,866.07	70400	1	5.20.25 EE PD 403B
05/20/2025	Y	679574	995	OFFICE OF THE STANDING TRUST	*9462	\$478.64	\$478.64	70401	1	5.20.25 GARNISH (WOOLEY)
05/20/2025	Y	679575	9877	PCCF-Education Foundation fo	*9301	\$79.00	\$79.00	70402	1	5.5.25 PASS-THROUGH
05/21/2025	Y	679576	706	GORDON FOOD SERVICE, INC.	0800	\$1,522.11	\$1,522.11	70403	1	PTSC FOOD PURCHASES
05/21/2025	Y	679577	369	FRONTIER	0300	\$471.86	\$471.86	70404	1	ANNEX EMERGENCY LINE
05/21/2025	Y	679578	1802	PITNEY BOWES BANK INC	0300	\$201.00	\$201.00	70405	1	POSTAGE MACHINE REFILL
05/22/2025	Y	679583	9910	BMO	6847	\$356.19	\$356.19	70406	1	K.SMITH IASBO 2025
05/22/2025	Y	679586	9916	COLLEGE BOARD	0101	-\$1,581.80		1	1	OUT OF ED INTO FORM ASSESSM
05/22/2025	Y	679586	9916	COLLEGE BOARD	3028	\$1,581.80	\$0.00	1	1	OUT OF ED INTO FORM ASSESSM
05/29/2025	Y	679587	9991	La Quesadilla	1725	\$439.45	\$439.45	70409	1	EOY STAFF MEAL, 24-25
05/29/2025		679588	2004	COMMUNITY UTILITIES OF INDIA	0300	\$1,946.20	\$1,946.20	70410	1	PLE WATER/WASTEWATER
05/30/2025	Y	679579	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$1,149.03		1	1	5.20.25 PRD. PD.LIFE
05/30/2025	Y	679579	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$282.98		1	1	5.20.25 PRD. PD.LIFE
05/30/2025	Y	679579	1700	PORTER CO SCHOOL EMPL.INS TR	0800	\$17.55		1	1	5.20.25 PRD. PD.LIFE
05/30/2025	Y	679579	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$55.48		1	1	5.20.25 PRD. PD.LIFE
05/30/2025	Y	679579	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$34.16		1	1	5.20.25 PRD. PD.LIFE
05/30/2025	Y	679579	1700	PORTER CO SCHOOL EMPL.INS TR	*9270	\$175.93	\$1,715.13	1	1	5.20.25 PRD. PD.LIFE
05/30/2025	Y	679580	1700	PORTER CO SCHOOL EMPL.INS TR	*9442	\$289.66	\$289.66	1	1	5.5.25 SUPPLEMENTAL LIFE
05/30/2025	Y	679581	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$1,335.42		1	1	June LTD Insurance
05/30/2025	Y	679581	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$277.22		1	1	June LTD Insurance
05/30/2025	Y	679581	1700	PORTER CO SCHOOL EMPL.INS TR	0800	\$13.27		1	1	June LTD Insurance
05/30/2025	Y	679581	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$56.15		1	1	June LTD Insurance
05/30/2025	Y	679581	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$34.15	\$1,716.21	1	1	June LTD Insurance
05/30/2025	Y	679582	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$149,213.86		1	1	5.20.25 BRD.PD.DENTAL
05/30/2025	Y	679582	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$27,308.69		1	1	5.20.25 BRD.PD.DENTAL
05/30/2025	Y	679582	1700	PORTER CO SCHOOL EMPL.INS TR	0800	\$2,615.34		1	1	5.20.25 BRD.PD.DENTAL
05/30/2025	Y	679582	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7,670.92		1	1	5.20.25 BRD.PD.DENTAL
05/30/2025	Y	679582	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$3,155.86		1	1	5.20.25 BRD.PD.DENTAL
05/30/2025	Y	679582	1700	PORTER CO SCHOOL EMPL.INS TR	*9270	\$1,047.00		1	1	5.20.25 BRD.PD.DENTAL
05/30/2025	Y	679582	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$37,922.33	\$228,934.00	1	1	5.20.25 BRD.PD.DENTAL
05/30/2025	Y	679584	9691	VALIC	0101	\$4,400.81		70407	1	5.20.25 PRD. PD.VALIC
05/30/2025	Y	679584	9691	VALIC	0300	\$5,430.36		70407	1	5.20.25 PRD. PD.VALIC
05/30/2025	Y	679584	9691	VALIC	0800	\$466.66		70407	1	5.20.25 PRD. PD.VALIC
05/30/2025	Y	679584	9691	VALIC	1300	\$184.76		70407	1	5.20.25 PRD. PD.VALIC
05/30/2025	Y	679584	9691	VALIC	2200	\$254.60	\$10,737.19	70407	1	5.20.25 PRD. PD.VALIC
05/30/2025	Y	679585	2218	VISION SERVICE PLAN -(CT)	0101	\$1,904.85		70408	1	5.20.25 BRD.PD.VISION
05/30/2025	Y	679585	2218	VISION SERVICE PLAN -(CT)	0300	\$272.53		70408	1	5.20.25 BRD.PD.VISION

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User: All Users

PORTER TOWNSHIP SCHOOL CORPORATION  
Accounts Payable Voucher Register  
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Date Range: 05/05/2025 - 06/12/2025 Pg. 3  
Vouchers: 679539 - 679670 v1.0.0.0  
Between Board: Included Epay Status: Any Status

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
05/30/2025	Y	679585	2218	VISION SERVICE PLAN -(CT)	0800	\$28.64		70408	1	5.20.25 BRD.PD.VISION
05/30/2025	Y	679585	2218	VISION SERVICE PLAN -(CT)	1300	\$92.21		70408	1	5.20.25 BRD.PD.VISION
05/30/2025	Y	679585	2218	VISION SERVICE PLAN -(CT)	2200	\$70.78		70408	1	5.20.25 BRD.PD.VISION
05/30/2025	Y	679585	2218	VISION SERVICE PLAN -(CT)	*9270	\$49.82	\$2,418.83	70408	1	5.20.25 BRD.PD.VISION
06/03/2025	Y	679589	1637	PORTER TOWNSHIP SCHOOL CORP	8400	\$38,521.85	\$38,521.85	1	4	05.25 FS Patron Account Tra
06/05/2025		679590	9801	PORTER TOWNSHIP PAYROLL	0101	\$353,572.31		0	1	6.5.25 Update Salaries
06/05/2025		679590	9801	PORTER TOWNSHIP PAYROLL	0300	\$65,711.44		0	1	6.5.25 Update Salaries
06/05/2025		679590	9801	PORTER TOWNSHIP PAYROLL	0800	\$15,882.20		0	1	6.5.25 Update Salaries
06/05/2025		679590	9801	PORTER TOWNSHIP PAYROLL	1300	\$21,899.18		0	1	6.5.25 Update Salaries
06/05/2025		679590	9801	PORTER TOWNSHIP PAYROLL	2200	\$6,653.60		0	1	6.5.25 Update Salaries
06/05/2025		679590	9801	PORTER TOWNSHIP PAYROLL	2301	\$1,497.92		0	1	6.5.25 Update Salaries
06/05/2025		679590	9801	PORTER TOWNSHIP PAYROLL	4125	\$4,232.13		0	1	6.5.25 Update Salaries
06/05/2025		679590	9801	PORTER TOWNSHIP PAYROLL	6847	\$3,200.00	\$472,648.78	0	1	6.5.25 Update Salaries
06/05/2025	Y	679591	941	1ST SOURCE BANK	0101	\$25,762.87		1	1	6.5.25 FICA
06/05/2025	Y	679591	941	1ST SOURCE BANK	0300	\$4,750.94		1	1	6.5.25 FICA
06/05/2025	Y	679591	941	1ST SOURCE BANK	0800	\$1,213.69		1	1	6.5.25 FICA
06/05/2025	Y	679591	941	1ST SOURCE BANK	1300	\$1,603.31		1	1	6.5.25 FICA
06/05/2025	Y	679591	941	1ST SOURCE BANK	2200	\$486.30		1	1	6.5.25 FICA
06/05/2025	Y	679591	941	1ST SOURCE BANK	2301	\$107.84		1	1	6.5.25 FICA
06/05/2025	Y	679591	941	1ST SOURCE BANK	4125	\$189.86		1	1	6.5.25 FICA
06/05/2025	Y	679591	941	1ST SOURCE BANK	6847	\$233.80		1	1	6.5.25 FICA
06/05/2025	Y	679591	941	1ST SOURCE BANK	*9211	\$29,239.58		1	1	6.5.25 FICA
06/05/2025	Y	679591	941	1ST SOURCE BANK	*9221	\$34,348.61	\$97,936.80	1	1	6.5.25 FICA
06/05/2025	Y	679592	908	INDIANA STATE TEACHER RET.FD	0101	\$23,425.17		1	1	6.5.25 FSP-TRF (WICH)
06/05/2025	Y	679592	908	INDIANA STATE TEACHER RET.FD	0300	\$860.89		1	1	6.5.25 FSP-TRF (WICH)
06/05/2025	Y	679592	908	INDIANA STATE TEACHER RET.FD	1300	\$1,211.26		1	1	6.5.25 FSP-TRF (WICH)
06/05/2025	Y	679592	908	INDIANA STATE TEACHER RET.FD	2200	\$632.09	\$26,129.41	1	1	6.5.25 FSP-TRF (WICH)
06/05/2025	Y	679593	1591	INSCCU	*9462	\$368.34	\$368.34	1	1	6.5.25 GARNISHMENT(TAUBER)
06/05/2025	Y	679594	9065	AMERICAN FUNDS	*9282	\$11,072.91	\$11,072.91	70412	1	6.5.25 AMERICAN FUNDS
06/05/2025	Y	679595	995	OFFICE OF THE STANDING TRUST	*9462	\$563.00	\$563.00	70413	1	6.5.25 GARNISHMENT(POWELL)
06/05/2025	Y	679596	9066	PACIFIC LIFE	*9282	\$1,025.84	\$1,025.84	70414	1	6.5.25 PACIFIC LIFE
06/05/2025	Y	679597	1500	SECURITY BENEFIT	*9282	\$4,080.60	\$4,080.60	70415	1	6.5.25 S.B.ROTH
06/05/2025	Y	679598	796	TEXAS LIFE	*9442	\$1,271.57	\$1,271.57	70416	1	6.5.25 TL-CREDIT/SACO
06/05/2025	Y	679599	9691	VALIC	*9282	\$1,990.35	\$1,990.35	70417	1	6.5.25 EE PD 403B
06/05/2025		679600	995	OFFICE OF THE STANDING TRUST	*9462	\$478.64	\$478.64	70418	1	6.5.25 GARNISHMENT(Wooley)
06/09/2025	Y	679601	369	FRONTIER	0300	\$104.95	\$104.95	70419	1	CENTRAL ALARM LINE
06/12/2025	Y	679602	216	Porter Township CAFETERIA	8400	\$408.95	\$408.95	2551	4	CAFE REFUND, PROJECT CARE
06/12/2025		679603	1728	Able Paper & Tilden	0300	\$340.02	\$340.02	70420	1	FLOOR PADS
06/12/2025		679604	9849	AKERMAN, MELISSA	0800	\$44.10	\$44.10	70421	1	May 25 Cafe Mileage
06/12/2025		679605	9848	AKERS, WENDY	0101	\$154.00	\$154.00	70422	1	MILEAGE, APR25
06/12/2025		679606	1749	AMAZON CAPITAL SERVICES	0101	\$414.86		70423	1	SP25 STAFF GR, K.WOTHERSPOO
06/12/2025		679606	1749	AMAZON CAPITAL SERVICES	0300	\$315.02		70423	1	SP25 STAFF GR, K.WOTHERSPOO
06/12/2025		679606	1749	AMAZON CAPITAL SERVICES	0708	\$75.20		70423	1	SP25 STAFF GR, K.WOTHERSPOO
06/12/2025		679606	1749	AMAZON CAPITAL SERVICES	2001	\$1,223.20	\$2,028.28	70423	1	SP25 STAFF GR, K.WOTHERSPOO
06/12/2025		679607	37	ASSOC. OF INDIANA COUNTIES,I	0300	\$18.00	\$18.00	70424	1	TRECS Letter Service May 25
06/12/2025		679608	840	ASTBURY WATER TECHNOLOGY, IN	0300	\$3,900.00	\$3,900.00	70425	1	MAY WATER SYSTEM
06/12/2025		679609	402	BARTRONICS, INC.	0300	\$48.59	\$48.59	70426	1	ANTENNA PARTS FOR BUS #42
06/12/2025		679610	1836	BATESOLE, TONIA	0800	\$93.80	\$93.80	70427	1	MAY MILEAGE
06/12/2025		679611	730	BELL TECHLOGIX, INC.	0300	\$613.44	\$613.44	70428	1	MS AGREEMENT RENEWAL, 3 MOS
06/12/2025		679612	9954	Blu Petroleum, Inc.	0300	\$6,394.12	\$6,394.12	70429	1	304.4 UNL 87



06/10/2025 12:46 PM	Sequenced by Date Acct. Types: All Types User: All Users		PORTER TOWNSHIP SCHOOL CORPORATION Accounts Payable Voucher Register Bank: All Banks			Date Range: 05/05/2025 - 06/12/2025 Vouchers: 679539 - 679670 Between Board: Included			Pg. 4 v1.0.0.0 Epay Status: Any Status	
Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
06/12/2025		679613	9956	Canon Financial Services, In	0300	\$3,578.43	\$3,578.43	70430	1	COPIER LEASE & QRTLTY COPIES
06/12/2025		679614	9953	Cheryl Hoard	1300	\$241.50	\$241.50	70431	1	May 25 Mileage
06/12/2025		679615	1172	COASTAL VALLEY WATER COMPANY	2311	\$312.25	\$312.25	70432	1	BGHS WATER 4.3.25
06/12/2025		679616	9826	COMMERCIAL FOOD SYSTEMS, INC	0800	\$189.90	\$189.90	70433	1	AL CARTE ITEMS, BGHS
06/12/2025		679617	9955	Crisis Prevention Institute,	0101	\$50.00		70434	1	CPI TRAINER CERTIFICATION
06/12/2025		679617	9955	Crisis Prevention Institute,	1300	\$3,674.25		70434	1	CPI TRAINER CERTIFICATION
06/12/2025		679617	9955	Crisis Prevention Institute,	5200	\$1,174.75	\$4,899.00	70434	1	CPI TRAINER CERTIFICATION
06/12/2025		679618	1572	CRIST, SEARS & ZIC, LLP	0300	\$2,025.00	\$2,025.00	70435	1	Legal Services May 2025
06/12/2025		679619	1212	CROSSROADS	0300	\$400.00	\$400.00	70436	1	ANNUAL MEMBERSHIP DUES
06/12/2025		679620	237	DECKER EQUIPMENT	0300	\$762.51	\$762.51	70437	1	SUMMER ORDER/PIANO HINGE
06/12/2025		679621	2081	DOBROWSKI, NAOMI	0101	\$75.60		70438	1	May 25 Mileage
06/12/2025		679621	2081	DOBROWSKI, NAOMI	1400	\$75.60	\$151.20	70438	1	May 25 Mileage
06/12/2025		679622	9814	EMS LINQ INC	0800	\$6,578.00	\$6,578.00	70439	1	ANNUAL SUBSCRIPTION
06/12/2025		679623	48	FERGUSON FACILITIES SUPPLY	0300	\$2,234.03	\$2,234.03	70440	1	JANITORIAL SUPPLIES
06/12/2025		679624	360	FIRST STUDENT	0300	\$162,186.64	\$162,186.64	70441	1	APRIL BUS ROUTES
06/12/2025		679625	1052	GIBBS, JENNIFER	3957	\$225.18	\$225.18	70442	1	BREAKFAST & LEARN REIMBURSE
06/12/2025		679626	748	GRAINGER	0300	\$717.27	\$717.27	70443	1	V-BELT
06/12/2025		679627	9990	Hannah Ryzewski	3957	\$60.00	\$60.00	70444	1	BREAKFAST & LEARN REIMBURSE
06/12/2025		679628	1238	HEBRON ACE HARDWARE	0300	\$34.54	\$34.54	70445	1	Trimmer blade
06/12/2025		679629	858	M.S.D. OF BOONE TOWNSHIP	0101	\$6,316.12		70446	1	SPED SHARED SVCS, MARCH25
06/12/2025		679629	858	M.S.D. OF BOONE TOWNSHIP	0300	\$1,562.50	\$7,878.62	70446	1	SPED SHARED SVCS, MARCH25
06/12/2025		679630	987	INDIANA ASBO	6846	\$654.37		70447	1	B.BUSSE, ANNUAL MEMBERSHIP
06/12/2025		679630	987	INDIANA ASBO	6847	\$630.43	\$1,284.80	70447	1	B.BUSSE, ANNUAL MEMBERSHIP
06/12/2025		679631	1412	I.T.I.	2302	\$600.00	\$600.00	70448	1	MS/HS DRUG TESTING SVCS
06/12/2025		679632	1101	KANKAKEE VALLEY R.E.M.C.	0300	\$18,877.70	\$18,877.70	70449	1	CO ELECTRIC, APR/MAY 2025
06/12/2025		679633	1283	LEE COMPANY, INC.	0300	\$3,230.00	\$3,230.00	70450	1	CODE REPAIRS, BLEACHERS, PL
06/12/2025		679634	1084	MENARDS	0300	\$141.53	\$141.53	70451	1	WIRE PLUGS
06/12/2025		679635	9879	MICHAEL ROSS	1400	\$70.00	\$70.00	70452	1	ROSS, MAY CULINARY MILEAGE
06/12/2025		679636	9851	COTG DBA XBS MIDWEST	0300	\$632.64	\$632.64	70453	1	XEROX equipment contract
06/12/2025		679637	9935	D.A. DODD	0800	\$5,307.66	\$5,307.66	70454	1	BGHS Freezer Icing Up
06/12/2025		679638	9939	Monroe Pest Control, Inc.	0300	\$582.00	\$582.00	70455	1	MAY PEST CONTROL, CO
06/12/2025		679639	2318	NORTHERN INDIANA ESC	0300	\$2,460.10		70456	1	STORMWIND IT LICENSES, 3
06/12/2025		679639	2318	NORTHERN INDIANA ESC	3198	\$2,670.00	\$5,130.10	70456	1	STORMWIND IT LICENSES, 3
06/12/2025		679640	1726	ODP BUSINESS SOLUTIONS, LLC	0101	\$20.32		70457	1	TONER, STAPLES, VALE, CO
06/12/2025		679640	1726	ODP BUSINESS SOLUTIONS, LLC	0300	\$244.63		70457	1	TONER, STAPLES, VALE, CO
06/12/2025		679640	1726	ODP BUSINESS SOLUTIONS, LLC	2001	\$301.32	\$566.27	70457	1	TONER, STAPLES, VALE, CO
06/12/2025		679641	1051	ONTHECLOCK.COM, LLC	0300	\$3,334.80	\$3,334.80	70458	1	Time System 25.26
06/12/2025		679642	1694	PORTER COUNTY EDU. SERVICES	0101	\$15,620.17		70459	1	MAY 25 COOP/RENT
06/12/2025		679642	1694	PORTER COUNTY EDU. SERVICES	0300	\$6,619.58	\$22,239.75	70459	1	MAY 25 COOP/RENT
06/12/2025		679643	1740	PHOENIX INNOVATION, LLC	0300	\$380.80	\$380.80	70460	1	HS/COMPLEX WWTP CALIBRATION
06/12/2025		679644	9968	Piazza Produce	0800	\$5,280.25	\$5,280.25	70461	1	JICAMA/MANGO, FFVP
06/12/2025		679645	1802	PITNEY BOWES BANK INC	0300	\$32.55	\$32.55	70462	1	POSTAGE MACH SEAL SOLUTION
06/12/2025		679646	2142	PLYMOUTH COMMUNITY SCHOOL CO	0101	\$1,018.91	\$1,018.91	70463	1	TUITION TRANS, FORGUS-SCHUL
06/12/2025		679647	1637	PORTER TOWNSHIP SCHOOL CORP	0200	\$25,644.60	\$25,644.60	70464	1	JUNE 25 COMMON SCHOOL
06/12/2025		679648	1275	PORTER-STARKE SERVICES	5806	\$155.47		70465	1	STUDENTWISE SVCS, APRIL 25
06/12/2025		679648	1275	PORTER-STARKE SERVICES	6460	\$348.53	\$504.00	70465	1	STUDENTWISE SVCS, APRIL 25
06/12/2025		679649	9894	PRAIRIE FARMS DAIRY INC.	0800	\$2,993.60	\$2,993.60	70467	1	PLE MILK 5.28.25
06/12/2025		679650	9989	Rave Wireless, Inc.	0300	\$3,600.00	\$3,600.00	70468	1	YEAR 1/5 PANIC BUTTON BUNDL
06/12/2025		679651	1834	REPUBLIC SERVICES #715	0300	\$1,421.14	\$1,421.14	70469	1	PTSC GABAGE PICKUP
06/12/2025		679652	1595	SAFE HIRING SOLUTIONS	0300	\$357.15	\$357.15	70470	1	ANNUAL BKGD CHECK REFRESH

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
06/12/2025		679653	1055	SHERWIN-WILLIAMS COMPANY	0300	\$68.04	\$68.04	70471	1	PAINT FOR PATCH @ PLE
06/12/2025		679654	1831	INDIANA GROCERY GROUP, LLC	0101	\$346.02		70473	1	SCHOOL BOARD MTG, DOBROWSKI
06/12/2025		679654	1831	INDIANA GROCERY GROUP, LLC	1400	\$1,028.70	\$1,374.72	70473	1	SCHOOL BOARD MTG, DOBROWSKI
06/12/2025		679655	1739	Column Software PBC	0300	\$74.60	\$74.60	70474	1	SALE OF WARRANTS PUBLICATIO
06/12/2025		679656	1716	THORN, SCOTT	0300	\$2,650.00	\$2,650.00	70475	1	APRIL WWTP
06/12/2025		679657	1718	UTILITY SERVICES	0300	\$700.00	\$700.00	70476	1	E.Coli Testing May 2025
06/12/2025		679658	9863	VALE, ANGELA	6846	\$131.57		70477	1	IASBO MILEAGE & MEAL
06/12/2025		679658	9863	VALE, ANGELA	6847	\$63.64	\$195.21	70477	1	IASBO MILEAGE & MEAL
06/12/2025		679659	2310	CAPITAL ONE	0300	\$25.34	\$25.34	70478	1	MAY 25 BOARD MEETING
06/12/2025		679660	1344	WATCON, INC.	0300	\$310.40	\$310.40	70479	1	June 25 Water Treatment Pro
06/12/2025		679661	2312	WELBOURNE, ATHENA	0101	\$119.80	\$119.80	70480	1	May 25 Mileage
06/12/2025		679662	9828	XEROX FINANCIAL SERVICES	0300	\$380.92	\$380.92	70481	1	MAY COPIER LEASE
06/12/2025		679663	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$856.98	\$856.98	1	1	BGHS GAS, APR/MAY 25
06/12/2025		679664	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$353.68	\$353.68	1	1	ATH COMP GAS, APR/MAY 25
06/12/2025		679665	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$8,846.47	\$8,846.47	1	1	ANNEX/BGE/MS GAS/ELEC APR/M
06/12/2025		679666	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$100.36	\$100.36	1	1	CO GAS, APR/MAY 25
06/12/2025		679667	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$1,096.49	\$1,096.49	1	1	PLE GAS, APR/MAY 25
06/12/2025		679668	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$1,902.87	\$1,902.87	1	1	BGE/MS ELEC APR/MAY 25
06/12/2025		679669	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$84.46	\$84.46	1	1	BGE/MS GAS/ELEC APR/MAY 25
06/12/2025		679670	9992	K&S Engineers	0710	\$15.91	\$15.91	70482	1	PARTIAL PAY, GEOTECH EXPLOR
Totals for 132 Vouchers						\$2,202,685.58	\$2,202,685.58			

06/10/2025      Sequenced by Date  
12:46 PM        Acct. Types: All Types  
User: All Users

PORTER TOWNSHIP SCHOOL CORPORATION  
Accounts Payable Voucher Register  
Bank: All Banks

Date Range: 05/05/2025 - 06/12/2025

Vouchers: 679539 - 679670

Between Board: Included

Pg. 6

v1.0.0.0

Epay Status: Any Status

Totals by Fund

0101.00	EDUCATION	\$1,001,701.40
0101.01	CURRICULAR MATERIALS	-\$832.98
0200.00	DEBT SERVICE	\$25,644.60
0300.00	OPERATIONS	\$425,480.88
0708.02	2023 GO BOND CONSTRUCTTION	\$151,688.20
0710.00	2025 HS Bond - Cost of Issuance	\$15.91
0800.00	School Lunch	\$62,182.54
0800.01	SUPPLY CHAIN ASSISTANCE	\$2,985.80
0800.03	FRESH FRUITS & VEG PROGRAM	\$5,391.57
1300.01	PTSC portion of SPED shared serv	\$6.82
1300.02	East Porter SPED portion of shar	\$24,988.64
1300.03	MSD Boone SPED portion of shared	\$18,885.43
1300.04	Union SPED portion of shared ser	\$20,702.86
1400.00	JOINT OPERATIONS- VOCATIONAL	\$1,244.81
1703.00	CB&T/FIDELITY ACCOUNT	\$270.60
1725.00	PLE WALMART GRANT	\$439.45
2001.02	Angel/Feed it Frwd Fund - Cafe	\$148.05
2001.03	PTSC Ed Foundation Awards/Donati	\$1,524.52
2200.00	ADULT, ALTERNATIVE, CON ED	\$20,174.06
2301.00	ATHLETIC/CLUB TRANSPORTATION F	\$2,856.72
2302.00	STUDENT DRUG TESTING FEES	\$600.00
2311.00	WELLNESS GRANT	\$312.25
3028.25	FORMATIVE ASSMNT/NWEA 24-25	\$1,581.80
3198.25	COMMON SCHOOL FALL24 \$134,00	\$2,670.00
3957.02	Career Coaching - Staff/Student	\$285.18
4125.00	Title I FY2025	\$9,041.41
5200.00	24.25 IDEA Para Pro Grant	\$1,174.75
5806.00	FFY24 Title IV - \$10,001.47	\$155.47
6460.00	Federal Medicaid	\$348.53
6846.00	TITLE II, PROF DEV \$ 27,521.47	\$785.94
6847.00	TITLE II, FY2024	\$4,484.06
8400.00	FOOD SERVICE PATRON ACCOUNTS	\$80,260.15

TOTAL OF ALL FUNDS      \$1,867,199.42

Totals by Clearing

9211	FEDERAL TAXES	\$89,291.53
9221	FICA	\$99,048.37
9231	STATE TAXES	\$23,952.01
9241	COUNTY TAXES	\$6,157.72
9270	MED,DEN,VSP RETIREE INS	\$1,272.75
9272	MEDICAL 1	\$37,922.33
9282	AMERICAN FUNDS 403B	\$55,029.80
9300	EDUCATION FOUNDATION of PTSC	\$150.00
9301	ED.F.PASS-THROUGH	\$79.00
9442	LIFE RETIREE INS	\$4,651.03
9452	VSP/EMPLOYEE PAY	\$12,981.16

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9462	IN STATE CCU/CASS CNTY		\$4,950.46
		-----	
		TOTAL OF ALL CLEARING	\$335,486.16
		GRAND TOTAL	\$2,202,685.58



I hereby certify that each of the above listed vouchers and the invoices, or bills attached hereto, are true and correct and that the materials OR services itemized therein for which charges are made were ordered AND received, and I have audited same in accordance with I.C. 5-11-10-1.6.

June 10, 2025

CFO/Corporation Treasurer

  
Kathleen B. Smith



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ALLOWANCE OF VOUCHERS

We have examined the Vouchers listed on the foregoing Accounts Payable Register, consisting of 8 pages, and except for the vouchers not allowed on the register, such vouchers are hereby allowed in the total \$2,202,685.58 dated this 12th day of June, 2025.

*VBS*

BOARD OF EDUCATION

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

# May 31, 2025 FINANCIAL REPORT

5.25 Monthly Board

<u>FUND NAME</u>	<u>Beginning Balance</u>	<u>Ending Balance</u>	<u>Amount of Change</u>	<u>Appropriations % Spent</u>	<u>Months</u>	<u>% of Year</u>
<b>EDUCATION -101.00, 101.02</b>	\$ 1,212,675.17	\$ 1,376,777.99	\$ 164,102.82			
101.01 Curricular Materials breakout	\$ 200,380.85	\$ 200,237.93	\$ (142.92)			
<b>TOTAL</b>	<b>\$ 1,413,056.02</b>	<b>\$ 1,577,015.92</b>		<b>39.67%</b>	<b>5/12</b>	<b>42%</b>

**Notes:**

Ending Cash balance is 11.35% of 2025 Budget, not including Curricular Materials  
\$156,879.75 are PO's

<b>DEBT SERVICE</b>	\$ 652,616.38	\$ 626,971.80	\$ (25,644.58)	2.10%	5/12	42%
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**Notes:**

<b>OPERATION</b>	\$ 257,805.23	\$ 642,431.68	\$ 384,626.45	34.80%	5/12	42%
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**Notes:**

Ending Cash balance is 8.88% of 2025 Budget  
\$30,252.44 are PO's

<b>RAINY DAY</b>	\$ 642,431.68	\$ 642,818.29	\$ 386.61			
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**Notes:**

Moved money to Trust Indiana for better interest rates. Money will remain reflected in this fund.

<b>FOOD SERVICES 800.00, 800.01, 800.03</b>	\$ 712,110.25	\$ 729,715.88	\$ 17,605.63			
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**Notes:**

Patron Account \$43,180.09

<b>TRECS - Trust Indiana</b>	\$ 1,116.62	\$ 1,137.02	\$ 20.40			
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**Notes:**

<b>INVESTMENT - CD's</b>	\$ -	\$ -	\$ -			
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**Notes:**

None at this time.

<b>Percent of Education Revenue Transferred to Operations (by end of 2024 not more than 15%)</b>
1.09%

<b>PTSC Starting Salary - Minimum Salary of \$40,000</b>
\$ 49,475.00

<b>Percentage of Certified Salary to State Funding - 62% minimum</b>
74.87%

**Notes:**

Respectfully submitted:  
Kathleen B. Smith, CPA, CFO

5.25 Monthly Board.xls

06/05/2025  
6:40 AM

Monthly Fund Balance Report  
PORTER TOWNSHIP SCHOOL CORPORATION  
From: 05/01/2025 | To: 05/31/2025  
Form 9: Exclude Form 9

Pg. 1

Fund	Description	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	End Balance
0101.00	EDUCATION	\$1,212,675.17	\$917,740.41	\$1,006,934.23	\$253,296.64	\$0.00	\$1,376,777.99
0101.01	CURRICULAR MATERIALS	\$200,380.85	\$0.00	\$142.92	\$0.00	\$0.00	\$200,237.93
0101.02	24.25 David C Ford Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0200.00	DEBT SERVICE	\$652,616.38	\$0.00	\$25,644.58	\$0.00	\$0.00	\$626,971.80
0250.00	RETIREMENT/SEVERANCE BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0300.00	OPERATIONS	\$257,805.23	\$724,427.34	\$438,960.20	\$0.00	\$0.00	\$543,272.37
0610.00	LOCAL RAINY DAY	\$642,431.68	\$386.61	\$0.00	\$0.00	\$0.00	\$642,818.29
0620.00	SEVERANCE	\$175,803.92	\$0.00	\$0.00	\$0.00	\$0.00	\$175,803.92
0705.00	PLE CONSTRUCTION BOND \$61,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0706.00	2022 HS/WWTP Bond	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0707.00	2022 GO BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0707.01	2022 GO BONDS COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0707.02	2022 GO BONDS CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0708.00	2023 GO BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0708.01	2023 GO BOND COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0708.02	2023 GO BOND CONSTRUCTION	\$2,381,154.97	\$7,135.78	\$161,347.78	\$0.00	\$0.00	\$2,226,942.97
0709.00	2024 PLE Bond - Cost of Iss...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0710.00	2025 HS Bond - Cost of Issu...	\$15.91	\$0.00	\$0.00	\$0.00	\$0.00	\$15.91
0800.00	School Lunch	\$710,444.12	\$76,704.71	\$57,438.80	\$0.00	\$0.00	\$729,710.03
0800.01	SUPPLY CHAIN ASSISTANCE	\$1,666.50	\$5.85	\$1,666.50	\$0.00	\$0.00	\$5.85
0800.02	FOOD SVC NUTRITIONAL GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0800.03	FRESH FRUITS & VEG PROGRAM	-\$0.37	\$6,541.54	\$6,541.54	\$0.00	\$0.00	-\$0.37
0900.00	CURRICULAR MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1300.00	Special Education shared se...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1300.01	PTSC portion of SPED shared...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1300.02	East Porter SPED portion of...	-\$10,384.29	\$23,249.59	\$23,815.31	\$0.00	\$0.00	-\$10,950.01
1300.03	MSD Boone SPED portion of s...	-\$46,961.00	\$35,205.03	\$17,853.05	\$0.00	\$0.00	-\$29,609.02
1300.04	Union SPED portion of share...	-\$9,897.14	\$17,155.94	\$19,401.81	\$0.00	\$0.00	-\$12,143.01
1400.00	JOINT OPERATIONS- VOCATIONAL	\$346,182.12	\$100,149.75	\$885.28	\$0.00	\$245,675.40	\$199,771.19
1700.00	Digital Devices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1700.01	Digital Repairs	-\$12,399.45	\$0.00	\$0.00	\$0.00	\$0.00	-\$12,399.45
1700.02	Digital Accessories	-\$11,337.01	\$0.00	\$0.00	\$0.00	\$0.00	-\$11,337.01
1701.00	PERM STANLEY NATURE CENTER ...	\$316.80	\$0.00	\$0.00	\$0.00	\$0.00	\$316.80
1702.00	INCENTIVE PROGRAMS	-\$100.00	\$0.00	-\$100.00	\$0.00	\$0.00	\$0.00
1703.00	CB&T/FIDELITY ACCOUNT	\$2,285.20	\$0.00	\$270.60	\$0.00	\$0.00	\$2,014.60
1705.00	FOOD SERVICE LOCAL	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
1725.00	PLE WALMART GRANT	\$4,756.77	\$0.00	\$439.45	\$0.00	\$0.00	\$4,317.32
1726.00	MS NO KID HUNGRY SHARE OUR STR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1727.00	HS NO KID HUNGRY SHARE OUR STR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1728.00	PLE NO KID HUNGRY SHARE OUR S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1850.00	EDUCATIONAL LICENSE PLATES	\$768.75	\$37.50	\$100.00	\$0.00	\$0.00	\$706.25
1937.00	BGE LIBRARY	\$483.10	\$0.00	\$0.00	\$0.00	\$0.00	\$483.10
1939.00	MS LIBRARY	\$84.38	\$0.00	\$0.00	\$0.00	\$0.00	\$84.38
1940.00	PLE LIBRARY	\$556.24	\$0.00	\$0.00	\$0.00	\$0.00	\$556.24
2000.00	Student Scholarships, PCCF	\$7,688.22	\$0.00	\$0.00	\$0.00	\$0.00	\$7,688.22
2001.00	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2001.01	Superintendent Donations	\$15,241.36	\$0.00	\$0.00	\$0.00	\$0.00	\$15,241.36
2001.02	Angel/Feed it Frwd Fund - Cafe	\$14,207.70	\$200.00	\$148.05	\$0.00	\$0.00	\$14,259.65
2001.03	PTSC Ed Foundation Awards/D...	-\$723.35	\$630.00	\$0.00	\$0.00	\$0.00	-\$93.35

06/05/2025  
6:40 AM

Monthly Fund Balance Report  
PORTER TOWNSHIP SCHOOL CORPORATION  
From: 05/01/2025 | To: 05/31/2025  
Form 9: Exclude Form 9

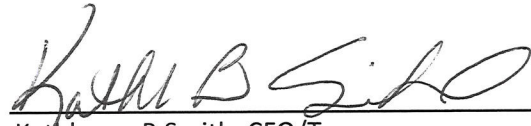
Pg. 2

Fund	Description	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	End Balance
2200.00	ADULT, ALTERNATIVE, CON ED	\$165,738.93	\$0.00	\$18,883.62	\$0.00	\$0.00	\$146,855.31
2300.00	FACILITY COMMUNITY RENTALS	\$15,938.94	\$0.00	\$0.00	\$0.00	\$0.00	\$15,938.94
2301.00	ATHLETIC/CLUB TRANSPORTATION F	\$1,082.84	\$0.00	\$1,958.77	\$0.00	\$0.00	-\$875.93
2302.00	STUDENT DRUG TESTING FEES	\$3,602.02	\$0.00	\$630.00	\$0.00	\$0.00	\$2,972.02
2310.00	TEACHER ACTIVITY FUND	\$1,430.57	\$0.00	\$0.00	\$0.00	\$0.00	\$1,430.57
2311.00	WELLNESS GRANT	\$4,021.58	\$0.00	\$321.60	\$0.00	\$0.00	\$3,699.98
2700.00	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2700.01	Suzi Peterson Honorable Mem...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2700.02	Steve Tafflinger Memorial S...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2700.03	Education Foundation Schola...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3028.24	FORMATIVE ASSMT/NWEA 23-24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3028.25	FORMATIVE ASSMNT/NWEA 24-25	\$5,891.50	\$0.00	\$1,581.80	\$0.00	\$0.00	\$4,309.70
3140.00	FY24 Early Literacy Achieve...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3197.23	COMMON SCHOOL SP23 \$137,900	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3198.24	COMMON SCHOOL SP24 \$134,700.00	-\$134,700.00	\$134,700.00	\$0.00	\$0.00	\$0.00	\$0.00
3198.25	COMMON SCHOOL FALL24 \$134,00	-\$122,720.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$122,720.09
3250.00	MEDICAID REIMBURSEMENT	\$0.00	\$7,621.24	\$0.00	\$0.00	\$7,621.24	\$0.00
3270.24	23.24 Secured Safety Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3270.25	Secured School Safety 24.25	-\$37,433.63	\$37,433.63	\$0.00	\$0.00	\$0.00	\$0.00
3322.00	ALTERNATIVE EDUCATION GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3749.00	CTE/DWD INCENTIVE GRANT	\$3,531.72	\$0.00	\$0.00	\$0.00	\$0.00	\$3,531.72
3750.00	TEACHER APPRECIATION GRANT	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
3769.24	HIGH ABILITY 2024 \$31,727.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3769.25	HIGH ABILITY 2025 \$28,994.00	\$9,763.74	\$2,894.00	\$0.00	\$0.00	\$0.00	\$12,657.74
3780.00	STATE CONNECTIVITY GRANT	\$83,626.37	\$13,122.24	\$1,700.00	\$0.00	\$0.00	\$95,048.61
3957.00	Career Coaching Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3957.01	Career Coaching - Coach	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
3957.02	Career Coaching - Staff/Stu...	\$4,780.12	\$0.00	\$0.00	\$0.00	\$0.00	\$4,780.12
4124.00	TITLE I FY2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4125.00	Title I FY2025	-\$29,929.79	\$29,929.79	\$8,851.55	\$0.00	\$0.00	-\$8,851.55
5200.00	24.25 IDEA Para Pro Grant	-\$521.70	\$0.00	\$0.00	\$0.00	\$0.00	-\$521.70
5805.00	FFY23 Title IV - \$10,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5806.00	FFY24 Title IV - \$10,001.47	-\$2,034.00	\$2,034.00	\$792.00	\$0.00	\$0.00	-\$792.00
6460.00	Federal Medicaid	\$2,286.50	\$832.81	\$0.00	\$0.00	\$0.00	\$3,119.31
6845.00	TEACHER TITLE II,PT A \$2740...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6846.00	TITLE II, PROF DEV \$ 27,521.47	-\$8,536.35	\$8,536.35	\$0.00	\$0.00	\$0.00	\$0.00
6847.00	TITLE II, FY2024	-\$1,773.31	\$1,773.31	\$456.19	\$0.00	\$0.00	-\$456.19
7923.00	ESSER III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7931.00	CRRSA - ESSER II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8400.00	FOOD SERVICE PATRON ACCOUNTS	\$50,141.21	\$34,368.23	\$41,329.35	\$0.00	\$0.00	\$43,180.09
8500.00	RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8502.00	TRECS DEBT COLLECTIONS	\$1,116.62	\$20.40	\$0.00	\$0.00	\$0.00	\$1,137.02
9999.00	Clearing Control	\$1,938.09	\$253,688.47	\$251,046.72	\$0.00	\$0.00	\$4,579.84
Totals:		\$6,563,004.89	\$2,436,774.52	\$2,089,041.70	\$253,296.64	\$253,296.64	\$6,910,737.71

## May 1, 2025 - May 31, 2025 Fund Transfers

Fund	Operator	Post Date	Description	Doc. Type	Doc. #	Transfers	Expenditures	Receipts
101	ksmith	5/1/2025	05.25 Medicaid Reimbursement	TRF	1078	100.15	0	0
101	ksmith	5/23/2025	24.25 CTE Salaries for NonPTSC	TRF	1080	245675.4	0	0
1400	ksmith	5/23/2025	24.25 CTE Salaries for NonPTSC	TRF	1080	-245675.4	0	0
3250	ksmith	5/1/2025	05.25 Medicaid Reimbursement	TRF	1078	-100.15	0	0

Submitted to the Board for Approval on June 5, 2025.



Kathleen B Smith, CFO/Treasurer

Secretary

President

Member

Vice President

Member



06/02/2025  
10:12 AM

PORTER TOWNSHIP SCHOOL CORPORATION  
Educ & Operation Fund Transfers  
Date Range: 6/1/2025 - 6/30/2025

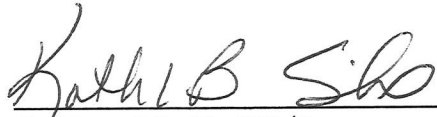
Pg. 1  
v1.0.0.0

Post Date	TRF Amount	TRF #	Description	User	Input Date	Accounts
*** Total:	\$0.00					

No Education to Operatin Transfer for May 2025

Submitted to Board for Approval on

June 2, 2025



Kathleen B Smith, CFO/Treasurer

Secretary

President

Member

Vice President

Member

# Porter Township School Corporation

248 South 500 West  
Valparaiso, IN 46385  
219-477-4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.  
Superintendent  
BEN PARRISH  
Assistant Superintendent  
KATHLEEN SMITH  
CFO/Treasurer



## RESOLUTION #1024 – 307

### RESOLUTION TO TRANSFER AMOUNTS FROM THE EDUCATION FUND TO THE OPERATIONS FUND

EFFECTIVE JANUARY 1, 2025

**WHEREAS**, the Board of School Trustees is the governing body of Porter Township School Corporation, Porter County, Indiana, and

**WHEREAS**, HB 1009 required the governing body of each school corporation to establish an Education Fund for the payment of expenses allocated to student instruction and learning under IC 20-42.5, and

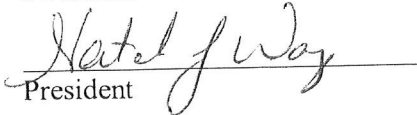
**WHEREAS**, HB 1009 required the governing body of each school corporation to establish an Operations Fund for the payment of expenses that are not allocated to student instruction and learning under IC 20-42.5, and

**WHEREAS**, HB 1009 requires that distributions of Tuition Support be received in the Education Fund.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of School Trustees of Porter Township School Corporation hereby approves and authorizes the Treasurer of Porter Township School Corporation to transfer an amount not to exceed fifteen percent (15%) of the monthly Education Fund revenues to the Operations Fund, to reimburse the Operations Fund for expenses that are not allocated to student instruction and learning under IC 20-42.5 beginning January, 2024 and will be made at least quarterly. (The purpose of these transfers is to distribute a proportionate share of dollars from the education fund to the operations fund.)

This resolution was duly made, seconded and adopted this 10th day of October, 2024.

BOARD OF SCHOOL TRUSTEES  
PORTER TOWNSHIP SCHOOL CORPORATION

  
President

ATTEST:

  
Secretary



## Education to Operations Transfer

Resolution to transfer not more than 15% per month

\$675,000 Transfer amount on 2025 Budget

Gross Education Fund Revenue									
	Monthly Revenue	Transfer Amount	Monthly % Actually Transferred	15% Transfer Amount	Difference from 15%	YTD Revenue	YTD Transfer Total	YTD Transfer %	
1 January	\$ 949,849.04	\$ 51,500.00	5.42%	\$ 142,477.36	\$ (90,977.36)	\$ 949,849.04	\$ 51,500.00	5.42%	
2 February	\$ 954,550.13	\$ -	0.00%	\$ 143,182.52	\$ (143,182.52)	\$ 1,904,399.17	\$ 51,500.00	2.70%	
3 March	\$ 990,742.36	\$ -	0.00%	\$ 148,611.35	\$ (148,611.35)	\$ 2,895,141.53	\$ 51,500.00	1.78%	
4 April	\$ 918,848.39	\$ -	0.00%	\$ 137,827.26	\$ (137,827.26)	\$ 3,813,989.92	\$ 51,500.00	1.35%	
5 May	\$ 917,740.41	\$ -	0.00%	\$ 137,661.06	\$ (137,661.06)	\$ 4,731,730.33	\$ 51,500.00	1.09%	
6 June			#DIV/0!	\$ -	\$ -	\$ 4,731,730.33	\$ 51,500.00	1.09%	
7 July			#DIV/0!	\$ -	\$ -	\$ 4,731,730.33	\$ 51,500.00	1.09%	
8 August			#DIV/0!	\$ -	\$ -	\$ 4,731,730.33	\$ 51,500.00	1.09%	
9 September			#DIV/0!	\$ -	\$ -	\$ 4,731,730.33	\$ 51,500.00	1.09%	
10 October			#DIV/0!	\$ -	\$ -	\$ 4,731,730.33	\$ 51,500.00	1.09%	
11 November			#DIV/0!	\$ -	\$ -	\$ 4,731,730.33	\$ 51,500.00	1.09%	
12 December			#DIV/0!	\$ -	\$ -	\$ 4,731,730.33	\$ 51,500.00	1.09%	
	<u>\$ 4,731,730.33</u>	<u>\$ 51,500.00</u>							

Transfer is made after the Board meeting the following month. Only December is done before the end of the year as an off docket transaction.

2025 Percent of Transfer 5.31.25.xls



# Boone Grove Elementary

325 West 550 South  
Boone Grove, IN 46302  
Phone: 219-462-1032 Fax: 219-476-4376  
www.ptsc.k12.in.us



Principal: Ed Ivanyo

Secretary: Melissa Bowman

Treasurer: Lisa Broton

May 27, 2025


RECEIVED

MAY 29 2025

Porter Township  
School Corporation

To: Porter Township School Board

Please approve the creation of a BGE Academic Bowl Fund to designate the specific amount paid toward bowl fees. This fund would begin being used during the 2025-2026 school year.

  
Lisa Broton  
Treasurer, BGE/BGMS







# Boone Grove Middle School

325 West 550 South  
Boone Grove, IN 46302

Phone: 219-464-4828 Fax: 219-465-0999

[www.ptsc.k12.in.us](http://www.ptsc.k12.in.us)



Principal: Jessica Wotherspoon

Dean of Students: Matthew Boone

Treasurer: Lisa Broton

Guidance Counselor: Tamara Kenning

Secretary: Shannon Bara

RECEIVED

May 27, 2025

MAY 29 2025

To: Porter Township School Board

Porter Township  
School Corporation

Please approve the creation of a BGMS Academic Bowl Fund to designate the specific amount paid toward bowl fees. This fund would begin being used during the 2025-2026 school year.

Lisa Broton  
Treasurer, BGE/BGMS

Every student. Every day. To their fullest potential!



June 6, 2025

Dr. Stacey Schmidt, Superintendent (Via Email)  
Porter Township School Corporation  
248 S 500 W  
Valparaiso, Indiana 46385

RE: **Boone Grove High School Improvements (Amendment One)**  
Porter Township School Corporation  
Valparaiso, Indiana  
Gibraltar Design Project No.: 24-143

Dear Superintendent Schmidt:

Gibraltar Design is pleased to provide this fee proposal with Amendment One attached for professional services for Boone Grove High School Improvements. The fee for services and scope is consistent with those included in the Prime Agreement, AIA Document B132 – 2019, dated August 15, 2024. We previously discussed presenting this to you at this time of scope determination.

The Fee in the amount of \$432,000 is based on the scope of project, professional services provided and our valued partnership with you and Porter Township Schools.

Amendment One is attached for your signature and return. If you have any questions or need further clarification, please do not hesitate to call me.

Again, Gibraltar Design greatly appreciates the ongoing partnership.

Respectfully Submitted,

James B. Thompson, NCARB  
President

JBT/jkg

Attachment: Amendment One

## **AMENDMENT ONE TO STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT**

Amendment dated May 5, 2025 by and between Porter Township School Corporation (the "Owner") and Gibraltar Design, Inc. (the "Architect").

### **Subject Matter of Amendment**

The Owner and Architect entered into a "Standard Form of Agreement Between Owner and Architect – AIA Document B132 – 2019", electronically modified, under date of August 15, 2024. The Agreement related to Porter Lakes Elementary School Addition/Renovation (Fee and Scope Determined); and Boone Grove High School Campus Improvements and District-Wide Improvements were included as yet to be determined.

The Scope for the Boone Grove High School Improvements project is generally described below.

Repair/Restoration of exterior wall settlement; Interior floor cracks

General interior updates building-wide and modifications to selected spaces

Building-wide Engineering Systems updates/preventative maintenance

### **New Form of Agreement**

For this project, the Owner responsibilities and the Architect's services shall be the same as those defined and provided for in the original Agreement.

The Architect shall prepare Construction Documents for this work, as directed by the Owner, shall assist with soliciting proposals from Contractors, and shall perform a site observation of the completed work.

The Architect's fee for Amendment Services is: Four Hundred Thirty-Two Thousand Dollars and Zero Cents (\$432,000.00).

This Amendment is entered into as of the day and year first written above.

**OWNER**

**ARCHITECT**

---

(Signature)  
Dr. Stacey Schmidt, Superintendent  
Porter Township School Corporation  
(Printed name and title)



---

(Signature),  
James B. Thompson, NCARB, President  
Gibraltar Design, Inc.  
(Printed name and title)

# Porter Township School Corporation

248 South 500 West  
Valparaiso, IN 46385  
219-477-4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.

Superintendent

BEN PARRISH

Assistant Superintendent

KATHLEEN SMITH

CFO/Treasurer



## Contracts

The board is asked to approve the following contracts at the Regular School Board Meeting on  
**June 12, 2025**

Building	Business Entity	Fees/Services	Contract Period	Total Amount
PTSC	AdTec	E-Rate Consulting Agreement	7/1/2026-6/30/2027	\$2,050.00
PLE/BGHS	Portabull	Storage Rental Agreement, portable walk-in cooler & freezer for PLE project	7/22/2025-6/23/2026	\$2300/month + \$1200 total delivery/pickup
PTSC	Waste Management	Trash & Recycling Pickup	7/1/2025-6/30/2027	\$325.19/week
BGE/BGMS & BGHS	Smart Systems	Food Service Sanitation System	2025-2026 School Year	\$6,222.00
PTSC	NIESC	Director of Media	07/01/2025-06/30/2026	\$5,000.00
PTSC	Software Systems, Inc.	Computer Software Pkg Maintenance	8/1/25-7/31/26	\$11,475.00
PTSC	Ice Miller, LLP	Arbitrage/Rebate Calculation, Series 2024 Bonds	Until Complete	Between \$2500-\$3500
PLE, BGE, BGMS	Savvas	6 year Language Arts Curricular Materials Adoption	8/1/2025-6/30/2031	\$175,211.48

SS  
6/11/25





Kathleen Smith  
Porter Township School Corporation  
248 S 500 W  
Valparaiso IN 46385

Dear Kathleen Smith

AdTec is pleased to provide E-rate consulting services to Porter Township School Corporation.

It is the time of year to begin preparing for the next E-rate funding cycle. This next cycle is for E-rate Funding Year 2026, which requires work before and after 2026 as listed in the scope of work found on page ten. There are four documents that must be signed before AdTec begins work for E-rate Funding Year 2026:

1. **AdTec Agreement** – Please review and sign on page two.
2. **Letter of Agency** – Please read the certification statements and sign on page five.
3. **Review of E-rate Competitive Bidding and Application Process** – Please review and sign on page 12.
4. **Children's Internet Protection Act (CIPA)** – Please review and sign on page 14.

Please sign all documents for AdTec by \_\_\_\_\_.

We appreciate your business and look forward to helping you maximize your E-rate funding.

Sincerely,

Katy Smith  
CEO



## E-rate Agreement for Category One Services

Funding Year 2026

Fees and Services		
Category 1 - Phase 1	Category 1 E-rate Form 470 and 471 Preparation and Submission, E-rate Consultation for FCC program compliance, timeline and management of USAC portal (EPC). <i>Approximate Invoice Date: January 2026</i>	\$ 1025
Category 1 - Phase 2	Category 1 E-rate PIAs, PQAs, Appeals, Submission of Category 1 E-rate Forms 486 and 472(BEAR) and if applicable, discounts/SPI set-up. <i>Approximate Invoice Date: November 2026</i>	\$ 1025
<b>Annual Total</b>		<b>\$ 2050</b>

See AdTec Scope of Work and E-rate Task Timeline on the following pages for full list of services.

### Please choose a Preferred Method of Payment:

- \_\_\_\_\_ Annual Invoice – Annual total amount above invoiced January 2026
- \_\_\_\_\_ Two Invoices - Phase 1 invoiced January 2026 and Phase 2 invoiced November 2026

### Please choose your Contract Term:

Multi-year contracts are under the same terms, conditions and pricing per year for the selected Funding Years:

- \_\_\_\_\_ 1 Funding Year: Funding Year 2026
- \_\_\_\_\_ 2 Funding Years: Funding Years 2026 and 2027
- \_\_\_\_\_ 3 Funding Years: Funding Years 2026, 2027 and 2028

Agreed to:

Porter Township School Corporation

Signature: \_\_\_\_\_

Printed Name: Kathleen Smith

Title: Business Manager/Treasurer

Date: \_\_\_\_\_

Agreed to:

AdTec Administrative & Technical Consulting

Signature: *Katy Smith*

Printed Name: Katy Smith

Title: CEO

Date: April 10, 2025



# Porter Township School Corporation

## Letter of Agency for E-rate

This Letter of Agency authorizes **AdTec Administrative and Technical Consulting Inc.** to represent **Porter Township School Corporation** in the filing and certifying of FCC E-rate forms for all E-rate eligible Data Transmission and/or Internet, Eligible Managed Internal Broadband Services, Eligible Broadband Internal Connections and/or Basic Maintenance of eligible Broadband Internal Connections for Funding Year 2026, 2027, 2028, 2029 and 2030 and in other responses to requests for information to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the above named client.

I understand that, in submitting these forms on our behalf, AdTec Administrative and Technical Consulting Inc. is making certifications for **Porter Township School Corporation**. By signing this Letter of Agency, I allow AdTec to make the following certifications at the appropriate time:

- a) I certify that the entities listed in this application are eligible for support because they are schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- b) I certify that the entities listed in this application are eligible for support because they are libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools, including, but not limited to, elementary, secondary schools, colleges, or universities.
- c) I certify that the entity I represent or the entities listed on this application have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed on this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).
- d) For the FCC Form 471 certification, I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-

effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.

- e) I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.
- f) I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules at 47 C.F.R. § 54.503(d), other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- g) I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- h) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- i) I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to USAC.
- j) I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47

U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

- k) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- l) I certify that if any of the Funding Requests on the FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.
- m) I certify that the services listed on the FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on the FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

**Client Name** Porter Township School Corporation

**Signature** \_\_\_\_\_

**Printed Name** Kathleen Smith

**Job Title** Business Manager/Treasurer

**Date** \_\_\_\_\_



## AGREEMENT FOR E-RATE SERVICES – Funding Year 2026

This agreement made on \_\_\_\_\_, is between **AdTec Administrative & Technical Consulting, Inc.** ("Contractor"), and **Porter Township School Corporation** of **Valparaiso**, IN ("Client").

**1. SERVICE PURCHASED.** For value received and other consideration, the Contractor agrees with the Client to provide the Client the following service in accordance with the terms and conditions of this Agreement:

### Description

This agreement grants Contractor with authority to collect data required to file E-rate FCC Forms 470, 471, 486, 472 (BEAR), 500, and any additional E-rate forms the FCC deems appropriate to obtain Universal Service Administrative Company (USAC) discounts, commonly known as the E-rate program. The E-rate FCC Forms will be filed on all E-rate eligible items as defined by USAC and the FCC, which include, but are not limited to, Data Transmission and/or Internet, Eligible Managed Internal Broadband Services, Eligible Broadband Internal Connections, and/or Basic Maintenance of Eligible Broadband Internal Connections. Said forms will be filed with the USAC Schools and Libraries Division (SLD) in a timely manner for Funding Year 2026 (FY2026). The E-rate FCC Forms will set forth the eligible services the Client wishes to pursue in FY2026 of the E-rate funding cycle, which is for E-rate eligible expenses incurred during July 1, 2026 to June 30, 2027. The E-rate program considers a Funding Year July 1 through June 30 and the work associated with any given funding year will be performed months before the funding year begins through several months after the funding year ends. In this contract, when a specific funding year is stated, it is associated with applying for E-rate funding for eligible expenses incurred during July 1 through June 30, and may include extended dates associated with the Funding Year as E-rate extensions and rules apply. This agreement further grants Contractor with authority to represent the Client with USAC by responding to all inquiries concerning forms filed. Contractor shall endeavor to keep Client informed of the known progress of the filings. Contractor shall know and understand how filings should occur to ensure that filings maximize Client's E-rate funding. Client will inform Contractor of the services it wishes to secure in the filing period via e-mail or by other agreed means.

Client shall provide via e-mail or by other agreed means, information and other data required to complete the filings to recover any funds that the Client is entitled to receive. This shall include, but not be limited to, copies of previous E-rate filings, names of vendors, billing account numbers, copies of appropriate bills, and copies of pertinent contracts. In addition, Client shall sign and return, in a timely manner, any necessary paperwork, and communicate with the Contractor any contemplated changes or additions in service. Client shall provide to Contractor a copy of any correspondence received from USAC. Should the client choose the BEAR method of reimbursement, Contractor will file BEAR forms. At the conclusion of the funding year, Client will provide Contractor with evidence of bills paid for reimbursement within 60 days of request. Contractor cannot file the BEAR forms if the Client does not provide evidence of bills in a timely manner.



Relative to the FCC Form 470, the Client shall keep a log of vendor responses to the 470 and any data provided to the inquiring vendor. Client shall keep a record of any data related to the vendor selection including how selection was made. Materials from unsuccessful vendors shall also be retained for audit purposes. Any such materials received by Contractor shall be forwarded to the Client. Client may also send all materials associated with the FCC Form 470 to AdTec for electronic storage.

Relative to the filing of the FCC Form 471, for any service to be purchased which is applicable to E-rate discounts, Client shall provide the name of the vendor selected to provide that service, as well as the projected cost of such service and an address or telephone number for that service provider. Client shall declare these items on or before **March 5, 2026** if 28 days has elapsed after Contractor has filed FCC Form 470.

This agreement for services also includes discount rate optimization, consultation and direction to ensure program compliance with FCC E-rate rules and regulations, E-rate timeline organization, Management of the USAC portal, and electronic E-rate document repository (E-rate Program rules require retention for 10 years after the last day of service).

**2. PRODUCT STANDARDS.** Contractor shall collect the required data, complete, and file the necessary forms to provide the greatest possible success for the Client. Contractor shall further utilize its best efforts to know and understand any amendments to the filing process, and to advise the Client of any new or additional possible discounts on services.

**3. TITLE.** All forms, filings, support documents, etc., shall be held by the Contractor in order to manage the process, but will remain the property of the Client. Contractor shall deliver said materials to the Client if and when required by the Client. Material shall be retained for ten (10) years after the last day of service for audit purposes.

**4. PAYMENT.** Contractor shall file, at Client's option, for Category One and/or Category Two services on behalf of Client. Payment shall be made by Client to Contractor upon receipt of Contractor's invoice. An invoice shall be issued in two phases.

The FCC's E-rate Modernization Order instructs the E-rate Program to increase the scope and number of E-rate Audits. E-rate rules allow audits to be conducted for 10 years after the service end date. Our fees include 5 hours of audit representation. Any additional hours necessary to complete an audit will incur a charge of \$120/hour.

**The Fee Schedule for Category One Services is included on Page 2 of the Agreement.**

**An Addendum to the Agreement and an additional fee is required for the filing of Category Two Services and any additional funding administered through the E-rate Program. Please contact your AdTec Consultant for the Addendum and Fee Structure.**

**Self-Provisioned Fiber and services with special construction costs (i.e. fiber build projects) will incur a minimum additional fee of \$7,500.**

**5. DELIVERY.** Time is of the essence in the performance of this Contract. Filing shall comply with the schedule established by USAC for FY2026. The FCC Forms 486 and 472 (BEAR) or requests for discounted bills, FCC Form 474, for FY2026 will be filed upon receipt of the funding commitment decision letter (FCDL) from USAC and satisfactory installation of all systems and services, but not prior **to July 1, 2026**. *(Exception: Under existing regulations, the FCC Form 486 may be filed early under certain circumstances.)*

**6. WARRANTIES.** Contractor warrants to Client that the filing will conform to the requirements of filing by USAC.

**7. TERMINATION.** It is agreed that in case of a material breach (violation) by either party of any of the provisions contained in this Contract, the other party shall have the right to terminate this Contract at its option. Contractor shall be paid for any partial filing made on behalf of Client. The Contract is for a specified period to file for E-rate discounts in FY2026. Contractor and Client may wish to extend this contract into the next funding cycle, but such extension will be noted in writing, with the extension under the same or amended terms as agreed to by the parties.

**8. FORCE MAJEURE.** If performance of this Contract, or any obligation under this Contract, is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term "Force Majeure" shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, and wars.

The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased.

**9. CONFIDENTIALITY.** Both parties acknowledge that during the course of this Contract, each may obtain confidential information regarding the other party's business. To the extent permitted by law, both parties agree to treat all such information and the terms of this Contract as confidential, and to take all reasonable precautions against disclosure of such information to unauthorized third parties during and after the term of this Contract. Information will be released to USAC for filing purposes, and on specified occasions, certain necessary information will be released to qualified vendors in order to obtain the services the Client is seeking where the FCC Form 470 is filed. Upon request by an owner, all documents relating to the confidential information will be returned to such owner.

**10. ASSIGNMENT.** It is agreed by the parties that there will be no assignment or transfer of this Contract, nor any interest in this Contract.

**11. ENTIRE CONTRACT.** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties.

**12. AMENDMENT.** This Contract may be modified or amended if the amendment is made in writing and is signed by both parties.

**13. SEVERABILITY.** If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**14. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

**15. LIABILITY.** In the event of an error or omission on the part of the Contractor, the Contractor shall immediately work to remedy the error or omission. In the event said error or omission cannot be corrected to the satisfaction of the Client, and the Contractor is found to be liable for the error or omission, the limit of any determined liability shall not exceed the fee set out in this agreement and/or paid by the Client.

**16. APPLICABLE LAW.**

**E-Verify.** AdTec, Inc. shall comply with E-Verify requirements in accordance under the Immigration Reform and Control Act of 1986 (P.L. 99-603). AdTec's e-Verify Company Number is 423339.

**Iran Investments:** AdTec, Inc. certifies that AdTec, Inc. is not engaged in any investment activities in Iran.

The laws of the State of Indiana shall govern this Contract. The parties have executed this Contract at Valparaiso, IN on the day and year above written.



## **AdTec E-rate Consulting Scope of Work**

As a full-service E-rate Consulting firm, AdTec performs all necessary steps to acquire E-rate funding. E-rate Funding is based on expenses incurred during a Funding Year, which is July – June. To ensure E-rate compliance and maximum funding, AdTec includes services before, during, and after the Funding Year. These services include, but are not limited to the list below.

### **Phase 1 – Timeframe: Summer/Fall/Winter before the Funding Year**

1. Advise and determine a filing strategy that best maximizes E-rate funding opportunities for the upcoming E-rate Funding Year
2. Prepare and file the E-rate Forms 470 and 471 required by USAC's Schools and Libraries Division.
3. Assist in establishing which technology projects will be undertaken during the upcoming year that are eligible for E-rate discounts
4. Assist in creating the Requests for Proposals (RFPs) based on E-rate eligible services and service descriptions to ensure E-rate compliance
5. Provide guidance on the E-rate bid process to ensure compliance with E-rate program requirements.
6. Maintain the E-rate Productivity Center (EPC) profile; including updating enrollment information and modifying building names and addresses as necessary
7. Prepare the required Funding Request Detail information which includes reviewing at least one (1) month of Client billing statements from eligible Service Providers to determine an estimated annual funding request, review current annual contract(s) for eligible services, and/or review of new contract(s) for eligible services
8. Provide ongoing constructive feedback for improvements and strategic planning to optimize E-rate eligibility and mitigate E-rate risks in regards to FCC regulations, FCC orders, including interpretation of rules and regulations
9. Provide a summary of funding requests for each vendor as listed on the 471

### **Phase 2 – Timeframe: Spring before the Funding Year/ During and After the Funding Year**

1. Respond to Program Integrity Assurance (PIA) reviews, and Payment Quality Assurance (PQA) reviews
2. Prepare and file the E-rate Form 486 as required by USAC's Schools and Libraries Division
3. Prepare and file the Form 472/BEAR for E-rate reimbursement, and/or ensure E-rate discounts have been listed properly on service provider invoices
4. Track E-rate reimbursements and discounts for accuracy and receipt
5. Update E-rate Form 498 as needed to ensure reimbursements are received
6. Provide E-rate Audit and Selective Review preparation and representation services
7. Compose and submit appeals to USAC and/or the FCC
8. Perform SPIN changes and service substitution requests
9. Assist and advise in document retention requirements in accordance with FCC rules and regulations

The AdTec E-rate Consulting Scope of Work is not all inclusive.





## E-rate Task Timeline

AdTec and Client agree to abide by the E-rate Tasks Timeline outlined below. This Timeline is necessary to maintain successful filings for E-rate Funding Years (July 1 – June 30). While the services under the agreement relate to each Funding Year, AdTec will provide services related to this agreement before and after the Funding Year. Please refer all questions regarding the timeline to your E-rate Consultant for clarification.

Stage		E-rate Process
Phase 1 – Before Funding Year	<b>Annual Review</b> July-December	Meet with AdTec Consultant <ul style="list-style-type: none"> <li>Review E-rate discounts/reimbursements and current services</li> <li>Plan for future services for next E-rate Funding Year               <ul style="list-style-type: none"> <li>Begin writing RFPs, if needed</li> </ul> </li> </ul>
	<b>RFP(s) Completed</b> July-December	E-rate requires advertising for services/equipment needed in the next Funding Year <ul style="list-style-type: none"> <li>Finish writing the necessary RFPs and advertise RFPs, if needed</li> <li>AdTec Consultant will file a Form 470, if needed. It will trigger bids from vendors for the services outlined in the submitted 470s and/or RFPs.</li> </ul>
	<b>Confirm Buildings</b> Sept-December	<ul style="list-style-type: none"> <li>For schools, confirm enrollment, instructional and non-instructional buildings, and National School Lunch Program or Common Eligibility Provision participation</li> <li>For libraries, confirm square footage, and buildings</li> </ul>
	<b>Choose Winning Vendor(s)</b> Sept-February	Determine specifically which vendors may be included for next year (July 1 to June 30). <ul style="list-style-type: none"> <li>Clarify bids and any potential new contractual agreements that will be in effect during the next year</li> <li>Send AdTec consultant all bids received and completed evaluation matrix.</li> </ul>
	<b>Board Meeting</b> Nov-Feb	If Board approval is necessary, receive board approval at the February Meeting, or before, for services/purchases that need new contractual agreements signed for the next year (July – June).
	<b>Confirm Vendors and Pricing</b> Jan-Feb	Your AdTec Consultant will file an E-rate Form 471 outlining the services and vendors you choose to implement for the next Funding Year. <ul style="list-style-type: none"> <li>Confirm vendors, services, and pricing with your AdTec Consultant.</li> </ul>
Phase 2 – During and After Funding Year	<b>Application Review</b> Typically March-September	After the Form 471 funding application is submitted, it will go through a time sensitive review process. Your AdTec Consultant will prepare all responses to any questions from USAC during this review, but may need supporting documentation. <ul style="list-style-type: none"> <li>Supporting documentation must be provided by the end of the business day seven calendar days from request.</li> </ul>
	<b>E-rate Reimbursements or Discounts</b>	After E-rate approves the funding request, your consultant will complete the E-rate Form 486 and apply for either E-rate reimbursements or E-rate discounts on invoices. <ul style="list-style-type: none"> <li>If choosing reimbursement checks, send the expense report to your AdTec Consultant in July.</li> <li>If choosing discounts, your AdTec Consultant will apply for discounts to be applied to your bills on your behalf. It is up to you to monitor these discounts as they are applied to your bills.</li> <li>For Category 2 projects, send a copy of the paid invoices to your AdTec Consultant, along with proof of payment of the invoices within 30 days of paid invoice.</li> </ul>

This timeline of E-rate tasks is not all inclusive.



## Review of E-Rate Competitive Bidding and Application Process

A mandatory E-Rate rule is to require a competitive bidding process to obtain eligible E-rate services. The required competitive bidding process begins when the FCC Form 470 is filed.

The applicant (school/library) must ensure that the competitive bidding process is open and fair:

- Applicant must wait 28 days after the Form 470 is posted before selecting a service provider.
- All bidders must be treated the same.
- No bidder can have advance knowledge of the project information.
- There are no secrets in the process - such as information shared with one bidder but not with others - and that all bidders know what is required of them.
- With limited exceptions, service providers and potential service providers cannot give gifts to applicants.
- In addition, the value of free services (e.g., price reductions, promotional offers, free products) must generally be deducted from the pre-discount cost of funding requests.
- After the competitive bidding process is closed, the applicant must evaluate the bids received and choose the bid that is most cost-effective. The price of the eligible products and services must be the primary factor in the evaluation, but does not have to be the sole factor. If the price is 2-3 times more than other bids, it will not be considered cost-effective and therefore denied E-Rate funding. Other relevant evaluation factors may include: prior experience including past performance; in-state preference, compliance with Form 470 posting, and references, etc. (See bidding matrix evaluation sample: <http://www.usac.org/res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf> List every bid on the evaluation matrix, and only disqualify a bid if you list out the disqualification factors on the RFP.
- Retain all E-Rate documents for 10 years.

### No Bids Received?

If you do not receive any bids in response to a FCC Form 470/RFP, you can solicit bids. The FCC suggests that you memorialize this fact with an email to yourself or a memo to the file.

### One Bid Received?

If you receive only one bid, the FCC suggests that you memorialize this fact with an email to yourself or a memo to the file. This will help to document that you did not just keep only the winning bid.

**My signature indicates the FCC's competitive bidding process and application process has been reviewed with me.**

\_\_\_\_\_  
SIGNATURE

Kathleen Smith

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

Porter Township School Corporation

\_\_\_\_\_  
NAME OF SCHOOL/LIBRARY

FCC Form 479

OMB Control No.3060-085  
Estimated time per response: 1 hour**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY  
OR TO THE FEDERAL COMMUNICATIONS COMMISSION****Schools and Libraries Universal Service  
Certification by Administrative Authority to Billed Entity of  
Compliance with the Children's Internet Protection Act**Please read instructions before completing.  
(To be completed by the Administrative Authority and provided to your Billed Entity)Administrative Authority's Form Identifier **2026-** 250.0

Create your own code to identify THIS FCC Form 479.

**Block 1: Administrative Authority Information**

1. Name of Administrative Authority Porter Township School Corporation	2. Funding Year <b>2026</b>
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**3. Mailing Address and Contact Information for Administrative Authority**

Street Address, P.O. Box or Route Number

248 S 500 W

City Valparaiso	State IN	Zip Code 46385
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Name of Contact Person

Kathleen Smith

Telephone Number (219) 477-4933	Fax Number (219) 477-4834	Email Address Kathleen.smith@ptsc.k12.in.us
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**Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.****Block 2: Certifications and Signature**

4. I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
5. I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.

<b>Name of Administrative Authority</b>	Porter Township School Corporation
<b>Administrative Authority's Form</b>	<b>2026-</b> 250.0
<b>Contact</b>	Kathleen Smith
<b>Telephone</b>	(219) 477-4933

**Block 2: Certifications and Signature (Continued)**

6. I certify that as of the date of the start of discounted services:
- a ☒ the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b ☐ pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:
- (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.
- (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c ☐ the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

- d ☐ I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

**The certification language above is not intended to fully set forth or explain all the requirements of the statute.**

7. Signature of authorized person	8. Date
9. Printed name of authorized person Kathleen Smith	
10. Title or position of authorized person Business Manager/Treasurer	
11. Telephone number of authorized person (219) 477-4933	



**FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT**

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to [PRA@fcc.gov](mailto:PRA@fcc.gov). PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember – You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

**THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.**

**A paper copy of this form, with a signature in Block 2, item 7, must be mailed or delivered to your Billed Entity.**



## PORTABULL STORAGE RENTAL AGREEMENT

<b>RENT TO:</b>		<b>SHIP TO:</b>	
<b>Name:</b>	Porter Township School Corporation	<b>Contact Name:</b>	Tonia Batesole
<b>Address:</b>	260 South 500 West Valparaiso, IN 46385	<b>Address:</b>	260 South 500 West Valparaiso, IN 46385
<b>AP Email:</b>	Tonia.Batesole@PTSC.K12.IN.US	<b>Contact Phone:</b>	+12193068600

<b>Equipment Type (Count):</b>	10' Electric Reefer (Ground) (2)
<b>Door:</b>	3/2/1
<b>Door Delivery Orientation:</b>	Facing Truck Cab
<b>Electrical Requirement:</b>	220 Single Phase (45 Amp Breaker)

<b>Job #:</b>	<b>PO #:</b>	<b>Tax Exempt:</b> Yes	<b>Delivery Date:</b> 2025-07-22
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This rental agreement is made and entered into on the below date, between Portabull Storage, LLC, Hattiesburg, MS hereinafter referred to as "Portabull" and the person, firm or corporation whose name appears in the Customer Space above, hereinafter referred to as "Customer."

1. Portabull hereby rents to Customer upon the following terms and conditions and those set forth in this agreement.

- A \$70 cleaning fee will be added to final bill if returned uncleaned.
- To avoid extra charges at time of release: Trailer/container is to be cleaned out and free of any obstruction that would prevent the driver from hooking to and picking up the trailer/container. Driver wait time is \$100/per hour.
- Customer will be responsible for any wrecker bills incurred during delivery or pickup of trailer/container after delivery truck leaves the public road. Customer is also responsible for leveling container once on property if needed.
- Customer is responsible for opening trailer/container periodically to prevent contents from becoming molded or mildewed.

**2. Rental Agreement Term:** The minimum term shall be for the period of 12 billing cycles (1 billing cycle = 28 days), beginning on 2025-07-22.

**3. Rate Period:** Rent of \$1150/unit plus applicable sales tax will be invoiced every **4 Weeks**.

**4. Bill Timing:** Freight billed upon delivery of the unit(s); Rental will be billed for each Rate Period mid-period; Net 10 day terms.

**5. Delivery Details:**

DELIVERY CHARGE: \$600 PICKUP CHARGE: \$600 TOTAL FREIGHT: \$1200

**6. Auto-Payment:** Customer may enroll in automatic payments. Save / tokenize a payment method in our secure, PCI compliant payment system. Auto-Pay discount of \$50 per rental rate period. Please indicate here if you would like to receive a separate email to sign up for Auto-Pay:

IN WITNESS WHEREOF, the parties have set their hand and seal to this rental agreement as of the date and year stated below. EQUIPMENT KEPT PAST 2 WEEKS OF THE RATE PERIOD WILL BE BILLED IN FULL FOR THAT PERIOD.

CUSTOMER: Porter Township School Corporation

PORTABULL STORAGE, LLC

SIGNATURE:

SIGNATURE:

*Jacob Geroudale*

2025-05-20

## TERMS AND CONDITIONS

7. The terms and conditions set forth here constitute the entire agreement between the parties with respect to the subject matter of this rental agreement. There are no other agreements, representations, or warranties except those expressly set forth herein. No amend or addition to this rental agreement shall be valid unless contained in a writing signed by the parties to be charge thereunder.

8. Customer agrees to pay Portabull rent as stated in paragraph 3 on the reverse side hereof, during the entire term of this rental agreement. Rent is to be paid promptly by Customer upon receipt of each invoice per the payment terms, which shall be issued by Portabull from time to time, but no less frequently than once each rental rate period. To ensure timely payment of all rent and other sums due hereunder, Customer may enroll in automatic payments by indicating as such herein. By enrolling in automatic payments, Customer hereby irrevocably authorizes and instructs Portabull to debit when due all such payments owed by Customer to Customer's account on file. Further, by signing this Agreement, Customer acknowledges that automatic payments under this Agreement shall continue until such time as (i) this Agreement expires or is terminated as provided herein, or (ii) Portabull is notified by Customer that the equipment is ready for pick-up.

9. The equipment is and shall at all times remain the sole and exclusive property of Portabull, and Customer shall have no right, title, or interest therein except as expressly set forth in this rental agreement. Further, nothing herein shall be deemed to grant Customer (i) any right of ownership in or to the equipment, or (ii) the right to use the equipment as a deduction or write-off for taxable income purposes.

10. Customer shall have the right to use the equipment, but shall have no authority to remove same from where located by Portabull, without prior written consent of Portabull.

11. During the term of this Agreement, Portabull and its agents shall have the exclusive right of ingress and egress to the property on which the equipment is stored for the purpose(s) of inspecting, maintaining, restoring and/or removing the equipment. In the event the equipment is to be stored on property which is not directly owned by Customer, Customer shall immediately notify Portabull, and shall, at Portabull's option, disclose the name and information of the property owner. Customer shall also notify the property owner of Portabull's right of access to the equipment for the purposes herein stated at all times, with reasonable notice given to the property owner, during the term of this Agreement. Further, Customer understands and agrees that upon Portabull's entry onto the property for the purposes stated hereinabove, the entering thereon and taking of such action will not be deemed as trespass. Customer shall indemnify and hold Portabull and its agents harmless from and against any and all liabilities, claims (including claims of entry and/or trespass), actions, suits, damages, losses and expenses, court costs and reasonable attorney's fees, including but not limited to those that may be asserted by a third party against Portabull and/or its agents, arising out of, or resulting from, Portabull's right of access to and presence on the property for the purposes herein stated, except as a result of Portabull's gross negligence, willful misconduct or bad faith.

12. Customer shall not assign, transfer, pledge, or hypothecate this rental agreement or equipment, without first receiving Portabull's written consent. Portabull may assign its interest, or a part thereof, in this rental agreement without any notice to or consent from Customer.

13. Customer at its own expense shall purchase and maintain in force, during the continuance of this rental agreement, a policy or policies of insurance with an insurance company satisfactory to Portabull, insuring Customer and Portabull, as their respective interest may appear, with sufficient coverages of insurance to indemnify Portabull from any legal liability for bodily injury (including death) and for property damage rising out of or in any manner connected with the use or operation of the equipment. Customer shall deliver to Portabull upon request evidence satisfactory to Portabull of all such insurance.

14. Customer agrees to indemnify and save harmless Portabull from and against all claims, actions, proceedings, demands, costs, damages, expenses and liabilities, including attorney's fees, resulting from the use of operation of the equipment during the occurrence of this rental agreement, including without limitation the manufacture selection, delivery, possession, use, operation or return of the equipment.

15. Customer assumes and agrees to pay when due all taxes, fees, licenses, fines and other charges made, levied or assessed upon or with respect to the equipment (including, but not limited to, property taxes, licenses except vehicle registration licenses), excise, use or sales taxes, vehicle or motor carrier fees or taxes, fees or taxes on account of or measured by the rental payments hereunder, and fines or charges levied or assessed in relation to the use or operation of the equipment, together with any interest or penalty charges related to any of the foregoing. Should Portabull be required to pay any of the above referred to taxes, fees, licenses, fines, or charges, Portabull shall invoice Customer in such amount which Customer shall pay forthwith. In the event of Customer's failure to pay promptly such invoice, Portabull may exercise the same remedies as are provided for by default in payment of rent under the rental agreement.

16. Customer shall not make any alterations, changes, or improvements in or to the equipment without the prior written permission of Portabull. All additions to and improvements of the equipment of any kind shall immediately become property of Portabull and subject to the terms of this rental agreement.

17. Customer, at its own costs and expense shall keep the equipment in good and efficient working order, condition and repair, reasonable wear and tear expected. Regardless of the cause of any damage to the equipment, all risks for loss or damage to it is the responsibility of the Customer. Should Portabull have to restore equipment to good working order, Customer agrees promptly to reimburse Portabull for all expenses incurred by Portabull under this paragraph.

18. At all times while in possession of the equipment, Customer shall be solely responsible for ensuring that the equipment is functioning properly by following standard operating procedures:

- a. Regular Oversight: Check temperature and Standard Operating Status every 4-6 hours;
- b. Standard Operating Status: No air flow obstruction inside the unit; no ventilation obstruction outside the unit; doors fully closed; ensure ground units are on a level surface; ensure diesel units have an appropriate fuel level at all times. Customer will be charged a re-priming fee in the event a diesel unit runs out of fuel;
- c. Notification: Customer shall notify Portabull of any equipment malfunction and/or alarms as soon as possible;

19. Customer hereby assumes all risk of, loss of and damage to the equipment from any cause. No loss or damage to the equipment will impair any obligation of Customer under this rental agreement, which will continue in full force and effect. In the event of loss of or damage to the equipment, Customer at the option of Portabull, shall: (a) place the same in good repair; (b) replace the same with like property in good repair, which property shall thereupon become the property of Portabull and subject to this rental agreement, or (c) pay to Portabull the fair market value of the same based upon its condition existing prior to such loss or damage (giving due allowance to any salvage or insurance proceeds recovered by Portabull) and on such payment this rental agreement will terminate with respect to the equipment so paid for and Customer thereupon shall become entitled to the same, as owner thereof.

20. Upon expiration or earlier termination of this rental agreement in any manner whatsoever, Customer shall immediately return the equipment to Portabull in good order and condition, ordinary wear and tear resulting from proper use thereof alone excepted, and Customer shall promptly pay to Portabull upon being invoiced any and all remaining obligations under the terms of this rental agreement. Should Customer fail promptly to return the equipment to Portabull, Portabull is hereby authorized to enter any premises where the equipment may be and take possession of the same and remove the same to its own premises and Customer agrees to pay upon demand to Portabull any and all monies expended by Portabull in connection with the removal of the equipment, including but not limited to any transportation costs or legal expenses or fees. Should the equipment so return or picked up not be in the required good order and condition Portabull may exercise those rights and remedies as provided in paragraph 19 above.



21. Upon expiration or earlier termination of this rental agreement in any manner whatsoever, Customer hereby pledges any contents of the equipment for the payment of rent due and hereinafter to become due, of any transportation costs for removing the equipment, of any delinquent or due fees, licenses, taxes or charges, together with any interest or penalty charges, which were the responsibility of Customer, and of any reasonable attorney's fees and legal costs for a period of ten (10) days after notice of the same, then Portabull may sell the contents in any commercially reasonable manner after giving such notice to the Customer as the law requires from the proceeds of such sale, Portabull will deduct an amount sufficient to discharge any and all obligations due from Customer to Portabull, including any expenses or costs mentioned herein and the expenses of sale, and will hold any surplus, without interest, for Customer.

22. The following events constitute default under the terms of this rental agreement (a) the nonpayment by Customer of any term, covenant or condition of this rental agreement which is not cured within thirty (30) days of any sum invoiced to and required hereunder to be paid by Customer; (b) the nonperformance by Customer of any term, covenant or condition of this rental agreement which is not cured within ten (10) days after notice thereof from Portabull; (c) any affirmative act of insolvency by Customer, or the filing by Customer of any petition under any bankruptcy reorganization, insolvency, or moratorium law or any law for the relief of, or relating to, debtors; (d) the filing of any involuntary petition under any bankruptcy statute against Customer, or the appointment of any receiver or trustee to take possession of the property of Customer; or (e) the subjection of any of Customer's property to any levy, seizure, assignment, application or sale for or by any creditor or government agency. Upon the occurrence of an event constituting default, Portabull may at its option terminate the rental agreement and this right to terminate this shall not be affected because a previous similar default on the part of the Customer may have been waived or condoned by Portabull, and shall not preclude Portabull from simultaneously or later exercising any other right or remedy that may be available to it under this rental agreement or otherwise, all of such remedies being cumulative and not exclusive.

23. Customer shall be liable to Portabull for all costs and expenses, including reasonable attorney's fees incurred in collecting payments due or to become due from Customer together with interest at the rate of 18% per annum from the date invoices until paid, or in enforcing any rights of Portabull pursuant to this rental agreement.

24. This rental agreement shall be governed by and construed under the laws of the state of Mississippi. Any suit, action or claim brought regarding this Agreement shall be brought in the court of appropriate jurisdiction for Lamar County, Mississippi.

25. Portabull warrants that the equipment shall be fully functioning for the duration of the rental period. Portabull will coordinate repairs and maintenance on any trailers that may require them during usage at no additional cost unless repairs are due to lessee negligence. Portabull makes no other warranties, expressed or implied, as to the equipment, and assumed no responsibility for its fitness, merchantability, design, condition, capacity, suitability, performance, or damage to contents by any means whatsoever, including storm damage and natural disasters and leases the equipment, "as is".

26. Any provisions of this rental agreement which is prohibited by law shall be automatically reformed to be in compliance therewith and shall be ineffective to the extent so prohibited, without invalidating the remaining provisions of this rental agreement.

27. Customer must provide Portabull with an insurance binder on any trailer rented for road use. Also, Portabull must be notified at least one month prior to cancellation of such insurance.

28. Portabull Storage does accept credit card payments. However, all credit card payments will include a credit card processing fee.

29. If Customer turns in equipment, it must be returned to the same condition as it was delivered and unobstructed for pickup. If equipment is still in use on agreed time of pickup, Customer will be charged an additional pickup fee or "dry run" and rental billing will continue. If Customer does not return equipment in same condition as it was delivered, Customer will be charged a cleaning fee.

30. This rental agreement may not be amended, altered or otherwise modified in any way other than by an instrument in writing signed by both Portabull and Customer. Any amendment, alteration or modification hereof shall be null and void and shall not be binding upon either party who has not signed such instrument.





**TO: Participating ESC Members, Waste Proposal Respondents**

**FROM: Jessica Wright, Cooperative Purchasing Specialist**

**DATE: June 5, 2025**

**RE: NIESC Regional Waste Removal/Recycling Proposal Award**

The Request for Proposals on Waste Removal & Recycling Services were due on April 23, 2025. Facility Directors and Participating School Corporation Representatives met on May 20, 2025. Those that did not attend the meetings in person or via Zoom had their proposals sent electronically and their recommendations and evaluations were received via the same method.

NIESC originally received proposals from: Waste Management Indiana LLC, HIMCO, Republic Services of Wabash Valley Refuse, Republic Services of Elkhart, Republic Services of Crown Point, and LRS Recycling Systems. This memo reflects the awarding of this contract to the vendors listed below.

This contract covers the period of July 1, 2025-June 30, 2027. Districts changing vendors need to contact the vendors prior to the contract start date to change out containers.

**Culver Community Schools, John Glenn School Corporation, Lake Station School Corporation, Oregon Davis School Corporation, River Forest Community Schools, Triton School Corporation, Union-North United School Corporation, WaNee Community Schools and WaWasee Community Schools rejected the RFP.**

The following districts participated and made an award to the vendors as listed:

**Wabash Valley Refuse**

Wabash City Schools

**Waste Management**

Porter Twp.

**LRS Recycling**

**Republic of Elkhart**

Argos

Baugo

Fairfield

Goshen

Middlebury

School City of Mishawaka

**HIMCO**

**Republic of Crown Point**

Duneland

MSD of New Durham/Westville

South Central

West Central

Districts should contact the vendor prior to the start of the contract period to be sure they are still under the NIESC Contract and/or to switch out containers. Any questions please email me at [jwright@niesc.k12.in.us](mailto:jwright@niesc.k12.in.us).





Northern Indiana Educational Services Center  
 56535 Magnetic Drive; Mishawaka, IN 46545  
 574-254-0111 www.niesc.org

## ESC Member Waste Removal Evaluation Form 2025-2027

Individual ESC Member Evaluation

Award:

Print Name:

Bryan Busse

Sign & Date Here:

*[Signature]*

5/27/25

School District:

Porter Township School Corporation

CRITERIA	EVALUATION WEIGHT	Waste Management	Republic of Crown Point	COMMENTS:
Company agreement to meet minimum requirements including: <i>Background checks/Financial Stability of company and liability insurance</i>	Pass/Fail	PASS	PASS	
Proposal forms (completed and clear)	Pass/Fail	PASS	PASS	
Price/Contract Pricing:	30%	30	27	
No Additional Fees-Administrative Fees, Recycling Fees, or Other	20%	20	20	
<b>Additional Services: May include, but is not limited to:</b>  Experience of company-expertise of service  Ease of invoicing, solving issues with billing Timeliness of response to additional requests from school districts Responsiveness to resolving container issues, spillage, etc. Communication with districts Quality and completeness of proposal	30%	29	30	
<b>Overall Evaluation Impression:</b> Assessment of best fit while meeting or exceeding requirements as listed in the RFP	20%	19	20	
<b>TOTAL</b>	<b>100%-Total Possible</b>	<b>98</b>	<b>97</b>	

Evaluation date: April 26, 2019

Porter Township School Corporation													Republic Services of Crown Point			Waste Management		
School	Address	City	St	Zip	Container size	Container Location	Type of Container	Container Owned Or Furnished by Vendor	Frequency of Collection Per week	Type of Waste	Schedule changes to an on-call only basis in summer	Restrictions	Weekly Cost	On-Call Cost	Additional Comments:	Weekly Cost	On-Call Cost	Additional Comments:
Boone Grove High School	260 S 500 W	Valparaiso	IN	46385	8 yards	Outside	loose	furnished	1	recyclables	no	no	\$29.93	\$75.00		\$19.86	\$25/container	\$86/month* All Rates are firm for 12 months, 5% price increase in year 2
Boone Grove High School	260 S 500 W	Valparaiso	IN	46385	8 yards	Outside	loose	furnished	1	recyclables	no	no	\$29.93	\$75.00		\$19.86	\$25/container	\$86/month
Boone Grove High School	260 S 500 W	Valparaiso	IN	46385	6 yard	Outside	loose	furnished	1	trash	no	no	\$20.74	\$75.00		\$21.25	\$25/container	\$92/month
Boone Grove High School	260 S 500 W	Valparaiso	IN	46385	6 yard	Outside	loose	furnished	1	trash	no	no	\$20.74	\$75.00		\$21.25	\$25/container	\$92/month
Boone Grove High School	260 S 500 W	Valparaiso	IN	46385	6 yard	outside	loose	furnished	1	trash	no	no	20.74	75		21.25	\$25/container	\$92/month
Boone Grove High School	260 S 500 W	Valparaiso	IN	46385	6 yard	outside	loose	furnished	1	trash	no	no	20.74	75		21.25	\$25/container	\$92/month
Boone Grove MS/Elem	325 W 550 S	Boone Grove	IN	46302	8 yards	outside	loose	furnished	2	trash	no	no	51.68	75		51.73	\$25/container	\$224/month
Boone Grove MS/Elem	325 W 550 S	Boone Grove	IN	46302	8 yards	outside	loose	furnished	2	trash	no	no	51.68	75		51.73	\$25/container	\$224/month
Porter Lakes Elementary	208 S 725 W	Hebron	IN	46341	6 yard	outside	loose	furnished	1	trash	no	no	20.74	75		21.25	\$25/container	\$92/month
Porter Lakes Elementary	208 S 725 W	Hebron	IN	46341	6 yard	outside	loose	furnished	1	trash	no	no	20.74	75		21.25	\$25/container	\$92/month
Porter Lakes Elementary	208 S 725 W	Hebron	IN	46341	6 yard	outside	loose	furnished	1	trash	no	no	20.74	75		21.25	\$25/container	\$92/month
Porter Lakes Elementary	208 S 725 W	Hebron	IN	46341	6 yard	outside	loose	furnished	1	trash	no	no	20.74	75		21.25	\$25/container	\$92/month
SC Administration Building	248 S 500 W	Valparaiso	IN	46385	2 yard	Outside	Loose	furnished	1	Trash	no	no	15.51	75		12.01	\$25/container	\$52/month
													\$344.65	\$975.00		\$325.19	\$0.00	

Republic Services of Crown Point - Restrictions			
School Corporation:	Restriction Details:	Vendor Information:	Vendor's comments associated with these restrictions:

Waste Management - Restrictions			
School Corporation:	Restriction Details:	Vendor Information:	Vendor's comments associated with these restrictions:

Republic Services of Crown Point Extra Container Fees				
CONTAINER SIZE:	PRICE:	RESPONSE TIME:	BILLING CHARGE:	COMMENTS:
2 YARD	Pricing will be provided on an as needed basis	3-5 Days	Monthly	
4 YARD	Pricing will be provided on an as needed basis	3-5 Days	Monthly	
6 YARD	Pricing will be provided on an as needed basis	3-5 Days	Monthly	
8 YARD-WASTE	Pricing will be provided on an as needed basis	3-5 Days	Monthly	
SPECIAL EVENT CONTAINERS	Haul \$300.00 - Disposal \$75.00- Delivery \$110.00	1-3 Days	Bi-weekly	



Proud representative of:



SMART SENSE  
BY DIGI™



May 27, 2025

Tonia Batesole  
Food Service Director  
Porter Township Schools  
248 S. 500 W.  
Valparaiso, IN 46385

Dear Tonia Batesole,

We sincerely appreciate the continued opportunity to serve the Porter Township Schools Food Service Department. In accordance with the renewal clause in your NIESC, NWIESC & CIESC Combined BID Group RFQ, we are excited to confirm our partnership for the upcoming 2025-2026 school year.

While improvements in supply chains have been encouraging, we are still experiencing cost increases driven by inflationary pressures—such as rising vendor prices and modest growth in general and administrative expenses. These challenges are widespread across industries, and we have made every effort to absorb these increases where possible. However, to maintain the high level of service and quality you expect—and to continue aligning with the operational needs of your district—we will be implementing a price adjustment.

The pricing for our sanitation system(s) for the 2025-2026 school year is listed below and represents a 2.0% increase. The pricing will be as follows:

SFSPac:	3	Cost/Month:	\$538.20	Annual Cost:	\$5,382.00
Warewash:	3	Cost/Month:	\$395.10	Annual Cost:	\$3,951.00
		Total/Month:	\$933.30	Total Annual:	\$9,333.00

*As always, we offer a 1% discount for Annual Payments.*

**NOTES:**

1. Billing will be prorated based on two sites once Porter Lakes closes for remodeling.  
(See adjusted pricing on next page.)

*To confirm your extension request, please sign below and send a copy of this letter via email to **melissa@smart-4.com** or by fax to **574-257-0895**. If a new purchase order number is required, kindly include it with your response.*

In closing, we appreciate and look forward to the continued opportunity of serving you and your School Nutrition team! Please feel free to contact me if you have any questions.

Sincerely,

Michael Miller  
President

**CONFIDENTIALITY NOTICE**

*This Agreement contains confidential information about the Programs and Services that are proprietary to SMART Systems.  
This Agreement may not be copied, or shared without the express written consent of SMART Systems.*





Proud representative of:



SMART SENSE  
BY DICI



**Please sign below and email to [Melissa@smart-4.com](mailto:Melissa@smart-4.com), or fax to 574-257-0895**

I would like to confirm the extension of our partnership with SMART Systems for the 2025-2026 school year as allowed per the terms of the NIESC, NWIESC & CIESC Combined BID Group RFQ.

Name of District: **Porter Township Schools**

Printed Name

Signature

Date

**Since Porter Township Elementary School will be closed for construction during the 2025-2026 school year, there will only be two schools utilizing SMART Systems. The adjusted pricing for the 2025-2026 school year is listed below.**

SFSPac:	2	Cost/Month:	\$358.80	AnnualCost:	\$3,588.00
Warewash:	2	Cost/Month:	\$263.40	Annual Cost:	\$2,634.00
		Total/Month:	\$622.20	Total Annual:	\$6,222.00

**Please indicate your preferred billing method:**

☐

**Annual Billing.** 1% Discount. One invoice for all schools for the year. Billed in June or July.

☐

**Monthly Billing.** The annual fee is divided into 10 equal installments and billed on the 1st day of each month, August - May of the school year. No discounts apply.

**CONFIDENTIALITY NOTICE**

*This Agreement contains confidential information about the Programs and Services that are proprietary to SMART Systems.  
This Agreement may not be copied, or shared without the express written consent of SMART Systems.*



### **Contracted Director of Media Agreement**

NIESC will provide a Director of Media on a contractual basis for the below listed school district.

The Director will be responsible for the overall operation of the corporation's media centers and/or libraries. The attached job description outlines the responsibilities of this contracted position.

The Director of Media will not be responsible for personnel nor will they be substitutes for employees at the contracted district who are unable to report for work.

The fee for this service is \$5,000.00.

The agreement is for the dates between July 1, 2025 - June 30, 2026.

The corporation may pay NIESC \$2,500.00 by-annually (December 2025 and June 2026) or a one-time payment of \$5,000.00 by December 2025.

This agreement is executed by the authorized representatives of the parties as set forth below:

Northern Indiana Educational Service Center and \_\_\_\_\_ School Corporation

\_\_\_\_\_  
Don Harman, Ph. D.  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date



AGREEMENT #: 250620  
Page 1 of 2

**COMPUTER SOFTWARE PACKAGE MAINTENANCE AGREEMENT**

**CUSTOMER:** Porter Township School Corporation

**LOCATION OF USE:** Administration Office

**ADDRESS:** 248 S. 500 W

**CITY:** Valparaiso **STATE:** Indiana **ZIP CODE:** 46385

The following terms and conditions apply to customers of Software Systems, Inc. Software Packages. Software Systems, Inc., by its acceptance hereof, grants to the customer named above, for its payment of the maintenance fees and upon the terms and conditions hereinafter stated, a software maintenance agreement for the following listed software package (s) ('the package'). This agreement is governed by the terms and definitions contained in the Software Package Support Policies marked EXHIBIT 'A', attached hereto, and made a part hereof.

<b><u>LICENSED APPLICATION:</u></b>	<b><u>MAINTENANCE FEE:</u></b>	<b><u>PERIOD OF MAINTENANCE:</u></b>
FMS Financial Application Budget Prep Bank Reconciliation Purchasing Accounts Payable Receipting Investments State Reports	5,100.00	08/01/25 – 07/31/26
FMS Payroll/Human Resources Employee Database Payroll Processing Direct Deposit Human Resources reporting Mass email module Government Reporting/ DOE Reporting Personal Reporting	5,700.00	08/01/25 – 07/31/26
Extra Curricular 4 Schools	675.00	08/01/25 – 07/31/26

**TOTAL: \$11,475.00**

**CUSTOMER (Type or Print) BY:** \_\_\_\_\_

**ACCEPTED:** Software Systems, Inc.

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(Authorized Signature)

(Title)



**EXHIBIT 'A' - SOFTWARE PACKAGE AND SUPPORT POLICIES**

The following support policies are effective 08/01/25 and supersede all previous support policies.

**SOFTWARE MAINTENANCE; (Program Support)**

Software Systems, Inc. software maintenance may be extended beyond the ninety (90) day warranty period by an annual agreement which entitles the customer to the following services:

1. Modifications and enhancements to the existing software applications which improve the efficiency of the application. This does not include user requested changes, custom modifications, or changes dictated by new laws, regulations, or policies.
2. Documentation updates as they become available.
3. Unlimited telephone consultations (Software Systems, Inc. toll free number) provided for any procedural or software problems related to Software Systems, Inc. Applications.

If Software Systems, Inc. determines it can no longer support the version of software installed by the customer, it will provide ninety (90) days' notice of this to the customer.

The customer then has the option of either installing Software Systems, Inc. latest version of the software at the then current upgrade price, or canceling the maintenance agreement.

This annual maintenance agreement is optional for the customer. All on-site support with or without a customer maintenance agreement will be on a time and materials basis at our current system services man day rate, plus expenses.



May 28<sup>th</sup>, 2025

Dear Customer:

Enclosed are your annual Application Maintenance Agreements for FMS. Please retain one agreement for your records and return one signed agreement to Software Systems, Inc.

You will be receiving your actual invoice for your support in a few weeks. This agreement just covers FMS/ECMS software modules. Any services like Disaster Recovery and/or the Employee Portal are not included in this agreement, but could be included on your invoice.

Please be advised we will have a price increase beginning in 2025. We have tried to keep the prices down for several years as this is the first increase since 2022. You will notice the annual fees have been increased around 10 to 15 percent on your 2025 Application Maintenance Agreement. The same percent increase will be seen on other services and hourly programming fees.

If you have any questions pertaining to the agreement, please do not hesitate to call for further explanation.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "John Miller", is written over a horizontal line.

Software Systems Inc.



November 21, 2024

WRITER'S DIRECT NUMBER: (317) 236-2174  
INTERNET: amy.corsaro@icemiller.com

**VIA ELECTRONIC MAIL**

[kathleen.smith@ptsc.k12.in.us](mailto:kathleen.smith@ptsc.k12.in.us)

Kathleen Smith, Chief Financial Officer/Treasurer  
Porter Township School Corporation  
248 South 500 West  
Valparaiso, Indiana 46385

Re: Arbitrage/Rebate Calculation for the Porter Township High School Building  
Corporation: Ad Valorem Property Tax First Mortgage Bonds, Series 2024

Dear Kathleen:

Congratulations on the closing for the above-referenced tax-exempt bond issue that will close on December 19, 2024. The Arbitrage Certificate, which is part of the bond transcript, provides that in order to maintain the tax exemption on the bonds, the Internal Revenue Code (the "Code") requires an arbitrage calculation to be performed by the fifth anniversary of the issue date. The arbitrage calculation computes what is referred to as a "rebate amount" by comparing the actual earnings on the bond proceeds during the period that the proceeds are invested to the bond yield. If the actual investment earnings exceed the bond yield, a payment may be due to the Internal Revenue Service (the "IRS").

Generally, an issuer engages a professional firm to determine whether there is a rebate amount owed to the IRS. We would like to assist you in fulfilling that obligation and appreciate the opportunity to make a proposal to perform the arbitrage/rebate computations. The engagement to assist in the rebate computation is separate from our original engagement as bond counsel for the bonds.

Although the rebate calculation deadline in the Code is five years after the issue date, we recommend that a calculation be performed after the two-year anniversary in order to determine whether the bonds meet a spending exception to the rebate requirement. If the bond issue does not meet a spending exception at the two-year anniversary, we perform a rebate calculation to monitor the investment earnings on your bond proceeds at that time. Upon acceptance of our proposal, we will insert the two-year anniversary of the issue date in our tickler system and contact you at that time to request the investment information for the various funds subject to rebate.

If your issue qualifies for a rebate spending exception, our fee will be in the range of \$2,500 - \$3,500. If the bond issue does not meet a rebate spending exception, our fee for a two-year rebate

computation is \$3,500. In addition, we will bill for out-of-pocket expenses for copying and telecopy charges.

Stephanie McGee is the rebate analyst in our rebate practice who will prepare the rebate calculation. I am one of the lawyers who oversees our rebate practice. Please do not hesitate to contact me at (317) 236-2174 with any questions or concerns regarding the computation.

Ice Miller's standard Terms and Conditions of Engagements for Legal Services are enclosed. These terms and conditions, which cover various other aspects of this engagement, including a waiver of future conflicts of interest and provisions regarding termination and withdrawal, are important and are to be read as part of this letter, as they apply to this engagement to the same extent as if they were typed as part of this letter. Unless a different engagement letter is executed in the future, the basic terms of this engagement letter will also be applicable to, and govern our professional relationship on any subsequent matters, on or in which we may become involved or engaged on your behalf.

Again, I am happy to answer any questions you may have. If the terms of this engagement letter meet with your approval, please sign the acceptance clause, and return it to us at your earliest convenience.

Very truly yours,

ICE MILLER LLP



Amy M. Corsaro  
Partner

Accepted on behalf of Porter Township High School Building Corporation.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ICE MILLER LLP

### **Terms and Conditions of Engagements for Legal Services**

Ice Miller LLP has prepared this statement of the terms and conditions that are generally applicable to its legal services representations of its clients, in the absence of an express agreement specifically to the contrary. These terms and conditions, together with the letter or other document that references them, are the Terms and Conditions applicable to our engagement by you. When used in this document, “we” or “us” or “our” and similar terms refer to Ice Miller LLP, a limited liability partnership, and “you” or “your” and similar terms refer to the person or persons specifically identified in this statement as the client or clients of Ice Miller LLP.

#### **Our Responsibilities**

We are responsible to provide legal services to you in accordance with these Terms and Conditions and with our express understandings with you concerning the nature and scope of our representation.

#### **Your Responsibilities**

You are responsible for paying our statements for services and expenses. You also are responsible for being candid and cooperative with us and for keeping us informed with complete and accurate information, documents and other communications relevant to the subject matter of our representation or otherwise requested by us. Because it is important that we be able to contact our clients at all times in order to consult with them regarding our representation, we expect that you will inform us, in writing, of any changes in the name, address, telephone number, contact person, e-mail address, state of incorporation or other relevant changes regarding you and your business or affairs. If you affiliate with, acquire or your company is acquired by or merged with another company, you will provide us with sufficient notice to permit us to withdraw as your attorneys if we determine that such an affiliation, acquisition or merger creates a conflict of interest between any of our clients and the other party to such affiliation, acquisition or merger, or if we determine that it is not in the best interests of the Firm with respect to the resulting association with the new entity. Your failure to communicate and cooperate with us in these respects could have an adverse effect on our ability to effectively and efficiently represent your interests in this matter and may require that we suspend the rendition of further services in respect of or entirely withdraw from this engagement.

#### **Client(s) Represented**

The client or clients for this engagement are as specifically identified in the engagement letter. Our client(s) do not include natural persons or entities that are not identified as a client in the engagement letter. For clients that are companies, unless otherwise specified or agreed, this does not include individuals or persons who are shareholders, partners, members or owners of the company, or its officers, directors, managers or other representatives, or family members, nor does it include affiliates of the company. Our representation of you for the matter described in the engagement letter does not give rise to a lawyer-client

relationship with any such other individual, person or affiliate. Accordingly our representation of you will not give rise to a conflict of interest in the event other clients of ours are or become adverse to any such other individual, person or affiliate. For clients that are trade associations or other group-type organizations, our clients would not include their members or other constituents.

#### **How We Will Work For You**

We provide services to you through our attorneys and other professionals. We will designate a mutually agreeable partner whom you may contact should you have any questions or concerns at any time about our representation of you or your interests. You will keep us advised of the name(s) and contact information of the person(s) who are authorized to instruct us as to the performance of our legal services for you.

Our engagement is for legal services. While from time to time we may share with you as part of our legal advice information and insights based on our experience with respect to certain market, industry or business practices, structures, or the like, it is understood that you will be solely responsible for determining the extent to which other professional services and advice are obtained and for making all decisions concerning business, investment and accounting matters. In addition, it is understood that we will not have any responsibility to investigate the character or credit of any person with whom you may be dealing in connection with any matter directly or indirectly related to our engagement.

#### **How We May Communicate With You**

Unless you instruct otherwise in writing, we may communicate with you using unencrypted e-mail, facsimile transmission and cellular telephone with the understanding that these methods carry an inherent risk of interception.

#### **About Our Fees**

We will charge you fees based upon the time expended and other factors applicable to legal fees that are specified by applicable professional rules and standards. Unless otherwise specifically agreed, our fees are based on our hourly rates as applied to the amount of time that we expend in providing services. Our base hourly rates for work

performed by our attorneys, absent special engagements or circumstances, are established effective January 1 of each calendar year. Hourly rates may change periodically without prior notice to clients, typically after the end of each calendar year, but a current schedule for anyone working on your engagement is available at any time upon request.

Payment of our fees and other charges is in no way contingent on the outcome of any matter, unless and to the extent that there is a mutual written agreement to the contrary.

### **Other Charges and Expenses**

Our charges for ancillary services and expenses, such as photocopying, computer research, electronic data discovery services, mileage, travel expenses and other similar charges are pursuant to a schedule of charges and expenses, as the same is revised from time to time, a copy of which is available to you upon request.

### **Estimates**

The total amount of fees and costs relating to this matter are difficult to predict. Accordingly, we have made no commitment to you concerning the maximum fees and costs that will be necessary to resolve or complete this matter. If requested to provide an estimate of our fees for a given matter, we will endeavor in good faith to provide our best estimate, but unless there is a mutual written agreement to a fixed fee, the actual fees incurred on any project will likely differ from the estimate.

### **Billing Procedures**

Unless we agree to an alternative billing arrangement, you will receive a statement on a monthly basis for services rendered, and for costs and other charges posted to your account, in the prior month. Payment is due upon receipt of our billing statement or within 30 days thereafter. If your account becomes more than 30 days past due, our Billing and Collection Committee will decide whether additional legal work will be performed while the account remains past due, taking into account obligations we owe to you under applicable professional conduct rules. While we typically do not charge interest on past due amounts, we reserve the right to charge interest on any amount invoiced that remains unpaid after 30 days at the rate of 1% per month until paid in full, plus all costs of collection (including reasonable attorneys' fees). Any questions or disagreements should be brought to our attention in writing within 60 days of the billing date.

### **Retainers**

As a matter of standard practice for new clients and/or new matters, we typically request a retainer deposit before we begin work, and we may request retainers or additional retainers from time to time with respect to existing clients and existing matters. Unless there is a mutual written agreement to the contrary, we will hold any such retainers in

our firm's agency account until disbursed in accordance with these terms and conditions or other mutual written agreement. We may apply funds held as retainers to any past due account balance of your account. We will return any unapplied excess of your retainers to you within a reasonable period of time following the conclusion of the related engagement. Unless we determine in our discretion to apply all or a portion of the retainers sooner, we will apply the retainers to the final invoice for the related engagement. If we determine for any client or matter to initially waive the required retainer deposit, we nonetheless reserve the right at a later date to require a retainer deposit if conditions concerning either the extent or nature of the matter in our discretion so warrant, or should our statements not be timely paid as expected.

### **Your Consent to Future Conflicts of Interest**

You are aware that the Firm has grown geographically and represents many other entities and individuals. Thus, during the time that we are representing you, some of our present or future clients may have disputes or transactions with you or other interests that may be adverse to yours. As part of this engagement, you agree that we may undertake in the future to represent existing or new clients in any matter that is not substantially related to any matter as to which we have represented or advised you, even if the interests of such clients in those other matters are directly or indirectly adverse to yours, and you agree not to disqualify our Firm for those conflicting representations. Of course, we agree that we will keep confidential any information of a nonpublic nature provided to us as a result of our representation of you. You acknowledge that we may obtain confidential information as a result of our representation of other clients that might be of interest to you but for the same reasons cannot be shared with you.

### **Document Retention**

Unless you indicate otherwise to us in writing, we will assume that all papers and property that you provide to us are duplicates and that you retain all originals, so that we do not need to return them to you. When the representation concludes, we will (if you request) return any papers and property that you have provided to us (or that we have obtained for you and that belong to you) if we have them in our possession. Our drafts and work product that we create in relation to our work for you, however, belong to us. We reserve the right, subject to any applicable laws or rules of professional responsibility to the contrary, to apply records retention policies and procedures to these items and also to destroy within a reasonable time any items described in this paragraph that are retained by us.

### **Personal Data from the European Economic Area**

If you will be providing the Firm with the personal data of individuals in the European Economic Area during the course of the engagement, then it is your responsibility to obtain all appropriate consents, make any necessary disclosures, and take all other required steps to comply with

any applicable data privacy and protection laws and regulations in connection with your use of the Firm's services. As used herein, "personal data" means any information relating to an identified or identifiable natural person, to the extent that such personal data are associated with individuals in the European Economic Area or are otherwise within the scope of the General Data Protection Regulation (EU) 2016/679.

### **Response to Audit Inquiries**

If you ask that we do so, we will respond to your auditors concerning certain "loss contingencies" as defined by accounting standards by preparing a letter to your auditors. To assist us in responding timely to your auditors, please direct all audit inquiries to:

Audit Letter Coordinator  
Ice Miller LLP  
One American Square, Suite 2900  
Indianapolis, Indiana 46282-0200.

If there are any questions presented by your audit inquiry letter, our Audit Letter Coordinator will contact you. Absent special circumstances, our current fee structure for the preparation of these letters is a minimum of \$300 and a maximum of \$700, depending on the extent and number of any matters reported. However, the fee may exceed \$700 if there are many matters to be reported upon, or if the letter requires extensive substantive attention to disclosure or other related issues. This charge will appear on your statement as a line item for "Services rendered in connection with preparation of response to audit inquiry."

### **Termination or Withdrawal**

Both you and we have the right to terminate any engagement at any time after providing reasonable advance written notice, and our withdrawal or termination is further subject to applicable rules of professional responsibility. In the event that we terminate the engagement, we will, subject to the terms hereof, take such steps as are reasonably practicable to protect your interests in the above matter and, if you so request, we will suggest to you possible successor counsel and provide that counsel with whatever papers you have provided to us. If permission for withdrawal is required by a court, we will promptly apply for such permission, and you agree to engage successor counsel to represent you. Otherwise, this representation will terminate (a) once the specific services covered within the scope of the representation have been completed and we have sent you our final statement for services rendered in this matter, or (b) if the engagement is open-ended without any specific services being described, when more than six months have elapsed from the last time you requested and we furnished legal services to you. We are not obligated to provide advice or other legal services concerning this representation to you after our representation of you is completed, or has terminated. After completion of a matter in which we have represented you, changes may occur in the applicable laws or regulations that could have an impact upon your future

rights and liabilities. Even though we may send you newsletters or the like after the date of termination of our engagement, we will have no responsibility to provide you with updates or advice concerning any changes in the law or regulations or future legal developments on any matter, including those matters that may have been the subject of a prior representation, unless you and we have expressly agreed that we will provide this service.

### **Certain Limitations**

Any opinions or views, formal or informal, that we may express to you or to third parties about the outcome of a legal matter are only our best professional estimates. Those opinions or views are necessarily limited by our knowledge of facts at the time that we express them and the law and regulations that are then in effect. You understand and agree that we cannot – and will not – promise to you, or guarantee to you, that any particular outcome will result from your legal matters.

### **Identification of Relationship**

We are pleased that you have chosen Ice Miller LLP as your legal advisor and would like to have your permission to share this with others. By signing the acknowledgement, you hereby grant us the authority to use your name and logo in connection with Ice Miller LLP's marketing activities, including, without limitation, identification of you as a client of Ice Miller LLP on its website and other printed marketing materials and publications issued by Ice Miller LLP. You may revoke the consent granted in this paragraph at any time by contacting our marketing department at [enews@icemiller.com](mailto:enews@icemiller.com).

Revised: August 2019





15 E Midland Ave St 502  
Paramus, NJ, 07652-2938

Porter Twp School Corporation

Kathleen Smith  
Business Office Specialist  
Porter Twp School Corporation  
248 S 500 W  
Valparaiso, IN 46385-9642

**Quote Number:** Q-170792  
**Quote Creation Date:** 6/10/2025  
**Quote Expiration Date:** 9/30/2025

"Pick Up" 6-Year (Quote Number: Q-170792) MyView Literacy K-8 | Porter Twp School  
Price Quote Summary

Solution	Base Amount	Free Amount	Total
myPerspectives English Language Arts	\$44,555.00	\$4,296.00	\$44,555.00
myPerspectives Professional Development	\$0.00	\$750.00	\$0.00
myView Literacy	\$126,684.00	\$145,607.00	\$126,684.00
myView Literacy Professional Development	\$0.00	\$750.00	\$0.00
SuccessMaker	\$750.00	\$5,457.50	\$750.00
Solution Subtotal:	\$171,989.00	\$156,860.50	\$171,989.00

Shipping and Handling:	\$3,222.48
Total:	\$175,211.48



Porter Twp School Corporation

Price Quote Detail

myPerspectives English Language Arts  
myPerspectives New Edition ©2025 - Grade 6

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781428516502	MYPERSPECTIVES 2025 6-YEAR LICENSE GRADE 6	\$119.00	0	38	\$0.00	\$4,522.00
9798213007978	MYPERSPECTIVES 2025 HARDCOVER STUDENT EDITION + 6-YEAR LICENSE GRADE 6	\$164.00	0	70	\$0.00	\$11,480.00
9781428516533	MYPERSPECTIVES 2025 TEACHER EDITION GRADE 6	\$179.00	8	0	\$1,432.00	\$0.00
	myPerspectives New Edition ©2025 - Grade 6 - Subtotal:				\$1,432.00	\$16,002.00

myPerspectives New Edition ©2025 - Grade 7

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213007985	MYPERSPECTIVES 2025 HARDCOVER STUDENT EDITION + 6-YEAR LICENSE GRADE 7	\$164.00	0	70	\$0.00	\$11,480.00
9781428516519	MYPERSPECTIVES 2025 6-YEAR LICENSE GRADE 7	\$119.00	0	22	\$0.00	\$2,618.00
9781428516540	MYPERSPECTIVES 2025 TEACHER EDITION GRADE 7	\$179.00	8	0	\$1,432.00	\$0.00
	myPerspectives New Edition ©2025 - Grade 7 - Subtotal:				\$1,432.00	\$14,098.00

myPerspectives New Edition ©2025 - Grade 8

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781428516526	MYPERSPECTIVES 2025 6-YEAR LICENSE GRADE 8	\$119.00	0	25	\$0.00	\$2,975.00
9798213007992	MYPERSPECTIVES 2025 HARDCOVER STUDENT EDITION + 6-YEAR LICENSE GRADE 8	\$164.00	0	70	\$0.00	\$11,480.00
9781428516557	MYPERSPECTIVES 2025 TEACHER EDITION GRADE 8	\$179.00	8	0	\$1,432.00	\$0.00
	myPerspectives New Edition ©2025 - Grade 8 - Subtotal:				\$1,432.00	\$14,455.00

myPerspectives Professional Development  
myPerspectives Professional Development - myPerspectives ©2025 Professional Learning Offerings

Porter Twp School Corporation

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
0000126550	VIRTUAL MYPERSPECTIVES @2025 PROGRAM ACTIVATION PREPAID	\$750.00	1	0	\$750.00	\$0.00
	myPerspectives Professional Development - myPerspectives ©2025 Professional Learning Offerings - Subtotal:				\$750.00	\$0.00

myView Literacy  
INDIANA - Grade K

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213444827	MYVIEW LITERACY 2025 INDIANA PREMIUM STANDARD STUDENT 6-YEAR INTERACTIVE CONSUMABLE PLUS 6-YEAR LICENSE PLUS 1-YEAR SUCCESSMAKER GRADE K	\$207.00	0	112	\$0.00	\$23,184.00
9798213420821	MYVIEW LITERACY 2025 INDIANA TEACHER'S EDITION PACKAGE GRADE K	\$1,963.00	7	0	\$13,741.00	\$0.00
	INDIANA - Grade K - Subtotal:				\$13,741.00	\$23,184.00

myView Literacy © 2025 - Grade K

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780328993901	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION TEACHING GUIDE GRADE K	\$356.00	7	0	\$2,492.00	\$0.00
9798213402308	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE K	\$118.50	7	0	\$829.50	\$0.00
9798213020595	MYVIEW LITERACY 2025 FOUNDATIONAL SKILLS KIT GRADE K	\$1,462.00	7	0	\$10,234.00	\$0.00
9798213020588	MYVIEW LITERACY 2025 BIG BOOK PACKAGE GRADE K	\$1,298.00	7	0	\$9,086.00	\$0.00
	myView Literacy © 2025 - Grade K - Subtotal:				\$22,641.50	\$0.00

INDIANA - Grade 1

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213444834	MYVIEW LITERACY 2025 INDIANA PREMIUM STANDARD STUDENT 6-YEAR INTERACTIVE CONSUMABLE PLUS 6-YEAR LICENSE PLUS 1-YEAR SUCCESSMAKER GRADE 1	\$207.00	0	109	\$0.00	\$22,563.00
9798213420838	MYVIEW LITERACY 2025 INDIANA TEACHER'S EDITION PACKAGE GRADE 1	\$1,963.00	7	0	\$13,741.00	\$0.00
	INDIANA - Grade 1 - Subtotal:				\$13,741.00	\$22,563.00

myView Literacy © 2025 - Grade 1

Porter Twp School Corporation

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213402315	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE 1	\$118.50	7	0	\$829.50	\$0.00
9780328993918	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION TEACHING GUIDE GRADE 1	\$356.50	7	0	\$2,495.50	\$0.00
9780328991402	MYVIEW LITERACY 2020 SONGS & POEMS BIG BOOK GRADE 1	\$103.50	7	0	\$724.50	\$0.00
9780134934358	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE GRADE 1	\$500.00	7	0	\$3,500.00	\$0.00
9798213020601	MYVIEW LITERACY 2025 FOUNDATIONAL SKILLS KIT GRADE 1	\$1,332.50	7	0	\$9,327.50	\$0.00
myView Literacy © 2025 - Grade 1 - Subtotal:					\$16,877.00	\$0.00

INDIANA - Grade 2

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213444841	MYVIEW LITERACY 2025 INDIANA PREMIUM STANDARD STUDENT 6-YEAR INTERACTIVE CONSUMABLE PLUS 6-YEAR LICENSE PLUS 1-YEAR SUCCESSMAKER GRADE 2	\$207.00	0	106	\$0.00	\$21,942.00
9798213420845	MYVIEW LITERACY 2025 INDIANA TEACHER'S EDITION PACKAGE GRADE 2	\$1,963.00	7	0	\$13,741.00	\$0.00
INDIANA - Grade 2 - Subtotal:					\$13,741.00	\$21,942.00

myView Literacy © 2025 - Grade 2

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213402322	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE 2	\$118.50	7	0	\$829.50	\$0.00
9798213020618	MYVIEW LITERACY 2025 FOUNDATIONAL SKILLS KIT GRADE 2	\$903.50	7	0	\$6,324.50	\$0.00
9780134934365	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE GRADE 2	\$500.00	7	0	\$3,500.00	\$0.00
myView Literacy © 2025 - Grade 2 - Subtotal:					\$10,654.00	\$0.00

INDIANA - Grade 3

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213444858	MYVIEW LITERACY 2025 INDIANA PREMIUM STANDARD STUDENT 6-YEAR INTERACTIVE CONSUMABLE PLUS 6-YEAR LICENSE PLUS 1-YEAR SUCCESSMAKER GRADE 3	\$207.00	0	88	\$0.00	\$18,216.00
9798213420852	MYVIEW LITERACY 2025 INDIANA TEACHER'S EDITION PACKAGE GRADE 3	\$1,963.00	7	0	\$13,741.00	\$0.00
INDIANA - Grade 3 - Subtotal:					\$13,741.00	\$18,216.00



Porter Twp School Corporation

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ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213402339	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE 3	\$118.50	7	0	\$829.50	\$0.00
9780134934372	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE GRADE 3	\$500.00	7	0	\$3,500.00	\$0.00
myView Literacy © 2025 - Grade 3 - Subtotal:					\$4,329.50	\$0.00

INDIANA - Grade 4

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213444865	MYVIEW LITERACY 2025 INDIANA PREMIUM STANDARD STUDENT 6-YEAR INTERACTIVE CONSUMABLE PLUS 6-YEAR LICENSE PLUS 1-YEAR SUCCESSMAKER GRADE 4	\$207.00	0	110	\$0.00	\$22,770.00
9798213420869	MYVIEW LITERACY 2025 INDIANA TEACHER'S EDITION PACKAGE GRADE 4	\$1,963.00	7	0	\$13,741.00	\$0.00
INDIANA - Grade 4 - Subtotal:					\$13,741.00	\$22,770.00

myView Literacy © 2025 - Grade 4

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213402346	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE 4	\$118.50	7	0	\$829.50	\$0.00
9780134934396	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE GRADE 4	\$500.00	7	0	\$3,500.00	\$0.00
myView Literacy © 2025 - Grade 4 - Subtotal:					\$4,329.50	\$0.00

INDIANA - Grade 5

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213444872	MYVIEW LITERACY 2025 INDIANA PREMIUM STANDARD STUDENT 6-YEAR INTERACTIVE CONSUMABLE PLUS 6-YEAR LICENSE PLUS 1-YEAR SUCCESSMAKER GRADE 5	\$207.00	0	87	\$0.00	\$18,009.00
9798213420876	MYVIEW LITERACY 2025 INDIANA TEACHER'S EDITION PACKAGE GRADE 5	\$1,963.00	7	0	\$13,741.00	\$0.00
INDIANA - Grade 5 - Subtotal:					\$13,741.00	\$18,009.00

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Porter Twp School Corporation

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213402353	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE 5	\$118.50	7	0	\$829.50	\$0.00
9780134934402	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE GRADE 5	\$500.00	7	0	\$3,500.00	\$0.00
	myView Literacy © 2025 - Grade 5 - Subtotal:				\$4,329.50	\$0.00

myView Literacy Professional Development

myView Literacy Professional Development - myView Literacy ©2025 Professional Learning Offerings

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
0000126532	VIRTUAL MYVIEW LITERACY 2025 PROGRAM ACTIVATION PREPAID	\$750.00	1	0	\$750.00	\$0.00
	myView Literacy Professional Development - myView Literacy ©2025 Professional Learning Offerings - Subtotal:				\$750.00	\$0.00

SuccessMaker

SuccessMaker - SuccessMaker Software

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781402626852	SUCCESSMAKER READING 1 YEAR PART OF MYPERSPECTIVES-SM BUNDLE	\$18.50	295	0	\$5,457.50	\$0.00
	SuccessMaker - SuccessMaker Software - Subtotal:				\$5,457.50	\$0.00

SuccessMaker - SuccessMaker Professional Learning

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
0000125117	VIRTUAL SUCCESSMAKER INITIAL TRAINING 2-HOUR	\$750.00	0	1	\$0.00	\$750.00
	SuccessMaker - SuccessMaker Professional Learning - Subtotal:				\$0.00	\$750.00

Solution Subtotal:	\$156,860.50	\$171,989.00
Shipping and Handling:		\$3,222.48
Total:		\$175,211.48

Special Pricing: The following promotions and discounts have been applied to this Quote.

Porter Twp School Corporation  
PKUP - 2% S&H 3rd Party Pickup

## Porter Twp School Corporation

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**Online:**

<https://support.savvas.com/support/s/customerserviceus>

**Mail:** PO Box 6820, Chandler, AZ 85246

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phone: 1-800-848-9500

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# Porter Township School Corporation Fundraising Application

Per SBOA, individual school organizations or functions may conduct selling activities on not more than 30 separate days during a school year. All fundraisers must be board approved prior to conducting the fundraiser. Applications must be submitted at least 10 days prior to a board meeting to be approved. A Summary Collection Form SA-8 must be completed and submitted with fundraiser proceeds for deposit. Upon approval, a Facility Request Form must be submitted if applicable.

Name of Organization: BG Girls Varsity Soccer

Sponsor / Individual in Charge: Jacob Bircher

Fundraiser Dates: From: June 21 To: June 21 Total Number of Days: 1

Fundraiser Details: Team Carwash

Where: Marathon, Winfield Cost of Items Sold: RECEIVED Goal: \$1,000

Use of Money: Team Camp @ UU **MAY 27 2025**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_ Porter Township  
School Corporation

Needs: Money Bag \_\_\_\_\_ Tickets \_\_\_\_\_

Sponsor Signature: [Signature] Date: 5.18.25

## OFFICE USE ONLY

Does this fundraiser involve the sale of foods and/or beverages during the school day? YES ☐ NO ☐

*\*If yes, Director of Food Service must also approve fundraiser*

PRINCIPAL / ASSISTANT PRINCIPAL APPROVAL:

[Signature] DATE: 5-23-25

ATHLETIC DIRECTOR APPROVAL:

[Signature] DATE: 5-23-25

DIRECTOR OF FOOD SERVICE APPROVAL:

\_\_\_\_\_  
DATE: \_\_\_\_\_

SCHOOL BOARD APPROVAL:

\_\_\_\_\_  
DATE: \_\_\_\_\_

PF





# Porter Township School Corporation Fundraising Application

Per SBOA, individual school organizations or functions may conduct selling activities on not more than 30 separate days during a school year. All fundraisers must be board approved prior to conducting the fundraiser. Applications must be submitted at least 10 days prior to a board meeting to be approved. A Summary Collection Form SA-8 must be completed and submitted with fundraiser proceeds for deposit. Upon approval, a Facility Request Form must be submitted if applicable.

Name of Organization: Key Club

Sponsor / Individual in Charge: Ivette Westerman

Fundraiser Dates: From: Saturday 2/21/26 To: 2/21/26\* Total Number of Days: 1

Fundraiser Details: Annual Key Club Fundraiser - Daddy Daughter Dance

Where: BBHS-Gym Cost of Items Sold: \$25/ticket/couple Goal: \$1000.00

Use of Money: Key Club Donation Projects & Leadership Training for students

Vendor Name: Key Club will cover expenses for security, DJ & 2 custodians - A quote has been requested from CO.

Vendor Address: \* DJ background check will be completed.

Needs: Money Bag ☒ Tickets ☐

Sponsor Signature: Ivette Westerman Date: 5/30/25

\* If Saturday not allowed, please provide date for a Friday evening - 6-8:30pm or 6:30-9:00pm.

## OFFICE USE ONLY

Does this fundraiser involve the sale of foods and/or beverages during the school day? YES ☐ NO ☐  
\*If yes, Director of Food Service must also approve fundraiser

PRINCIPAL / ASSISTANT PRINCIPAL APPROVAL: [Signature] DATE: 5/30/25

ATHLETIC DIRECTOR APPROVAL: [Signature] DATE: 6/2/25

DIRECTOR OF FOOD SERVICE APPROVAL: [Signature] DATE: 6/3/25

SCHOOL BOARD APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

pp



## REQUEST FOR USE OF FACILITIES

Name of Organization: BGHS Key Club

Contact Information - Name: Ivette Westerman

Address: BGHS

Phone: X. 2286

Email: ivette.westerman@ptsc.k12.in.us

Non-profit group? Yes ☐ No ☐

If yes, non-profit ID#: \_\_\_\_\_

Do you charge for participation: Yes ☒ No ☐

Date of Event: Saturday, February 21, 2026 \*pending approval

Time of Event: Start: 3:30 pm End: 6:00 pm

Set up Time for event: Start 10:00 AM End 8:00

### **BGHS facility requested:**

Main Gym ☒

Cafeteria \_\_\_\_\_

Library \_\_\_\_\_

Stage \_\_\_\_\_

Other \_\_\_\_\_

Auxiliary Gym \_\_\_\_\_

Kitchen \_\_\_\_\_

Classroom \_\_\_\_\_ (room #)

Purpose of Event: Fundraiser for Key Club (Daddy Daughter Dance)

Admission cost? \$25.00 / couple Will/what items be sold: \_\_\_\_\_

Facility equipment requested (please detail number of chair, tables; PA system, etc.)

To be determined - will provide to custodial staff

Facility Set-up requested: Will provide to custodial staff

The applicant hereby agrees to indemnify and hold harmless the School Corporation from any liability for damages to any person or property in or about the School Corporation premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order.

Applicant: [Signature]  
Signature

Date: 5/30/25



Sponsor Signature: [Signature] Date: 5 / 30 / 25

## DATE: \_\_\_\_\_

rf

## Boone Grove High School Athletics

260 South 500 West, Valparaiso, IN 46385

Telephone: 219-477-4933

Fax: 219-988-4431



RECEIVED

MAY - 5 2025

Porter Township  
School Corporation

**Joshua Russell**, Athletic Director  
Ext. 2106  
Email: [joshua.russell@ptsc.k12.in.us](mailto:joshua.russell@ptsc.k12.in.us)

**Melissa Saco**, Athletic Secretary  
Ext. 2001  
Email: [melissa.saco@ptsc.k12.in.us](mailto:melissa.saco@ptsc.k12.in.us)

Mr. Parrish:

This letter is to request approval for an overnight trip for our boys baseball team in anticipation of the 2025 Boys Baseball state finals. The date of the trip would be 6/20-6/21.

Josh Russell  
Athletic Director  
Porter Township Schools

# BOONE GROVE HIGH SCHOOL

260 South 500 West, Valparaiso, IN 46385

(219) 476-3455

(219) 306-8600

Fax: (219) 306-8659

---

Clay Corman, Principal

James Rosinia, Associate Principal

To: Board of School Trustees

From: Mr. Clay Corman

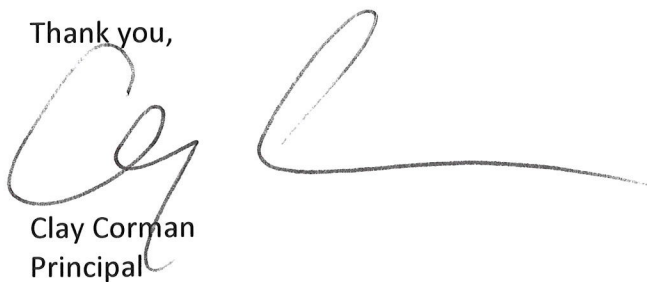
Re: Field Trip Approval



Date: May 23, 2025

This letter is to request permission for an overnight field trip for the girls' soccer team in Valparaiso, IN on July 14-16, 2025. The team will utilize this time to continue to develop their soccer skills, grow as a team through team bonding and scrimmage against other teams.

Thank you,



Clay Corman  
Principal

Boone Grove High School

Phone: 219-476-3455

Fax: 219-306-8659

Clay.Corman@ptsc.k12.in.us



PORTER TOWNSHIP SCHOOL CORPORATION

248 South 500 West  
Valparaiso, Indiana 46385

Date Submitted \_\_\_\_\_

FIELD TRIP REQUEST

1. <sup>coach</sup>  
~~Teacher~~ Jacob C. Bircher Building \_\_\_\_\_

Departure Time 11:30 A / July 14 Arrival Time 4p / July 16

Grade / Subject(s) H.S. Girls Soccer

I need a Substitute - Yes ☐ No ☒

2. Proposed Activity: Valpo. Univ. Soccer Camp

3. Date(s) of proposed activity: July 14 - July 16

*Check all that are appropriate*

☐

Cafeteria notified in writing one week in advance

☐

A notice (one week in advance) of students participating was given to all affected teachers

☐

Permission slips filled out by all students and on file in the office

☐

Specific apparel to be worn by students

☐

Chaperon List (one for each ten students) submitted to Principal one week before activity

4. If chaperons cannot be provided, the Field Trip will be cancelled, unless waived by the Building Principal

5. (a) List your objectives (you may attached an additional sheet if necessary)

- \_\_\_\_\_
- \_\_\_\_\_

Explain (b) How the objectives of this trip correlate with the Indiana Academic Standards  
(you may attached an additional sheet if necessary)

6. Number of students involved: \_\_\_\_\_

7. **Approval:**

Principal

Date

Transportation

Date

Superintendent

Date

Costs: Admission fees, parking fees, toll fees and bus driver cost is the total cost. Please see Building Administrator for current driver rates.  
NOTE: Tolls, parking and others fees must be paid in cash by the person(s) in charge of the field trip, the driver is not responsible for these costs. Deposit all money with school treasurer. Expense checks will be written from this account.



PORTER TOWNSHIP SCHOOL CORPORATION  
REQUEST FOR TRANSPORTATION

Date of Trip July 14-July 16 Grade of Class H. S. Girls Soccer  
Leave From BCHS. <sup>location</sup> Departure Time 11:30 A / July 14  
Return to BCHS. <sup>School</sup> Return Time 4p / July 16  
Destination Valparaiso University Campus  
Address \_\_\_\_\_  
Number of Students 20 Name of Teacher(s) in charge Jacob C. Bircher  
Number of Adults 3 (List to be submitted to Building Principal)

REGULATIONS - FIELD TRIPS

1. All trips must have the approval of the building principal and transportation director prior to being presented to the superintendent for final approval.
2. Educational trips on school days should originate and terminate during regular school hours, if possible. Trips on Friday or the day preceding a vacation should be avoided. High school field trips should not be scheduled the last two weeks before finals.
3. The teachers' responsibility during the field trip is the same as in the classroom and teachers should provide the same degree of supervision. Teachers are also responsible for discipline on the bus.
4. The cafeteria and other teachers should be notified, in writing, one week prior to the trip if the students will not be eating at school or attending class.
5. Students are not permitted to eat or drink on the bus. Sponsors are responsible for making the necessary lunch arrangements, which should be indicated on the itinerary, and must remain with the students at lunch.
6. The bus will not start a trip without an authorized sponsor to ride the bus. Under unusual circumstance, the superintendent may approve the use of a non-certified adult chaperone in one bus provided the certified person in charge of the trip is ultimately responsible for the conduct of all students involved.
7. If the trip is canceled, you must notify the transportation director immediately.
8. The transportation director will notify the sponsor/teacher that a bus driver has been notified as soon as possible.
9. Itinerary will not be changed unless it is an emergency and the transportation director or the superintendent is notified and change approved.

Transportation Director \_\_\_\_\_ Date \_\_\_\_\_

Transportation Pending \_\_\_\_\_

Driver(s) \_\_\_\_\_ Bus or Van number \_\_\_\_\_  
Driver(s) \_\_\_\_\_ Bus or Van number \_\_\_\_\_

trip  
tracker



June 4, 2025

Dear Dr. Schmidt and School Board,

Subject: Donations – Letter of Recommendation

We are very thankful to have received a donation of \$200.00 from Robert and Christine Rapley.

Sincerely,

Tonia Batesole  
Director of Food Services  
Porter Township School Corporation  
260 South 500 West  
Valparaiso, IN 46385

A handwritten signature in black ink, appearing to be 'TB' or 'Tonia Batesole' in a stylized cursive script.



# PORTER TOWNSHIP SCHOOL CORPORATION

## *Employment Review of Candidate*

---

**Board Meeting Date:** 6/12/2025

**Case Number:** 0002-2025

**Position:** Applied Skills Paraprofessional at BGHS

**Criminal Offense:** Operating While Intoxicated

**Date of Offense:** 07/19/2010

**Board Decision:**      APPROVED      DENIED

\_\_\_\_\_  
President, Board of School Trustees  
Porter Township School Corporation

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary, Board of School Trustees  
Porter Township School Corporation

Date: \_\_\_\_\_

# PORTER TOWNSHIP SCHOOL CORPORATION DISTRICT STUDENT HANDBOOK ~~2025-2026 SCHOOL YEAR~~

## SUPERINTENDENT

Stacey Schmidt, PhD

## ASSISTANT SUPERINTENDENT

Ben Parrish

### PORTER LAKES ELEMENTARY SCHOOL

(Grades Pre-K – 3)

208 South 725 West

Hebron, IN 46341

~~Kevin Donnell~~ Kristin Mucha, Principal

~~Kristin Mucha, Director of Early Learning/~~

Brad Parks, Assistant Principal

Tel: 219-306-8076 Ext. 5000

Tel: 219-507-0509 Ext. 5000

Tel: 219-476-3455 Ext. 5000

### BOONE GROVE ELEMENTARY SCHOOL

(Grades 4 – 5)

325 West 550 South

Boone Grove, IN 46302

Edward Ivanyo, Principal

Tel: 219-306-8663 Ext. 4000

Tel: 219-507-0507 Ext. 4000

Tel: 219-462-1032 Ext. 4000

### BOONE GROVE MIDDLE SCHOOL

(Grades 6 – 8)

325 West 550 South

Boone Grove, IN 46302

Jessica Wotherspoon, Principal

Matt Boone, Dean of Students

Tel: 219-306-8664 Ext. 3003

Tel: 219-507-0508 Ext. 3003

Tel: 219-464-4828 Ext. 3003

### BOONE GROVE HIGH SCHOOL

(Grades 9 – 12)

260 South 500 West

Valparaiso, IN 46385

Clay Corman, Principal

James Rosinia, Assistant Principal

Tel: 219-306-8600 Ext. 2000

Tel: 219-507-0510 Ext. 2000

Tel: 219- 476-3455 Ext. 2000

"EVERY STUDENT, EVERY DAY, TO THEIR FULLEST POTENTIAL"

Board Approved 7-11-2024

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# **PORTER TOWNSHIP SCHOOL DISTRICT**

# **PORTER TOWNSHIP SCHOOL CORPORATION**

## **COMBINED STUDENT HANDBOOK**

### **ENROLLMENT POLICY**

At the time of enrollment, parents must provide the following:

1. A certified copy of the student's birth certificate or other reliable proof of the student's date of birth.
2. Immunization Record - Under state statute, a parent must provide a written statement of the child's immunization accompanied by a physician certificate or other documentation no later than the first day of school, unless such a written statement is already on file. The child may not be permitted to attend school beyond the first day of school without furnishing this written statement unless the school gives the parents of the child a waiver or a local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances. The waiver cannot be granted for a period that exceeds twenty (20) days. I.C. 20-34-4.
3. The name and address of the school the student last attended, if any.
4. Proof of Residence

If the information is not provided to the school within 20 days of the student's enrollment or if the information appears to be inaccurate or fraudulent, the school must notify the Indiana Clearinghouse for Information on Missing Children and determine if the child has been reported missing. The school also is required, within 14 days of enrollment, to request the student's records from the last school the student attended, if any.

It is recommended that each child have a physical examination before being enrolled in any school in the system for the first time. A record of the physical examination may be kept on file in the school where the child is enrolled. All religious exemptions must be submitted in writing to the school. Children must be six years old on or before July 1 to enroll in grade one.

#### **Legal Residence:**

Pupils must show proof of legal settlement in Porter Township School Corporation boundaries before being enrolled in Boone Grove Elementary School, Porter Lakes Elementary School, Boone Grove Middle School or Boone Grove High School. A student may be denied attendance privileges or be expelled if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

#### **Compulsory Education Law:**

In accordance with I.C. 20-33-2-6, parents of children who will be seven (7) years old during the school year must enroll their child in the fall term of that school year. Parents who want to enroll their child in a non-public, non-accredited school or who intend to educate their child equivalent to public school (home school) must certify their intent to the local superintendent.

#### **Kindergarten Entrance Requirements:**

Children shall be eligible for kindergarten provided they have attained the age of five (5) on or before August 1st. This requirement may also apply to children who transfer into the school district and who may have attended private or public kindergarten in another locality.

#### **Records:**

The Family Educational Rights & Privacy Act protects a student's records. Those who have a legitimate educational reason to inspect records may have access and in other circumstances where statutory requirements are met, access will be allowed. Parents and students (who have reached the age of 18) may inspect individual school cumulative records. The school must allow a custodial parent and a non-custodial parent of a child the same access to their child's educational records. The school may not allow a non-custodial parent access to the child's records if: 1) a court has issued an order that limits the non-custodial parent's access to the child's education records and 2) the school has received a copy of the court order or has actual knowledge of the court order. I.C. 20-33-7 Parents wishing to see the student's records may request a copy. The school may charge a fee for the copies.

#### **Parental Concern Procedure:**

The Porter Township School Corporation realizes that in the daily operation of a school program differences and misunderstandings may occur that could result in parental concerns. In order to resolve these issues in the fairest and most expedient manner, the following standard practice outlines steps to be followed in the event of a parental concern:

**STEP ONE:** The parents having a concern involving their child and a teacher will make arrangements to have a conference with that teacher for the purpose of resolving the problem.

**STEP TWO:** The parents who feel that they have not received satisfaction in a conference with the teacher, as outlined in Step One, will arrange a conference with the Principal in hopes of resolving the problem.

**STEP THREE:** The parents who feel they have not received satisfaction in a conference with the Principal, as outlined in Step Two, will arrange a conference with the Superintendent in hopes of resolving the problem. All pertinent information and documented material regarding the problem will be taken into consideration at this conference.

**STEP FOUR:** The parents who feel they have not received satisfaction in a conference with the Superintendent, as outlined in Step Three, may request a meeting with the School Board in Executive Session. The decision of the School Board on this matter will be final.

### **COMPULSORY ATTENDANCE POLICY**

**Attendance Philosophy:** Attendance is essential to higher levels of achievement by students. Porter Township School Corporation expects each student to be present in every period each school day. Parents and students have a shared responsibility for good attendance and should schedule medical and dental appointments, personal business, and vacations outside school hours and when school is not in session. As we work together to monitor student attendance, schools, and parents need to monitor absences and ensure that students are attending school per compulsory attendance laws.

If attendance becomes an issue for a student, measures will be taken to put a plan in place to work together as the school, student, and family to support the student in school attendance. This will begin with an attendance conference regarding the truancy prevention measures that the school will be implementing for the absent student, and the parent will be part of that conference as a required participant and an important partner in building the plan to prevent future absences. Failure to attend school will result in students being reported to Juvenile Justice as required by law.



# Understanding Absences

Excused vs. Parent/Guardian Verified vs. Unexcused

**State of Indiana Attendance Expectation: 94% (10 or fewer days missed per year)**

## EXCUSED

### Parent/Guardian Notifies School on the day of the absence

- Illness verified with a physician statement dated at the time of the visit/illness
  - note must be returned within 1 week or absence will be unexcused
- Death in the family
- School sends the child home sick (if due to fever, the following day will also be excused)

### Pre-Arranged Excused Absences:

- Page for General Assembly
- Election Day Worker
- Court Witness
- IN National Guard Active Duty
- Civil Air Patrol
- Educationally related non-classroom activity as defined in IC 20-33-2-17.5
- Professional appointments (medical, dental, legal) when students return with an authorized, dated statement
- Observation of a religious holiday
- Maternity
- Military connected families' absences related to deployment
- Exhibiting/participating in state fair

### Repercussions

In addition to all building provision in the student handbook:

All absences are monitored and disciplinary action may result.

PTSC will refer students to Juvenile Justice Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law

## PARENT/GUARDIAN VERIFIED

### Parent/Guardian Notifies School on the day of the absence

**4 days per semester are allowed, or as approved by a building administrator**  
\*any day beyond 4 will be unexcused

A Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their child home for the child's own best interest.

### Repercussions

In addition to all building provision in the student handbook:

If a student is absent (parent/guardian verified or unexcused) 5 days within a 10-week period, a truancy prevention plan will be put in place for the student as required by law. This does not include excused absence days.

All absences are monitored and disciplinary action may result. PTSC will refer students to Juvenile Justice Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law



**IC 20-33-2-14** - The governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence

## UNEXCUSED

### Students should have ZERO Unexcused Absences

An unexcused absence is defined as any absence not covered under the definition of excused absence, any absence beyond 4 parent/guardian verified per semester, or a non-verified absence (failure to notify the school of an absence within 24 hours).

**Absences:**

Defined as missing more than the first five (5) minutes of a class period, any portion of the period thereafter, a full period, or more.

Attendance in school is compulsory as provided by I.C. 20-33-2-6. We understand that emergencies, injuries, illnesses, or deaths in the immediate family may occur; however, when a student is not in attendance at school, he or she will be marked absent.

Whenever it seems necessary that a pupil be absent from school for any reason, the parent must call the office. Failure to do so will result in an unexcused absence.

**Truancy:**

A student is considered truant when he/she is not in his/her scheduled class at any time during the school day beyond five (5) minutes late to class, misses classes, or leaves class without permission. Truancies accumulate for the school year. Anyone who assists in helping someone become a Truant will receive the same consequence as the truant student.

**Habitual Absence:**

Students will be reported to Juvenile Justice if the student is determined to be habitually truant. A student is defined as habitually truant by the Indiana Code as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. Failure of children to report to school even one day without parental notification to the office is considered truancy.

**Chronic Absenteeism:**

Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason. Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC31-30-through IC 31-40." Excessive absences can be a contributing factor in causing a child to repeat a grade level.

**Exempt:** Under certain circumstances, the law requires the school to authorize the absence and excuse of a student. In each of these circumstances, the student is excused from school is not to be recorded as absent, and is not to be penalized in any way. The following absences will not count as an absence provided written verification is presented upon the student's return to school:

- Serving as a page or honoree of the General Assembly.
- When subpoenaed to testify in court
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election
- Serving with the National Guard for no more than 10 days
- Serving with the Civil Air Patrol for up to 5 days
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes
- The student is approved for an educationally related non-classroom activity
- Other –at the Administrator's discretion.

**Excused Absences:** Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school. These could include:

- Illness verified by a note from a Physician dated at the time of the visit and/or illness (must be turned in within 1 week or the absence will be counted as unexcused)
- Death in the Family
- The school sends the child home sick (if due to fever, the following day will also be excused)
- Pre-Arranged Absences:
  - Page for General Assembly
  - Election Day Worker
  - Court Witness
  - Indiana National Guard Active Duty
  - Civil Air Patrol



- Educationally related non-classroom activity as defined in IC 20-33-2-17.5
- Professional appointments (medical, dental, legal) when students return with an authorized, dated statement
- Observation of a religious holiday
- Maternity
- Military-connected families' absences related to deployment
- Exhibiting/participating in state fair

**Parent/Guardian Verified:** Parent/guardian notifies the school on the day of the absence. **Four (4) days are allowed per semester, or as approved by the building administrator. Any day beyond four (4) will be counted as unexcused.**

**Unexcused Absences:** Parent/Guardian verified absences are limited to four (4) per semester. Once four (4) Parent/Guardian verified absences are used, only medically documented absences will be excused. Any absence not listed under Excused Absence will be labeled unexcused. Work assigned during unexcused absences may, or may not, receive credit.

**Mandatory Attendance Conference:**

As required by law, students absent from school five (5) days within a ten (10) week period without being excused or absent with a note on file from a student's doctor, therapist, or other professional requesting frequent absences be excused under the student IEP, service plan, or 504 will receive written notification of a mandatory conference establishing a plan to prevent future absences.

**Chronic Illnesses:**

It is the responsibility of the parent/guardian to keep the school informed of any new or current health condition that exists. If there is a health condition that exists that will require special accommodations, a healthcare provider's statement documenting the diagnosis and orders for any care to be completed at school, will be required. The information will be reviewed and a care plan meeting will occur amongst the necessary individuals including parents/guardians. An individualized healthcare plan will be put in place at this time. This will need to be reviewed annually and/or as needed, to discuss updates or changes that need to be made. Parents may also have a Certificate of Incapacity form filled out if the condition could potentially affect attendance and/or school work.

Our attendance regulations are developed to encourage attendance and an "on the job" attitude for students to follow and maintain throughout life. We would encourage parents to make as many appointments (dental, medical, etc.) as possible outside of school hours. Our policy, however, is written to allow for situations where absence is sometimes necessary. The responsibility for assuring regular attendance rests cooperatively with the student, parent, and school.

**College Visits:** Students in grade 11 and the first semester of grade 12 are allowed **two (2)** days per semester for college visits with the following requirements:

- Have pre-arranged absence papers filed in the high school office before the absence
- Obtain written acknowledgment of the visit on letterhead from the college/institution and turn it into the high school office

**Job Shadowing:** Students may make one visit per semester in grades 9-12 with the following requirements:

- Have pre-arranged absence papers filed in the high school office before the absence
- Obtain written acknowledgment of the visit on letterhead stationery from the company/firm visited and turn it into the high school office
- Exceptions at the administrator's discretion

**Vacation:**

Absences due to family vacations are counted as absences on student records, according to the Indiana State Board of Education. Porter Township School Corporation recognizes that a student's presence and participation in class are necessary for the achievement of his or her academic potential. We feel that every day is an important day in our schools. Vacations are counted as unexcused absences. Teachers are not required to give students assignments before vacation.

**Tardy Policy:** A student is tardy if he/she is not in the assigned room when the bell begins ringing to start class and misses less than the first five (5) minutes of class.

- Lateness without a pass will be considered a tardy.
- A student who has a pass from a member of the educational staff will have his/her tardiness excused.
- Tardies will be cumulative for all classes. The cumulative record of tardies will be maintained in the office.

#### **Good Attendance:**

Good attendance is defined as 94% attendance rate, which adds up to ten (10) or fewer days missed per school year.

## **HEALTH INFORMATION**

Communicable illnesses and/or health issues are a part of school life. Every effort is made to maintain a safe and healthy environment for our students. We encourage an open line of communication with our school nurses. If your child is diagnosed with a communicable disease or chronic illness, please inform the school nurse as soon as possible, so that we can ensure the proper care is provided and proper steps taken. It is necessary that a Health Survey for each student be completed and on file in the school clinic annually. A physical form is required for students entering 6<sup>th</sup> grade, 9<sup>th</sup> grade & students new to the corporation. A sports physical on file for student athletes meets this requirement.

Parents are requested to immediately notify the school office in writing of a change of address, phone number, or place of employment, new health diagnosis & medication changes.

Health Services: Students who become ill during the school day are to report their condition to a teacher and obtain a pass to the clinic. If the school nurse, principal, or principal's designee determines that there are sufficient indications of illness to warrant release from school, the parent or guardian will be notified and plans made for transportation home. Under no circumstances is the student sent home unless the parent/guardian or designated emergency contact person is notified. Students should not be calling or texting parents to come and get them before seeing the school nurse for evaluation.

It is the practice of Porter Township Schools to exclude from school any child who, among other things, has:

1. A temperature of 100 degrees or over. (Child may return to school when fever-free without anti-fever medication for 24 hours)
2. Any undiagnosed inflammatory eye condition that is accompanied by draining, crustiness, itchiness, or pain. Any cough associated with fever or continuous unrelieved coughing.
3. Runny nose or cold like symptoms accompanied by fever, or that is severe enough that it will be disruptive to learning, or child is unable to blow nose and/or cover mouth.
4. Discharge from ears.
5. Pediculosis (head lice). Exclude until they are free of live lice. Students are to be checked by a nurse upon return to school before classroom admission.
6. Undiagnosed skin diseases and rashes. Child should not be at school if rash is accompanied by fever, is bothersome enough to be distracting, or if rash is spreading or draining. The child should have a note from doctor upon returning to school.
7. Some examples include, but are not limited to, strep infections, influenza, pink eye, hand, foot and mouth disease, Covid, chicken pox, and other conditions that are listed by local and state health departments.

#### **Safety Protocols:**

All students must adhere to guidelines issued by the administration regarding safety protocols and practices to prevent the spread of disease and illness including but not limited to wearing protective coverings, required spacing in school facilities, on school property and in school buses, and at any school sponsored activity wherever located. Students who violate such protocols are subject to discipline, up to and including recommendations for expulsion.

#### **Chronic Illnesses:**

It is the responsibility of the parent/guardian to keep the school informed of any new or current health condition that exists. If there is a health condition that exists that will require special accommodations, a healthcare provider's statement documenting the diagnosis and orders for any care to be completed at school, will be required. The information will be reviewed and a care plan meeting will take place amongst the necessary individuals including parents/guardians. An individualized healthcare plan will be put in place at this time. This will need to be reviewed annually and/or as needed, to discuss updates or changes that need to be made. Parents may also have a Certificate of Incapacity form filled out if the condition could potentially affect attendance and/or school work.

### **Immunizations:**

In accordance with state law, children entering school must comply with the Indiana State Department of Health's immunization requirements. These include vaccination against diphtheria, whooping cough, tetanus, polio, mumps, measles, rubella, Hepatitis B Vaccine (HBV) and Varicella (Chicken Pox). Including Meningococcal conjugate vaccine (MCV4) for grades 6th - 12th. Number of vaccinations will be dependent on the child's age and grade level as determined by the Indiana State Department of Health. All vaccination records will be entered into the state registry for long term storage. If you'd prefer to opt out of the registry or a portion of the registry, please submit an annual objection in writing to the school nurse within the first 20 days of school.

Two Doses of Varicella (chickenpox) vaccine, or evidence of immunity, will be required for all students K-12. Two doses of Hepatitis A vaccine (HepA) are recommended for students entering kindergarten. One dose meningococcal conjugate vaccine (MCV4) is required & one booster dose of MCV4 is recommended for all students grades 11& 12.

Parents or guardians who object to any and/or all vaccinations for religious or health reasons must complete an immunization waiver that is found online or can be obtained from the nurse's office, EVERY YEAR, within 20 days from the start of school. A healthcare provider's signature is required for health reasons or for choosing an alternative dosing schedule.

### **Medications Given in School:**

Except as specified in the "Self-Administered Medications" section,

1. All medication must be brought to the nurse's office (by an adult), where it will be kept in a locked cabinet in the clinic. Dispensing of medications will only be done by the school nurse, or a trained designee of the school.
2. All prescription medication must be sent in the labeled pharmacy container.
3. Over-the-counter medication must be sent in the original container.
4. All medication administered at school must be accompanied by the school medication form stating the following:

Student's Name	Time of Administration
Name of Medication	Reason for Administration
Dosage to be Administered	Legal Guardian's
Signature Physician's Signature (for prescribed meds)	
5. For students in Grade K-8: medication may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
6. Medication may be sent home with students in Grade 9-12, if the student's parent provides written permission for the student to receive the medication. Some medications are not suitable for sending home with children. In some cases, the nurse will contact parents to pick up excess at the end of the school year.

For any over-the-counter medication required on a routine basis for more than 10 days and any medication regimen that differs from the package instructions, a doctor's note for administration is required.

It is the responsibility of the student to come to the office for his/her medication.

Occasionally your child may need an over the counter medication to continue the day in school. During the registration process, you are asked to approve medications that you find acceptable to give your child during the day. The medication will be given according to the directions on packaging. The clinics do not guarantee the availability of these medications, however, will have a limited supply and will be given as a courtesy if the medications are stocked in the clinic. If your child needs over the counter medications on a more frequent basis, you will be asked to send in a container for their use.

### **Self-Administered Medication:**

A student with a chronic disease or medical condition may possess and self-administer medication for such conditions on school grounds, during school or school activities, or while traveling to or from school activities. The student is permitted to do so only if the student's parent/guardian has filed an authorization with the principal on an annual basis.

This authorization must include a written statement from the student's physician that:

1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
2. The student has been instructed how to self-administer the medication.
3. The nature of the disease or medical condition requires administration of the medication, (i.e. inhalers, epi-pens, glucagon.)

It is discouraged at the elementary level, that students with a chronic disease carry their own medication for their safety, and the safety of other students in the building. We would prefer meds be kept in the nurse's office to be administered by the school nurse.

**Discarding Medications:**

The parent/guardian is responsible at the end of the treatment regimen for removing from the school any unused medication that was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the school nurse will dispose of and document that the medication was discarded. Destruction of the medication will be done in a manner that ensures that no other person can obtain possession of it.

**Communicable Illnesses:**

Every effort will be made to keep parents informed of possible exposure to communicable illnesses through website & email notices. If your child is diagnosed with a communicable problem such as strep throat, chicken pox, pink eye, bed bugs Covid, or flu-like symptoms, please inform the school immediately. With everyone's help, the spread of these health concerns can be limited.

**Emergencies/Student Illnesses**

If an emergency or illness should occur at school, the following actions will take place:

1. The nurse or designee will attempt to notify the parents at home.
2. If parents cannot be reached at home, we will attempt to reach them at work.
3. If parents cannot be contacted, the emergency number will be called.

If an accident involves serious injury, the following will occur:

1. The principal or his/her designee will use their best judgment to determine the need for emergency medical service.
2. An ambulance will be called, if deemed necessary.

For your child's safety, parents are requested to immediately notify the school office (in writing) of a change of address, phone number, or place of employment.

**Student Insurance:**

Student insurance is available if desired by the parent. There are several different coverage options from which to choose. Purchase of student insurance is optional. The online application can be accessed at the following link: <https://www.ptsc.k12.in.us/student-accident-insurance/>

## **EMERGENCY PROCEDURES**

Emergency procedure drills are performed periodically throughout the school year to maintain the safety of all students and staff in the event that emergency situations occur.

**Fire Drills:**

Schools are required by state law to conduct fire drills. The purpose of the fire drill is to accustom the students to a swift and efficient method of exit from the building in case of a sudden emergency.

**Lockdown Drills:**

The purpose of the lockdown drill is to maintain a safe and orderly classroom for the safety of the children in situations where students and staff must stay contained in the classroom.

**Evacuation Drills:**

The purpose of on-sight evacuation drills is to familiarize students with the procedures to leave the building to ensure the safety of everyone.

**Tornado Alert:**

State law requires that we conduct tornado drills. In the event of a real tornado, appropriate actions will be taken to ensure the safety of all children.

**Emergency Days Requiring Late Start or Early Release of School:**

At times, it may be necessary to delay the start of or close our schools because of an emergency or unsafe situation for our students. **Please develop and periodically review appropriate plans for the possibility of a delayed start, early dismissal, or school closing with your child.**

**School Closings/Emergencies:**

**School closings and/or emergency information will be sent out via School Messenger, the PTSC alert system.**

Please make sure that your child's school has your correct email address, cell phone number, and home phone number so that you will receive these messages. Closings will also be posted at [www.ptsc.k12.in.us](http://www.ptsc.k12.in.us) and on the Porter Township School Corporation Facebook page.

**eLearning Days:**

Teachers will post lessons on Schoology by 9:00 AM on the eLearning day.

- The content covered on an eLearning day is to be the content covered in class for the day. Students may learn new concepts, practice concepts already introduced, or complete a project to demonstrate mastery of a concept. It depends where the class is in the learning sequence.
- Teachers will be available for student interaction online during the regular school hours for that building.
- Students may contact teachers through Schoology.
- Teachers will communicate through Schoology assignments for students, and when they are due.
- It should take students about the time of a typical school day to complete school work. Each assignment or class may be different. If you have a question or if something is taking a long time, please communicate with your child's teacher.
- If a student does not turn in work for a period or for the day, it will be counted as an unexcused absence.
- If a student is unable to participate in the eLearning day due to a reason in the handbook, please call the school office to report the absence so that we may mark it accordingly as we would do on any other day of school.
- If a student does not turn in work, they will also have consequences for incomplete work just as on a normal school day.
- If you experience a technology issue, or experience any problems, please communicate immediately with your teacher. We cannot help you if we do not know there is an issue. Contacting us directly is the way to tackle issues quickly, efficiently, and correctly.
- If the teacher does not have the answer to the issue, they will help connect students with the person who can help you to find the answer.
- If a student has a question, they should first try and reach out to the teacher themselves. This is a valuable skill, similar to asking questions in class to get help.

## **POLICY STATEMENTS**

### **Student Internet and Technology Responsible Use Policy**

Porter Township School Corporation believes that students need access to technology but they should act in a responsible, efficient, courteous, and legal manner that supports the district's mission, goals, and student initiatives.

The mission of the Porter Township School Corporation 1:1 Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages and challenges students to learn 21<sup>st</sup> Century skills, as it will be an integral part of virtually every aspect of daily life.

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching and learning. The following statements represent the students' agreement about the responsible use of technology:

**I will:**

- Bring my iPad to school fully charged each day.
- Keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent(s)/guardian(s)).

- Treat others with respect online and offline alike.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Use computers for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images, or other material.
- Respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- Follow PTSC policies, rules, and regulations.
- Take care of technology equipment.
- Notify an adult immediately if I violate the Responsible Use Policy.
- Keep track of my iPad's whereabouts.
- Follow classroom rules and procedures when using the iPad.
- Only use my own Apple ID on my own iPad unless specified otherwise by an Administrator.
- Only use my own Apple ID on loaner iPads unless specified otherwise by an Administrator.
- Keep my iPad in an approved protective case at all times.
- Keep my iPad charged and online when at home.

**I will not:**

- Feign/fake/purposely cause an issue with technology for any reason or purpose.
- Attempt to circumvent Apple Classroom or any other monitoring tools.
- Read another student's private communications and schoolwork without permission.
- Use improper language or pictures
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Use another student's accounts regardless of whether I have permission.
- Give out my full name, address or other personal information to someone I don't know.
- Give out names, addresses or any other personal information of others.
- Take pictures and/or record audio/video without the consent of that student or staff member.
- Search for, possess, read, view or copy inappropriate pictures or information.
- Damage, change or tamper with the hardware or network in any way.
- Decorate the iPad with stickers, writing or other markings.
- Hide another student's iPad as a joke or for any other reason.
- Turn off my device for any reason other than momentarily troubleshooting.

**I understand:**

- My work can be lost and I should be careful to back up important work.
- The Internet and PTSC technology may not work at all times.
- Not all content available on the Internet is true.
- It is my responsibility to validate information or research on the Internet.
- The use of the Internet provided by PTSC is a privilege and not a right.
- The full use of the iPad is a privilege and not a right.
- The iPad is the sole property of PTSC.
- The Technology Department may access the iPad at any time they deem necessary.
- School personnel have full authority over the iPad.
- In the event the iPad is misplaced, the Technology Department can help find it using a multitude of device and network tools, but these tools might not always be successful.
- If my iPad is offline for more than 7 days, the tech department will require that I produce the device.
- If I fail to produce the iPad within 2 school days whenever requested for any reason, my device will be considered missing and I may be charged for the cost of the device accordingly shortly after.
- If I find an iPad and/or device that is not mine, I will turn it in to my teacher, the office, an administrator or the Technology Department.



- If I damage another student's iPad, I will be responsible for any costs unless specified otherwise by an administrator.
- Failure to return the device when required by the school corporation ~~at the end of the year~~ or when withdrawing will result in consequences including but not limited to disciplinary action, fines and/or a police report.:
- If my case is not considered protective enough by PTSC, I may be required to obtain a more protective case.

**Consequences for misuse:**

- School administrators may revoke the use of iPad features due to my poor performance in academics, attendance and/or behavior.
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.
- Any violation of these policies may result in restrictions being placed on the iPad by the Technology Department.

The Board of School Trustees of the Porter Township School Corporation recognizes the importance of technology education and computer access in preparing students. While the district's intent is to make Internet access available in order to further educational goals and objectives, not all information which can be accessed from external networks is appropriate to the education of our students; consequently, administration shall develop an agreement for the use of external networks which shall specify guidelines to help ensure appropriate utilization by students. Additionally, it is the intention of this policy to have student Internet activities monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school corporation computer with internet access available to students, will have a filtering device or software that blocks and/or monitors access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. Students will be expected to sign the agreement before using an external network. The provision of this policy and the content of the accompanying exhibit are subordinate to local, state and federal statute.

Porter Township School Corporation firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

**INTERNET/TECHNOLOGY – TERMS AND CONDITIONS**

**1.) *Acceptable Use*** – Porter Township School Corporation's Internet/network must not be used to visit prohibited areas/sites and areas/sites my teacher(s) prohibit me from visiting.

**2.) *Privileges*** – The use of the Internet/computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Department will deem what is inappropriate use and their decision is final. In addition, the Technology Department may suspend Internet/network/device access at any time as required. The administration, faculty, and staff of PTSC may request the Technology Department to deny, revoke, or suspend network access to specific devices.

**3.) *Disclaimer*** – Porter Township School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. PTSC will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. PTSC specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**4.) *Security*** – If you feel you can identify a security problem on the system, you must notify the Technology Department. Do not demonstrate the problem to other users. Do not use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be restricted of user privileges.

**5.) *Prohibitions*** – Users of the Porter Township School Corporation Internet resources and computer accounts may not:

- a.) Access, upload, download or distribute pornographic, obscene or sexually explicit materials.
- b.) Transmit obscene, abusive or sexually explicit language.
- c.) Violate any local, state or federal statute.
- d.) Vandalize, damage or disable the property of another person or organization. This would include uploading or downloading email attachments and executable files infected with a virus.

- e.) Access another person's materials, information or files without the implied or direct permission of the person.
- f.) Violate copyright or otherwise use another person's intellectual property without his or her prior approval or proper citation.

**Computer Technology and Networks:**

Before any student uses the school's computer network, he/she and his/her parents must sign an Acceptable Use Agreement, which defines the conditions under which the student may participate. This must be on file in the media center.

- Computers are provided for staff and student use. The purpose is to provide software through the servers, electronic media center services, and Internet access, herein referred to as Network, for educational purposes.
- In the Media Center, before using the Internet for independent work or work where they are not in the media center accompanied by that teacher, student users must sign the login book agreeing to abide by the internet policy.
- In a classroom setting, students should follow written and oral classroom instructions.
- Students may not download any unauthorized programs or applications such as VPNs, etc. ~~such as software, music, MP3s, etc.~~
- Any misuse of a computer, any software or the Internet may result in revocation of use of school computers, the school Network, and/or the Internet and/or other disciplinary action(s) determined by school officials.

**Textbook Rental and Student Fees:**

Policies regarding textbook rental and student fees, as amended from time to time, can be found at the following address: <https://go.boarddocs.com/in/ptsc/Board.nsf/Public?open&id=policies>

**Matters Regarding Instructional Materials:**

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130 F3.

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, media center books, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

- A. The criticism is to be addressed to the principal, in writing and shall include:
  - 1. author;
  - 2. title;
  - 3. publisher;
  - 4. the complainant's familiarity with the material objected to;
  - 5. sections objected to, by page and item;
  - 6. reasons for objection
- B. Upon receipt of the information, the principal may appoint a review committee.
- C. The Superintendent shall be an ex officio member of any such committee.
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  - 2. the accuracy of the material
  - 3. the objectivity of the material
  - 4. the use being made of the material
- E. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- F. The committee's recommendation shall be reported to the Superintendent in writing. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. The complainant may appeal this decision within ten (10) days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case and advise the complainant, in writing, of its decision.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

**STUDENT CONDUCT**

**Grounds for Suspension or Expulsion Apply when the Student is:**

1. On school grounds immediately before or during school hours or immediately after school hours or at any other time when the school is being used by a school group; or
2. off school grounds at a school activity function or event; or
3. traveling to or from school or school activity function or event; or
4. bullying conduct (as described in the section entitled “Bullying”) occurring off school grounds; or
5. unlawful activity (as described in the section entitled “Unlawful Activity”) occurring on or off school grounds.

**Effect of Out-of-School Suspension/Expulsion**

Schoolwork completed during an out-of-school suspension may receive full classroom credit. Students do not receive schoolwork or credit during an expulsion. Students are provided with a list of alternative programs available while expelled. Students are not allowed to participate in extracurricular activities, including sports, or be on school property while serving a suspension or when expelled.

**Conduct Constituting an Interference with School Purposes:** Examples of student misconduct or substantial disobedience constituting an interference with school purposes for which a student may be suspended or expelled include but are not limited to the following:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct constituting an interference with school purposes or urging other students to engage in such conduct.
2. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
3. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
4. Setting fire to or damaging any school building or property.
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
6. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function
7. Security threat - Any harmful threat, or threatening action by a student verbally, physically, or electronically against a person or property communicated with the intent to create fear and intimidation, to cause evacuation of a building, to cause substantial public inconvenience, or to cause substantial educational disruption.
8. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
9. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
10. Refusing to give identity, or giving false identification, to any staff member.
11. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
12. Bullying committed by a student toward another student or students. Aiding or assisting an individual in bullying another student or students.
13. Harassing by using extreme or inappropriate communications (electronic, verbal or written) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, sex, national origin, religion, alternative lifestyle, or physical characteristics are forbidden.
14. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
15. Possession, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
16. Possession or use of a firearm or weapon of any kind or a look-a-like of either of these items.
17. Possessing, using, transmitting or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any

kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

18. Possession, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
19. Possessing, using, transmitting or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
20. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purpose or an educational function.
21. Possessing, using, transmitting, or providing to any person or being affected by, or consuming during school or a school function, any tobacco product including but not limited to cigarettes, smokeless tobacco, e-cigarettes, and vapor products.
22. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
23. Falsely accusing any person of sexual harassment, or of violating a school rule and/or a state or federal law.
24. Engaging in any activity forbidden by the laws of the State of Indiana or the United States that constitutes an interference with school purposes or an educational function.
25. Aiding, assisting or conspiring with another person to violate these student conduct rules or state or federal laws.
26. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
  - a. Engaging in sexual behavior on school property;
  - b. Disobedience of administration authority;
  - c. Willful absence or tardiness of students;
  - d. Engaging in speech or conduct, including clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. Failing to tell the truth about any matter under investigation by school personnel;
  - f. Possession of or using a laser pointer or similar device.
27. Sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexual nature in electronic or other form, including the contents of a cell phone or other electronic device is grounds for suspension or expulsion. **NOTE THAT THE INDIANA CHILD ABUSE/NEGLECT LAW REQUIRES SCHOOL PERSONNEL TO REPORT TO LAW ENFORCEMENT OR CHILD PROTECTIVE SERVICES WHENEVER THERE IS REASON TO BELIEVE THAT ANY STUDENT IS INVOLVED WITH CHILD EXPLOITATION OR CHILD PORNOGRAPHY AS SUCH CONDUCT IS DEFINED IN THE INDIANA CRIMINAL STATUTES. CRIMINAL/JUVENILE PENALTIES FOR CONVICTION OF SUCH CONDUCT INCLUDE PRISON SENTENCE AND/OR REGISTRATION AS SEX OFFENDER. BECAUSE STUDENT CELL PHONES CONTAINING EVIDENCE OF SEXUAL CONDUCT AND OTHER INAPPROPRIATE MATERIAL HAVE BEEN FOUND IN A NUMBER OF INDIANA SCHOOL DISTRICTS, IT IS IMPORTANT FOR STUDENTS AND PARENTS TO BE AWARE OF THE LEGAL CONSEQUENCES SHOULD THIS OCCUR IN OUR SCHOOL CORPORATION. ADDITIONAL INFORMATION AS TO THE NATURE OF THE MATERIAL OR CONTENT REQUIRED TO BE REPORTED TO LAW ENFORCEMENT IS AVAILABLE IN THE PRINCIPAL'S OFFICE UPON REQUEST.**

#### **Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, if the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**Firearms, Destructive Device:** No student shall possess, handle, or transmit any firearm or a destructive device on school property.

The following devices are considered to be a firearm under this rule:

- Any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosion.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- An antique firearm.

For purposes of this rule, a destructive device is. . .

- a) An explosive, incendiary, or overpressure device that is configured as a bomb, grenade, or rocket with a propellant charge of more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, a mine, Molotov cocktail, or a device that is substantially similar to an item described above.
- b) A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- c) A combination of parts designed or intended for use in the conversion of a device into a destructive device.
- d) A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device.
- e) A rifle or a shotgun that the owner intends to use solely for sporting, recreational or cultural purposes.

**Consequences:** The penalty for violation of the rules regarding firearms/destructive devices is as follows...

- Expulsion from school at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the end of the one (1) year period.
- The superintendent may, on a case by case basis, reduce the length of the expulsion if the circumstances warrant such reduction.

The superintendent shall immediately notify the appropriate law enforcement agency when a student has engaged in behavior described in this section.

**Deadly Weapon:** No student shall bring a deadly weapon to school or on school property or be in possession of a deadly weapon on school property.

The following devices are considered to be deadly weapon as defined in I.C. 35-41-1-8:

- (1) A loaded or unloaded firearm.
- (2) A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- (3) An animal (as defined in IC 35-46-3-3) that is:
  - (A) readily capable of causing serious bodily injury; and
  - (B) used in the commission or attempted commission of a crime.
- (4) A biological disease, virus, or organism that is capable of causing serious bodily injury.
- (5) A knife may be considered a deadly weapon for the purposes of this rule.

**Consequences:** The penalty for violation of the rules regarding deadly weapons is as follows...

- Up to ten (10) days OSS which may be extended pending expulsion determination, and
- Expulsion from school for a period of up to one (1) calendar year.
- The superintendent shall immediately notify the appropriate law enforcement agency when a student has engaged in behavior described in this section.

### **Drug/Alcohol, Tobacco Policy**

Students are prohibited from possessing, using, transmitting, providing to any person or being affected by, or consuming during or immediately before attending school or a school function or event:

1. Any substance which is represented to be an illegal substance or look-alike drug, including but not limited to: Alcohol, marijuana, a drug, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether by prescription or sold over the counter, inhaling glues, thinners, or other like substances, including any substance represented by the provider to be any of the aforementioned substances.
2. Any tobacco product including but not limited to cigarettes, smokeless tobacco, e-cigarettes and vapor products/devices.
3. Anything used or designated to be used primarily for the storage, processing, delivery, or consumption of tobacco, alcohol, a drug, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens. Examples of such items include, but are not limited to, devices and paraphernalia such as lighters, matches, pipes, roach clips, and

rolling papers.

**Consequences & Restorative Practices for item 1:**

1<sup>st</sup> Offense Recommendation for expulsion and referral to law enforcement where warranted.

Substance Abuse Education and Prevention Program

**Consequences & Restorative Practice for item 2:**

1<sup>st</sup> Offense 3-5 days suspension (ISS or OSS), referral to law enforcement where warranted for possible ticket

2<sup>nd</sup> Offense 3-5 days suspension (ISS or OSS), and possible recommendation for expulsion

Substance Abuse Education and Prevention Program

**Consequences & Restorative Practice for item 3:**

1<sup>st</sup> Offense 1-3 days suspension (ISS or OSS)

2<sup>nd</sup> Offense 1-3 days suspension (ISS or OSS), and possible recommendation for expulsion

Substance Abuse Education and Prevention Program

**Fighting, Physical Assault, Battery/Endangering the Safety of Others:** Causing, or attempting to cause, physical injury or behaving in such a way as could reasonably cause physical injury to any person. The administration will investigate the incident and all participants could be subject to disciplinary action. Failure of a student to comply with a staff member's instructions to stop fighting may result in disciplinary action.

Students may avoid a punitive consequence for engaging in a fight if they select an appropriate alternative such as:

1. attempting to get away from the person who wishes to fight and refusing to engage in that sort of solution,
2. use of a defensive maneuver to escape the situation,
3. seeking the help of a staff member to avoid a fight,
4. not using physical force in a retaliatory manner.

**Note:** It takes two students to cause a fight. It takes one student to cause physical aggression. This rule applies when a student and/or a group of two or more students cause or attempt to cause physical injury to another person. "I was just kidding," "This was just horseplay," "We were just messin' around," "It's a tradition," "We're friends" are not justifiable excuses.

**Consequences:** Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

**Inciting or Planning a Fight on School Property or at a School Sponsored Activity.**

**Consequences:** Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

**Disrespect to Staff:** All students are expected to be respectful to all adults in the school, including teachers, administrators, or any staff member (bus drivers, secretaries, custodians, cafeteria personnel, etc.) at all times. Profanity, threatening remarks, intimidation, harassment, battery, posturing, obscene language or gestures, and any other inappropriate writings or actions by students directed toward a staff member may result in disciplinary action up to and including suspension and/or request for expulsion. In addition, threats, intimidation, harassment directed toward any school employee will be reported to law enforcement.

**Lewd, Indecent, or Offensive Behavior:** Any behavior offensive to common propriety or decency, including but not limited to sexual activity, "mooning", indecent exposure, offensive touching, or depantsing another student may result in an out of school suspension or possible recommendation for expulsion.

**Slander/ Libel**

Deliberate false verbal or written statements that harm another person's reputation.

**Consequences:** Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

**Slurs**

Statements that deliberately harm another person and related to a person's disability, ethnic, racial, religious, sexual orientation.



**Consequences:** Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

**Taunting/ Teasing/ Spreading Rumors**

Name-calling, mocking, inappropriate comments directed to or about others.

**Consequences:** Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

**Theft**

Stealing from other students, faculty, school personnel, or of school property will not be tolerated. Students who steal will return or replace the objects and face disciplinary actions which may include but are not limited to the following: suspension, and expulsion.

**Forgery/Impersonation:** Includes but is not limited to falsifying signatures and/or impersonation of phone calls or of parents, staff members, physicians, teachers, or other persons.

**Consequences:** Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

**Destruction/Vandalism** (see also Computer Technology and Networks under Policy statements):

Destruction of any Porter Township School property at any time, or private property on the way to and from school, or during school, will be regarded as a major disciplinary incident. Examples of such conduct include, but are not limited to, the following:

1. Mutilating, littering, defacing, or destruction of school property at any time.
2. Setting any fire in or on school property at any time.
3. Setting off false alarms.
4. Corruption of school communications, which include stand-alone computers and on-line computers.
5. Unauthorized use of, or tampering with, school computers or data processing networks.
6. Unauthorized use or destruction of any property of another.

**Consequences:** Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

**Gang Activity:** No student on or about school property or at any school function, activity or event shall . . .

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, or other trappings, identified and associated with gang membership or affiliation.
2. Use hand signals, graffiti gestures or other written communications showing membership or affiliation in a gang.
3. Use any speech or commit any act in furtherance of gang interests or activities including but not limited to:
  - soliciting others for membership in any gang
  - threatening or intimidating others
  - inciting others to commit physical violence

**Consequences:** Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

**Search and Seizure**

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.

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 individualized reasonable suspicion to believe that 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. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of the student. Any information received will be examined as to its validity and credibility prior to any action being taken.

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.

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.

A student's refusal to submit to a search or to cooperate in a search effort will be considered insubordination and an interference with school purposes sufficient to warrant disciplinary action up to and including suspension and/or expulsion. Where applicable, such refusal will also be considered reasonable suspicion of a weapon's violation and may result in a referral to law enforcement officials for investigation.

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 student if the items may be lawfully possessed by the student. Seized items of no value and seized items that may not lawfully be possessed by the student shall be destroyed.

## **BULLYING**

Bullying committed by a student toward another student or students is strictly prohibited.

### **What is Bullying?**

Bullying can take many forms including slurs, rumors, name-calling, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, stalking, physical or other intimidation, hazing, other written or electronic text messages, social media posts, emails, and verbal or physical actions. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that 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 that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- 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.

This rule applies regardless of the physical location of the bullying behavior, when a student commits bullying behavior, and if the targeted student attends Porter Township Schools. This extends to bullying through computers, computer systems, or a computer network.

### **Reporting Bullying Behavior**

Students are encouraged to report bullying conduct as soon as possible. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the Principal. A student or parent may also report the conduct to a teacher or counselor with whom he/she is comfortable. That teacher or counselor will then relay the report to the Principal. The report may be made anonymously, however the ability of the Principal to investigate and take corrective action may be limited if the person making the report cannot be further questioned.

**NOTE:** All administrators, teachers and other staff members are to immediately report observed instances of bullying and/or information regarding bullying behavior to the Principal. This rule applies regardless of the physical location of the bullying behavior, when a student commits bullying behavior, and if the targeted student attends Porter Township Schools. This extends to bullying through computers, computer systems, or a computer network.

### **Investigation of Report**

The Principal or an administrator designated by the Principal will immediately investigate all such reports of bullying which may include questioning students, staff and others. As information is obtained, the Principal will report to conduct to local law enforcement as appropriate. The parents of the bully and the targeted student(s) will be notified within the week of the receipt of the report of the alleged conduct and then on a periodic basis as to the progress and the findings of the investigation, and of any remedial action that has been taken.

### **Consequences**

Where bullying behavior is substantiated through the investigation, the Principal will take action appropriate to address the bullying conduct and to prevent further bullying, such as disciplinary action including suspension and/or request for expulsion, counseling and follow-up counseling or other support services and education for the students involved, and referral to law enforcement.

### **False Reporting**

False reporting of bullying conduct by a student is a violation of this rule and will result in any appropriate disciplinary action or sanctions. False reporting includes a situation when a student makes a report knowing or having reason to believe that the information is not true. It could also be a situation where the reporting student leaves important information out of the report or gives misleading information. A student who makes a report in good faith based on information the student does not know to be false, is not committing false reporting.

## **PERSONAL COMMUNICATION DEVICES**

### **Policy 5136 - PERSONAL COMMUNICATION DEVICES**

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

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

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

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

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

Students may use PCDs while riding to and from school on a Corporation bus or other Corporation vehicle, or on a Corporation bus or other Corporation vehicle during school-sponsored activities. Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle.

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area.

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

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

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

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

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

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

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

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

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

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

Parents/Guardians are advised that use of school phones is the best way to communicate with their child during the school day.

Students may use school phones to contact parents/guardians during the school day.

## **STUDENT PERSONAL COMMUNICATION DEVICE (PCD) RECORDINGS**

A PCD is considered any device with the ability to record audio and/or video.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD.

### **VISITOR PERSONAL COMMUNICATION DEVICE (PCD) RECORDINGS**

A PCD is considered any device with the ability to record audio and/or video.

Except as authorized by a teacher, administrator or IEP team, visitors are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

This policy does not address or cover instances where visitors record a specific event (e.g., a play, music performance, athletic contest, graduation, or other events as approved by administration).

Violations of this policy may result in removal of the visitor from school premises and/or appropriate legal action.

### **CCTV AND RECORDING CAMERA SYSTEM**

The use of closed-circuit television cameras (CCTV) is to watch and record public areas for safety and security. Recorded video is for supervision; this information can only be viewed according to Board policy.

### **CHILD ABUSE AND NEGLECT**

Indiana Law requires school employees to report every suspected case of child abuse or neglect to the Department of Public Welfare. If parents or community members suspect a case of child abuse, it is their responsibility to report this to the Indiana Department of Child Services Central Intake Unit hotline at 1-800-800-5556.

## **COMPULSORY REPORTING**

One of our first concerns is student safety and well-being. Therefore, staff members must report to the principal anything that suggests a student may be harmful to him/herself or to others. If a student discloses such information directly to a staff member, or indirectly through written assignment or communications, this information must be reported to the principal. This information is confidential and used only for protecting all students and staff.

## **CONFIDENTIALITY**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

## **CONFISCATION OF INAPPROPRIATE ITEMS BROUGHT TO SCHOOL**

The building principal or the classroom teacher may confiscate any items which are inappropriate and retain said items until the end of the school year. Further, any item(s) confiscated will only be returned to the parent(s) of the child from whom said item(s) was/were confiscated.

Electronic devices are allowed to be used at school if directed by the teacher during school hours. Trading cards, candy, and toys are inappropriate items when brought to school and should be left at home.

### **Disruptive/ Nuisance Items/ Electronic Devices**

Nuisance items include any item which is a distraction in the classroom or learning situation. Electronic devices may be used for educational purposes at the direction of the teacher. We strongly recommend that students do not bring any personal electronic devices to school. Porter Township School Corporation assumes no responsibility for these items if stolen or damaged while on campus or when confiscated. The building principal or the classroom teacher may confiscate any items which are inappropriate and retain said items until the end of the school year. Further, any item(s) confiscated will only be returned to the parent(s) of the child from whom said item(s) was/were confiscated. In addition, a student at BGHS may lose his/her eligibility for final exam waivers.

## **ELASTIC CLAUSE**

The school administration will set up fair and reasonable rules and expectations for circumstances that may need action not covered in this handbook. Rules, expectations and consequences will be consistent with similar previously settled incidents considering the reasons identified. Items omitted from this handbook should not limit the scope of the school's responsibility or authority in dealing with any misbehavior that may not be in the best interest, safety or welfare of students.

These rules apply to any student on their way to and from school, on school property, present at school, attending any school activity, using school networks, accounts or other services and whose misbehavior at any time or place may interfere with the operations, discipline, or general welfare of the school, students, and staff.

## **EMERGENCY CARDS / PERMISSION TO PICK-UP**

All students must have an emergency and permission to pick-up information on file. Parents must keep Skyward up to date as information changes throughout the school year.

## **DISTRIBUTING COMMERCIAL OR OTHER MATERIALS**

Materials to be handed out on school property, other than those affiliated with the school, must be presented to the superintendent for approval before their distribution on school property.



## **LOSS OR DAMAGE OF PERSONAL PROPERTY**

PTSC is not responsible for damages to personal property or vehicles on school grounds: in addition, PTSC is not responsible for lost and stolen articles.

## **USE OF SECLUSION AND RESTRAINT WITH STUDENTS**

Board Policy #5630.01 – Use of Seclusion and Restraint with Students can be accessed through the school corporation's website.

## **TRESPASSING ON SCHOOL PROPERTY**

Trespassing on school property will not be tolerated. All school officials are authorized to request any person to leave school premises if that person is interfering with the lawful use of school property. If the person does not leave the premises as requested, school officials may request assistance from law enforcement officers.

## **PORTER TOWNSHIP COMPUTER FACILITIES, EQUIPMENT AND SOFTWARE PROCEDURES**

### **Definition of Copyright**

Copyright is the exclusive right that protects an author from having his/her work published, recorded, distributed or reproduced, without the expressed permission of the copyright holder. Owning a specific piece of software is not the same as owning the copyright on that software.

Summary of Federal Copyright Law (Public Law 96-517, Section 7(b):

For the purposes of copyright, a computer program is defined in the law as a set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result.

In brief, the copyright law says that you may:

1. make one archival or back-up copy of a copyrighted program (after purchase);
2. adapt a copyrighted program from one language to another in which it is not already commercially available;
3. add features to a copyrighted program in order to make better use of the program;
4. adapt a copyrighted program to meet local needs.

The copyright law says that, without the expressed permission of the copyright owner, you MAY NOT:

1. make multiple copies of a copyrighted program, even for use within a single school;
2. make any use of printed copyrighted software documentation that is not allowed by the actual copyrighted program itself.

Duplicating copyrighted computer software is a federal offense. Criminal penalties make the violators subject to fines of up to \$10,000 and a prison term of up to five years.

### **Rules and Regulations**

Each of the following provisions of this policy for the use of computer facilities, equipment, and software belonging to Porter Township School Corporation applies alike to all school employees, all students, and any member of the community at large using said facilities, equipment, or software.

1. Everyone using corporation computer facilities and equipment is expected to adhere to the provisions of Public Law 96-517, Section 7(b) with regard to copyrighted software.
2. No one may use unauthorized copies of software on computers belonging to the school.
3. No one may enter, use, copy, alter, or tamper with computer files or software belonging to another person or the school without the expressed permission of the owner of the files.
4. Theft of or willful/irresponsible damage of any computer facilities, equipment, or software belonging to the corporation will not be tolerated.
5. No unauthorized person may use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems either local or in remote locations.
6. No one may use any corporation computer equipment for obscene, suggestive, or threatening communications.

7. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the corporation employee in charge at the time of the violation or to the appropriate administrator.

### **Computer User Responsibilities**

1. Adhere to school rules without exception or deviation.
2. Refrain from bringing unauthorized software or disks into the school building.
3. Use only equipment, software, data files, and access codes assigned to him/her.
4. Refrain from bringing food, drinks, or chewing gum around the school's computer equipment.
5. Use telecommunications equipment appropriately and responsibly.

### **Legal Responsibilities**

Students can and will be held accountable for violation of libel laws as they apply to all printed media including e-mail and telecommunications.

### **Libel**

A libelous statement is one that defames the character of an individual, business, or product. Libel can include accusing a person falsely in plain language or implying defamation.

### **Penalties**

Violation of any of the above provisions will be punished and can lead to a student being denied access to computer use in the school and being removed from classes that require computer access. Violations may result in financial compensation to the corporation or suspension from school.

## **INTERNET POLICY**

In making decisions regarding student access to the Internet, the Porter Township School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing district-provided Internet access must first have the permission of and must be supervised by the Porter Township School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Porter Township School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on the school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are **not** permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. to transmit obscene, abusive, or sexually explicit language;
3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without permission; and,
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of district policy and rules may result in loss of district-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Porter Township School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The district will not be responsible for any damages users suffer, including - but not limited to - loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature, or quality of information stored on district diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through district-provided Internet access. The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

Parents of students in the Porter Township School Corporation shall be provided with the following information:

1. The Porter Township School Corporation is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
2. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
3. While the district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the district institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the district's acceptable use policy. That notwithstanding, the district believes that the benefits to students of access to the Internet exceeds any disadvantages.
4. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Porter Township School Corporation makes the district's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

### **FERPA POLICY**

(The Family Educational Rights and Privacy Act of 1974 93-380, 20 U.S.C. 1232g)

#### **School and Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student's parent(s) or legal guardian, and to the student. Arrangements for review may be made through the Principal or through the Counselor.

No personally identifiable information from the education records of a student will be released to third parties without the prior consent of the parents or legal guardian except where allowed under applicable regulations.

Complaints regarding a violation of rights accorded parents and students should be submitted to the Superintendent. See Board Policy 8330 for additional information.

### **CRIMINAL GANG AND CRIMINAL GANG ACTIVITY POLICY**

The Porter Township School Corporation has adopted this policy pursuant to State Law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, and educate Corporation students, employees, about criminal gangs and criminal gang activity, and comply with State and federal Laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

The full Porter Township School Corporation Criminal Gang and Criminal Gang Activity Policy can be found on the district's website at [www.ptsc.k12.in.us](http://www.ptsc.k12.in.us).

### **GRADING**

Below are the exact percentages for figuring grades (there is no rounding).

100	A+	76.68-79.99	C+
93.34-99.99	A	73.34-76.67	C
90.00-93.33	A-	70.00-73.33	C-
86.68-89.99	B+	66.68-69.99	D+
83.34-86.67	B	63.34-66.67	D
80.00-83.33	B-	60.00-63.33	D-
		59.99-BELOW	F

### **PROGRESS REPORTS**

Porter Township Schools is constantly striving to improve communication between the home and school. For this reason, the district has invested in a student information system that provides a parent portal providing access to the student's grades anytime the parents feel the need to check. Parents may access the parent portal through the Skyward Student Information System to review their child's grades anytime through the year. It is important for parents to remember that there is roughly a five (5) day delay from the time an assignment is turned in and the grade appears for their review. Parents without access to the internet should request a progress report from the teacher and one will be sent home.

### **GUN FREE SCHOOLS ACT**

In compliance with the Gun Free School Act, the Porter Township School Corporation prohibits bringing weapons to any facility, grounds, or activity of the Porter Township Schools. Any individual bringing a weapon in any facility, on school grounds, or to any school activity will be recommended for expulsion from school and school activities for the period of one year.

### **SEXUAL HARASSMENT**

#### **1. THE POLICY**

- a. It is the policy of the Porter Township School Corporation to maintain a learning and working environment that is free from sexual harassment.
- b. It shall be a violation of this policy for any member of the Porter Township School Corporation staff to harass a student through conduct or communications of a sexual nature as defined in Section 2. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section 2. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

2. **DEFINITION**

a. Unwelcome Conduct of a Sexual Nature

- i. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
- ii. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- iii. Sexual Harassment
- iv. For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:
- v. Submission to the conduct is made either an explicit or implicit condition of education;
- vi. The conduct substantially interferes with a student's educational opportunities and/or performance or creates an intimidating, hostile, or offensive educational environment.

3. **COMPLAINT PROCEDURES**

It is the express policy of Porter Township School Corporation to encourage persons who believe that they are victims of sexual harassment to come forward with such claims.

- a. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below or may complain directly to a teacher, coach, activity sponsor, building principal, or the Title IX complaint designee of the school corporation. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or class assignment.
- b. The right of confidentiality, both of the complainant and of the accused, will be respected and consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- c. Reporting Sexual Harassment
- d. All reports of sexual harassment shall be handled in the following manner:
  - i. Reports must be in writing on forms supplied by the corporation (if a verbal complaint is made, the school official should file a written report);
  - ii. Reports must name the person(s) charged with sexual harassment and state the facts;
  - iii. Reports must be presented to the building principal or designated Title IX Supervisor where the alleged conduct took place. The building principal shall inform the superintendent or his/her designee of all filed reports;
  - iv. The building principal or designated Title IX Representative who receives a report shall thoroughly investigate the alleged sexual harassment;
  - v. The report and the results of the investigation will be presented to the superintendent and complainant. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action she/he deems appropriate.
  - vi. The Board of Trustees will consider the report and the superintendent's recommendation in executive session.

4. **SANCTIONS FOR MISCONDUCT**

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

- a. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to warning, reassignment, suspension, or discharge.
- b. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

5. **FALSE REPORTING**

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

**NONDISCRIMINATION ON THE BASIS OF GENDER, AGE, RACE, RELIGION, ETC.**

It is the policy of the Porter Township School Corporation not to discriminate in the educational programs or activities it operates on the basis of gender, race, religion, disability, or national origin.

## **HANDICAPPED NONDISCRIMINATION**

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity, unless the nature or severity of the handicap is such that education in regular classes and services cannot be achieved satisfactorily.

### **CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURE** **(For Indiana's Civil Rights Compliance Program)**

Purpose: No student at Porter Township School Corporation schools will be judged on the basis of sex, national origin, race, religion, color, or handicap.

1. Applies to Regulatory TITLES VI (race, color, national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator
  - a. The building principal or designee for allegations of building-level violations to students or building patrons.
  - b. The superintendent or designee for allegations and violations of a corporate level such as policy or practice.
5. Civil Rights Compliance Officer The superintendent of schools or designee.
6. The Process
  - a. Level One
    - i. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission, the date of same, and the parties involved.
    - ii. The compliance coordinator shall initiate an investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
    - iii. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
    - iv. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a Level Two procedure shall be enacted.
  - b. Level Two
    - i. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three calendar days of receipt.
    - ii. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, true compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
    - iii. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

**NOTE:** By mutual agreement, circumstances of calendar availability may result in an extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

**NOTE:** If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

## **MAKEUP WORK**

Students will be allowed one (1) makeup day for work assigned during each ~~excused~~ absence. Teacher discretion is to be given if the makeup work is difficult.

- Work assigned prior to an absence is not make-up work and is due upon the student's return to class.
- Students who have turned in a pre-arranged absence form understand that the school work must be kept up and agree to hand in assignments given according to arrangements made with the teacher at the time of signing the form.



- Work assigned prior to out-of-school suspension or truancy from school, and which falls due during this absence period, must be turned in on the student's first day back in school and will be graded.
- Work assigned during an out-of-school suspension or unexcused absence is expected to be made up but may not receive a grade and/or credit.
- Students that are absent will be afforded time to make up missed assessments during class time upon their return to class.

## **PARENT CONFERENCES**

Please contact the teacher if you wish to discuss your child's progress. Parents may access the Skyward Parent Portal at any time to gain information about the academic progress of their child.



## **SAFETY AND SECURITY**

The safety and security of our students, faculty, and staff during the normal school day and at school-related events beyond the normal school day is our priority.

Parents, students, and the community at-large should correctly see that our schools are a safe and engaging learning community. Our schools have developed and rehearsed many advanced safety and security measures and precautions to help ensure the safety of all students. These measures and precautions, along with School Messenger notice should provide students, parents, staff, and the community with comfort in the safety and security of students.

Our schools should be fear-free; however, if there are times of concern, students or parents should contact the proper teacher, counselor, or principal immediately. Students who see inappropriate behavior in these areas should report them immediately to a teacher or the principal.

Parents and students who learn of inappropriate behaviors or actions should also report them immediately to the school office. Active parent involvement in the security and safety of students is essential. The school must know of concerns to resolve concerns at school. When in doubt, report any possibly dangerous or concerning information to the school.

If a threat or an incident occurs, our schools have rehearsed safety procedures to provide for the safety of students as well as for safe evacuation of the building if needed.

### **SIGN IN**

Students must sign in at the office when returning to school for any reason. Students late to school risk being marked absent or tardy.

### **SIGN OUT**

Students must be signed out by an approved adult in the main office to leave the building during the school day. Drivers picking up students should report to the office and sign students out.

## **TIP LINE**

Safety is one of our district's top priorities, which is why we are now using ~~Safe Schools Alert~~ **Say Something Anonymous Reporting System**, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration **easily and anonymously** in four different ways. You can ~~easily~~ report tips on bullying, harassment, drugs, vandalism, or any safety issue you are concerned about ~~and submit a tip anonymously online~~. You can access our tip line at the following address: <https://www.sandyhookpromise.org/say-something-tips/> ~~<https://ptse-in.safeschoolsalert.com/>~~ Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support. **Please use this responsibly.**

You can also access safety resources via the PTSC Safety & Security website at <https://www.ptsc.k12.in.us/safety-and-security/>

## **VISITORS AND SCHOOL SAFETY CHALLENGES**

The School Board understands that parents or other persons with legitimate educational purposes may visit the school; however, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The School Board understands that parents or other persons with legitimate educational purposes may visit the school; however, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

All visitors requesting access to areas outside of the main office must obtain prior approval from the building administrator. Requests must be made at least 24 business hours in advance.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Arrangements must be made with the teacher in advance of the bringing of treats, toys, and "show and tell" items to ensure no unexpected disruptions.

Parents who are employed by the school but not working at the time, are considered visitors. Parents and the public who hold elected offices are considered visitors.

School doors are locked at all times. All visitors are required to provide a valid driver's license upon entry into a building. Visitor information will be entered into the Raptor Visitor Management System for access approval and they must sign in and out at the main office or at the location designated by the individual school building. After being properly identified, their credentials verified, and the reason for their visit documented and approved, each visitor will receive a visitor identification badge that must be worn throughout their visit. Please note that school personnel are authorized to refuse entry to any person. Any person denied entry to the school will be asked to immediately leave the school property. Within 48 hours of such denial, a school administrator and/or the school resource officer will conduct an investigation of the occurrence.

**For the safety of our students and staff, any person in the school building without a visitor identification badge may be considered to be trespassing and/or potentially dangerous to the security and safety of students. Our schools have developed advanced and rehearsed lockdown procedures if an intruder is to enter the building. These measures are to protect the safety of students, teachers, and staff.**

## **PARENTAL/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT**

IN COMPLIANCE WITH THE PROCEDURAL REQUIREMENTS OF SECTION 504 OF THE REHABILITATION ACT OF 1973, THE FOLLOWING NOTICE OF PARENT/ STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT SHALL BE UTILIZED BY PORTER TOWNSHIP SCHOOL CORPORATION.

THE FOLLOWING IS A DESCRIPTION OF THE RIGHTS GRANTED BY FEDERAL LAW TO STUDENTS WITH DISABILITIES. THE INTENT OF THIS HANDOUT IS TO KEEP YOU FULLY INFORMED CONCERNING DECISIONS ABOUT YOUR CHILD AND TO INFORM YOU OF YOUR RIGHTS IF YOU DISAGREE WITH ANY OF THESE DECISIONS. YOU HAVE THE RIGHT TO:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to the identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate education in academics, non-academics, and extracurricular activities. This includes the right to be educated with non-disabled students to the maximum extent appropriate. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual needs of handicapped persons as adequately as the needs of non-handicapped persons are met and are based upon adherence to procedures that satisfy the requirements of and implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services that he/she is found to be eligible for under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's record;
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and be represented by counsel. All hearing requests should be made to: Porter Township School Corporation, 248 South 500 West, Valparaiso, Indiana 46385
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a grievance.
17. The Section 504 representative may be contacted at your child's school.

## **SECTION 504**

### **POLICY AND PROCEDURES FOR IDENTIFICATION, EVALUATION AND PLACEMENT PROCEDURES**

#### **1. REFERRAL**

- a. A referral for possible Section 504 eligibility may be initiated by a parent or professional of the school system if there is a suspicion that the child may have a physical or mental impairment, has a history of or is regarded as having an impairment that substantially limits one or more major life activities.
- b. A referral must be made in writing, dated, and include the reason for the referral.
- c. The Section 504 representative will notify the parent/guardian in writing of the referral.
- d. The Section 504 representative will determine a conference date and document the information on the Notice of Section 504 Conference Form. The notice will be sent to the parent(s) and a copy to all conference participants.
- e. The Section 504 representative will coordinate the gathering of relevant information necessary to assist in the identification of a Section 504 student.

#### **2. EVALUATION**

- a. The primary purpose of conducting an individual assessment of a student referred for a Section 504 evaluation is to gather information sufficient to permit a group of persons knowledgeable about the child to determine whether the student is handicapped under Section 504.

- b. In determining whether a student is disabled under Section 504, the Conference Committee must conclude that:
  - i. The student has a physical or mental impairment.
  - ii. The presence of the physical or mental impairment substantially limits one or more major life activities.
  - iii. Because of the substantial limitation, the student is in need of accommodations/adaptations in the educational setting.
- c. The evaluation procedure must be completed within 40 school days from the date on the Section 504 Referral Form or prior to the commencement of the following school term where the referral was made with less than 40 days left in the school term.
- d. The evaluation procedures may include standardized testing, interview with the child and parent, rating scales, observational data, adaptive behavior assessments, teacher records, social and cultural background data, and medical record.
- e. An evaluation conducted as per Article 7 is one means of meeting the evaluation requirement under Section 504.

### **3. CONFERENCE**

- a. Upon completion of the Section 504 evaluation, the Section 504 representative will convene a Section 504 conference to determine eligibility.
- b. The conference will be held within 40 school days of the date of referral.
- c. The conference will involve a group of persons knowledgeable about the child.
- d. The conference committee will be responsible for making the determination of eligibility under Section 504.
- e. The 504 representative will complete the Section 504 conference summary form documenting the evaluation findings, eligibility, and the educational services/accommodations to be provided.
- f. Recommendations made at the Section 504 conference shall be determined by consensus of the participating school staff.
- g. The Section 504 Conference Summary will serve as the Section 504 Alternative Learning Plan by describing the needed educational services and/or reasonable accommodations to be made.

### **4. REEVALUATION**

- a. The Section 504 representative will ensure that a reevaluation of the initial evaluation is conducted every three years.
- b. Notice will be sent to the parents informing them of the intent to reevaluate.
- c. The reevaluation will review the components of the most recent evaluation.
- d. The reevaluation will be completed within 40 instructional days of the referral or prior to the commencement of the following school term where the referral was made with less than 40 instructional days left.

### **5. ANNUAL REVIEW**

On an annual basis, the Section 504 representative will review the Alternative Learning Plan to determine continued eligibility and if the same type and intensity of services are to be continued.

### **6. SUSPENSION AND EXPULSION**

- a. Section 504 students may be suspended for infractions to the student discipline code. When a student approaches an aggregate of 10 instructional days, the building principal will notify the Section 504 representative. The Section 504 representative will convene a Section 504 conference to discuss the current educational plan.
- b. If the school is considering expulsion, the Section 504 representative will convene a causal case conference. The members of the causal conference will be school staff knowledgeable about the student. It is the responsibility of the causal conference to determine if a causal relationship exists. If a causal relationship is found, the student may not be expelled. However, the Section 504 conference committee will look at alternative educational placements.
- c. If no causal relationship exists, expulsion procedures may continue following the school's regular education expulsion procedures.
- d. If a student is found in violation of the school's drug and alcohol policies, a causal conference is not needed. If a student is handicapped solely by virtue of being addicted to drugs and/or alcohol and the student is found to
- e. be in violation of established school policy regarding drugs and alcohol, the student may be treated like any non-handicapped student. Should a student be found in violation of the school's drug and alcohol policies, a causal conference is not needed.
- f. If a student is found to be in violation of the school's weapon policy or if the act for which the school is seeking expulsion is found to be inherently dangerous, the school may take such actions as it deems necessary to ensure the safety of all persons in the school building pending the outcome of any hearing.

- g. If a Section 504 student is expelled, educational and related services cease for the duration of the expulsion.
- h. This policy does not prevent the school from using its normal reasonable procedures for dealing with students who are endangering themselves and/or others.
- i. The building principal may require any student 16 years of age or older who seeks to enroll in school following an expulsion involving disorderly conduct or conduct dangerous to persons or property to enroll in an alternative program or evening school.

## **504 GRIEVANCE PROCEDURES**

### **1. COMPLAINT**

- a. Any party may request mediation, an impartial hearing, and an appeal of any decisions or actions taken regarding the student's identification, evaluation, educational program, or placement.
- b. The complaint must be a written statement of the specific facts and/or perceived wrongful acts. If a person who is unable to write wishes to file a complaint, assistance may be obtained by contacting the Section 504 Coordinator.
- c. All hearing requests should be made to: Superintendent, Porter Township School Corporation, 248 South 500 West, Valparaiso, Indiana 46385

### **2. HEARING**

- a. Hearings shall be conducted within 40 instructional days from the date the complaint is stamped received by the superintendent unless the hearing officer grants an extension.
- b. Upon receipt of the complaint, the Section 504 Coordinator will appoint an independent hearing officer. This hearing officer does not have to be an Article 7 hearing officer. The school corporation shall bear all costs pertaining to the hearing including the transcription, hearing officer fee and expenses, but shall not be responsible for the fees and expenses incurred by the parent/guardian/student or their representative.
- c. The parent involved in the hearing shall be given the right to have the child who is the subject of the hearing present, open the hearing to the public, and be represented by counsel or any other person. Introduction of any evidence at the hearing that has not been disclosed to both parties at least five days before the hearing is prohibited, subject to the discretion of the hearing officer.
- d. During the pendency of an administrative or judicial proceeding, unless the school corporation and parent of the child agree otherwise, the child involved in the proceeding shall remain in his present educational placement. If there is a dispute regarding this present placement, the hearing officer shall order an interim placement.
- e. A verbatim record of the hearing, either by tape recording or by a court reporter, shall be made at no cost to the parent.
- f. Within 10 instructional days after the hearing, the hearing officer shall render a decision in writing. The written decision shall be sent by certified mail to both parties. Such a decision shall include findings of fact, conclusions of law, and orders, if necessary, which will be binding on all parties. The orders shall be implemented no later than 30 instructional days from the date of the written opinion unless exceptional circumstances exist which, in the hearing officer's judgment, warrant delay in implementation.

## **RESPONSE TO INTERVENTION (RTI)**

Porter Township's Response to Intervention is an initiative to address the revised Article 7 of the Indiana Administrative Code. Article 7 defines how children are identified for special education. In particular, you may hear the terms "Tiers of Instruction" or "Response to Intervention" (RTI). The primary purpose of Porter Township's Response to Intervention is not special education eligibility determination, though that may be a possible outcome. This process is used to identify students who do not respond adequately to intervention or who need ongoing intensive intervention to experience success and sustain growth. This process is also briefly explained in the elementary handbook.

If the data collected indicates that a child is struggling in math or reading, s/he may be provided with an extra boost of instruction. This extra instruction will be referred to as Tier 2 or 3. (Tier 1 is the core curriculum used with all students in a particular grade level.) Please know that at any time special educators may also be involved with students in Tier 1, 2, or 3.

If the data shows that your child would benefit from additional interventions, you will receive a notification. This notification will indicate that your child is working in a tier group. This additional instruction will take place during the

regular school day. If you receive this notification, please do not be alarmed. While this process may help us to identify children as needing assistance in special education, it does not mean that we think your child needs special education. It is a good thing that your child is receiving extra help when the need is first identified instead of waiting until a child is far below grade level. As always, do not hesitate to ask if you have a question.

Finally, while Porter Township's Response to Intervention instructs the educators to provide additional interventions to students who are struggling, parents with concerns may still talk to the counselor, your child's teacher, or the principal to ask for an evaluation to determine eligibility for special education and related services.



## Academic Systems

### Behavior Systems

#### **Tier Three**

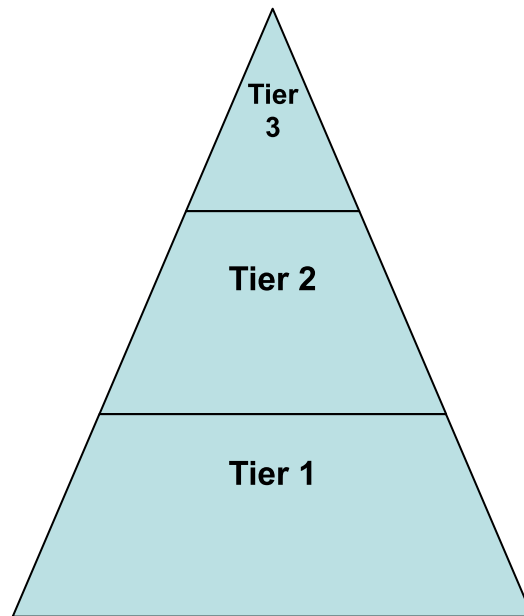
- Individualized intensive interventions supplemental to core curriculum
- Uniquely different instructional strategies; increased in length, frequency and/or duration
- More frequent progress monitoring

#### **Tier Two**

- Targeted group instruction intervention
- Individualized interventions supplemental to core curriculum

#### **Tier One**

- Core curriculum with State standards in general education classroom behavior expectations
- Research-based/differentiated instruction
- Universal Screening



#### **Tier Three**

- Individualized intensive interventions
- Uniquely different strategies; increased in length, frequency and/or duration
- More frequent monitoring

#### **Tier Two**

- Targeted group intervention
- Individualized interventions
- Progress monitoring

#### **Tier One**

- Core behavior expectations
- Research-based
- Universal Screening

## **Student Nutrition Program**

### **School Meal Programs:**

Porter Township School Corporation participates in multiple USDA Child Nutrition Programs including the National School Breakfast, and the National School Lunch programs. It is our goal to ensure all students are well-nourished and ready to learn.

Menus are planned to include age-appropriate serving sizes of protein, fruits and vegetables, whole grains, and fat-free or low-fat milk options. Menus must also meet USDA mandated weekly standards for calories, saturated fat, sodium, and trans-fat.

Information about school meal programs may be found on the Food and Nutrition Services Department website PLSC.K12.IN.US including:

- Charging policy and Online prepayment for students who wish to purchase meals or a la carte items
- Diet Modification Forms (requires a medical practitioner signature for all modification)
- Menus
- Nutritional requirements for breakfast and lunch
- Smart Snack requirements for all foods sold on the school campus during the school day
- Free and Reduced Meal Applications
- Link to employment application for school nutrition job openings
- Porter Townships Wellness Policy

### **Meal Payments:**

Each school cafeteria uses a computer system for the student meal account. The system will allow prepayments into the meal account, very similar to a bank savings account. All payments need to be deposited into student accounts prior to meal service. Deposits may be made online using a credit or debit card through “Titan Family Connect App” or you can find the link on our website at PTSC.K12.IN.US. Titan Family Connect App provides parents the ability to view account balances, and food purchases, and schedule automatic payments. More information is available on PTSC.K12.IN.US.

Balances left in the meal account stay with the account and are carried over to the next school year. If a child must transfer out of the school district and a balance is left in the account, the parent may request a refund by contacting the Director of the Food and Nutrition Services Department.

**Charging Policy:** Board Policy 8500 - FOOD SERVICE PROGRAM available at the following link:

<https://go.boarddocs.com/in/ptsc/Board.nsf/Public?open&id=policies#>

### **Wellness Advisory Council and Wellness Policy:**

As part of a comprehensive wellness initiative, the district has a board-approved Wellness policy (8510) that outlines the policies on nutrition education, physical activity, and the nutritional requirements for foods that may be sold to students during the school day. A wellness committee composed of parents, students, administration, educational staff, school health professionals, members of the public, and school administrators oversees the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy. Those interested in serving on the council should contact the Director of Food and Nutrition 219-306-8600, Ext. 2141.

To meet the mandated and required USDA Wellness Policy regulation about food and beverages brought in for students to eat/drink during the school day (the school day is considered midnight to 30 minutes after the last bell) – it is Porter Township’s policy that ALL food and drink brought in must be commercially prepared (nothing homemade) and have nutrition facts label as well as ingredient list. This includes food and drink brought in for classroom parties, PTA events during the school day, anything a teacher or aide would bring in to share with their students, etc. If you have any questions or concerns about this new regulation, please contact the Director of Food and Nutrition 219-306-8600, Ext. 2141.

### **Special Diets:**

Students with a medical need for meal modifications will be accommodated once a completed Diet Modification Form is completed and returned to the Department of Food and Nutrition Services. This form may be found on the Food and Nutrition Services Department website [PTSC.K12.IN.US](http://PTSC.K12.IN.US), from the School Kitchen Manager, from the School Nurses, or by calling 219-306-8600 ext. 2141.

If the student has a disability that prevents them from eating a regular student meal, this form must be completed and signed by a licensed physician or other medical personnel licensed to write prescriptions in the state of Indiana. For the student's safety and per Federal regulations, we cannot provide a special diet that does not meet the USDA regulations until this form has been received. A copy of the form will also be shared with the school nurse and the special education department if the student has a disability. Once the completed form is returned the diet information will be entered into the point-of-sale system to alert Department personnel about the student's diet restrictions.

If for some reason a student no longer needs a meal modification, a statement from a physician's office stating that the modification is no longer needed will need to be sent to the Director of the Food and Nutrition Services Department. Forms can be mailed to: Dept. of Food and Nutrition Services,

260 S 500 W Valparaiso, IN 46385 or emailed to [Tonia.Batesole@PTSC.K12.IN.US](mailto:Tonia.Batesole@PTSC.K12.IN.US)

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. Mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2. Fax:**

(833) 256-1665 or (202) 690-7442; or

**3. Email:**

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal-opportunity provider

## **DRUG TESTING PROGRAM**

The Board recognizes the importance of providing learning opportunities for students through involvement in athletics and other extracurricular activities. The Board also recognizes and accepts its responsibility to take a stand against the use of unauthorized and/or illegal drugs or substances by students at any time.

The Board requires that each student in the high school and middle school participating in one of the School Corporation's interscholastic athletic programs, extra-curricular programs, or driving to school, sign an enrollment application agreeing that the student will participate in a random drug-testing program, conducted and paid for by the School Corporation, commencing with the school year in which the student begins participation, or accepts a parking pass, as applicable.

The School Corporation's drug-testing program may include urinalysis testing, saliva screening and/or breathalyzer to determine if the Student Code of Conduct has been violated. The School Corporation will also see that:

- Testing is administered randomly;
- Tests will produce consistently reliable results;
- In addition to standard screening test, gas chromatography testing may be used;
- The privacy of students is protected by limitations on the disclosure of the test results.

Parents are able to sign up their children to ensure they will be pulled at a random time during the year for a fee of \$31.00.

The building principal shall be responsible for administering the drug-testing program and imposing sanctions for all students who violate this policy. Test results will not become a part of the student's permanent record. Test information will not be disclosed to law enforcement authorities unless subpoenaed in a legal proceeding. In the event that the School Corporation is required to release the information, the student and his/her parents will be notified twenty-four (24) hours before the response is made.

Any student who tests positive for any drug other than a prescribed medication used as directed by the student's physician shall be removed from the athletic activity, and the extra-curricular activity, and/or denied the privilege of driving to school.

I.C. 20-26-3      I.C. 20-26-5-4      I.C. 20-30-15-6      *Linke v. Northwestern School Corporation (763 N.E. 2<sup>nd</sup> 972)*

The student drug-testing program is an important statement made by the School Corporation with regard to its stance against the use of unauthorized and illegal drugs and substances by students. It is also an important action on the part of the School Corporation to safeguard the health and welfare of all students.

***This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reasons for preventing students from participating in extracurricular activities and driving to school.***

All students at the High School and Middle School wishing to participate in an interscholastic athletic program and/or an extracurricular program sponsored by the School Corporation or to drive to school must submit an authorization form stating they will participate in the Drug-Testing Program. The authorization form (Form 5530.01 F1) must be signed by the student and the student's parent and returned to the school in order to establish participant status. Once submitted, the authorization will be valid for the student's entire career at the Middle School or High School, as applicable, unless the student and the student's parent submit to the building principal a written statement indicating the student's withdrawal from participation in the covered activities (Form 5530.F). In the case of driving privileges, in addition to submission of the withdrawal statement, the student must surrender the parking pass.

At the beginning of every school year, an annual drug testing fee will be charged in conjunction with all other aspects of the policy. This fee will be non-refundable.

The building principal and Superintendent shall maintain a database that correlates a randomly assigned number to the name of each student participating in athletics, extracurricular activities, and parking at school who has submitted the appropriate authorization form on a regular basis, student numbers will be selected randomly from the list of numbers for testing. The number of random tests given each school year shall be determined by the Superintendent and shall result in no less than 10% and not more than 50% of the eligible students being tested. Only the building administrators and Superintendent will know the name of the student associated with each assigned number. Other school and/or agency

personnel, with a legitimate need to know, will have access to the student number without the student name.

The School Corporation may contract with an external agency for the purpose of collecting and/or analyzing the collected test samples. Urine samples shall be collected under the supervision of collection agency personnel and under such conditions that

protect the privacy of the students being tested. Saliva samples shall be provided under the direct observation of appropriate personnel who, at the same time, shall administer any confirmatory breathalyzer test as may be determined necessary by school officials. If a student is unable to produce a sample at the appointed time, s/he will be asked to provide a sample later in the same day.

Samples will be tested for controlled substances including, but not limited to, amphetamines, barbiturates, opiates, marijuana, cocaine, steroids, and alcohol.

After samples have been collected the testing agency shall take all precautions in safeguarding the samples, the results, and accurately reporting their findings to the applicable building principal. In all cases, the testing agency shall dispose of all negative samples and retain positive test results for at least thirty (30) days. The testing agency shall report all results by sample number to the applicable building principal.

In the case of a positive test result, the testing agency shall notify the student and the student's parents being certain to protect the privacy of the student at the same time.

If the test is verified positive, the Principal will make a concerted effort to contact and meet with the student and his/her parent/guardian at a school corporation facility. The student and/or parent will be given the opportunity to explain reasons why the student should not be judged in violation of the drug-testing policy. The applicable building principal is responsible for determining the appropriate disciplinary action when positive test results are identified. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The coach, organization sponsoring supervisor, or administrator in charge of school parking, as applicable will be informed of the student's ineligibility for participation; however, information about a positive test will not be shared.

**Self-Reporting:** Any student who self-reports for use/abuse in violation of applicable school drug/alcohol policies will be treated as a first positive test resulting in loss of driving privileges and/or 30% non-participation in athletics and/ or extracurricular activities, as applicable, until documentation of completion of a certified counseling program is presented to the building principal. The next offense or positive test will count as a second offense/positive test.

**Refusals:** A refusal to provide a specimen is a violation of the Drug Testing Policy and will result in the same consequences as a second positive test. A decision of the collector as to whether the student is unable or is refusing to provide a specimen may be appealed to the collection agency and that decision may be appealed to the building principal. The decision of the building principal shall be final. *[and subject to the student disciplinary code]*

**Withdrawals:** Students withdrawing from the random drug testing selection pool will not be eligible to participate in interscholastic athletics, extracurricular activities or to drive to school for 365 calendar days from the date of withdrawal. A consent form signed by a student, if over age 18, or the student and the parent/guardian, if the student is under 18, will be required prior to removal from the selection pool.

**The following are rules and regulations for student participants in extracurricular activities (including dances and attendance at events) and for students who drive to school:**

1. All rules and regulations of the Porter Township School Corporation random drug testing policy must be met by the end of the first two weeks of school or the first day of school for students who have driving privileges for the current school year.
2. Violations of rules as listed in this extracurricular handbook will be investigated immediately upon school knowledge of the incident as in the athletic and student handbooks.
3. Nothing in this policy shall be construed to require the school corporation to follow the provision of the Due Process and Pupil Discipline State law (IC 20-33-8 *et seq.*, as amended from time to time) in removing students from participation in any interscholastic athletic program or extracurricular activity or from driving to school.
4. All students of the Porter Township School Corporation who drive to/from school or who participate in any interscholastic athletic program or extracurricular activities are required to participate in a random drug testing program as stated in these procedures/policy.
5. Students who fail to comply with the above requirements will not be allowed to participate in interscholastic athletic

- programs, extracurricular activities nor have driving privileges as provided in these rules/ regulations.
6. Students withdrawing from the random drug testing selection pool will not be eligible to participate in interscholastic athletic programs, extracurricular activities or drive to school for 365 calendar days from the date of withdrawal. A consent form signed by the student, if over age 18, or the student and his/her parent/guardian, if the student is under age 18, will be required prior to removal from the selection pool.
  7. Penalties for violation of the Drug Testing Policy as verified by a positive test will result in the following consequences which will accumulate over the student's high school career:
    - A. First Positive Test (First Offense):**
      - Nonparticipation for a minimum of 50% of all interscholastic athletic program and/or extra-curricular activities in which he/she participates from the date of the offense. If less than 50% remains in the program/activity, the suspension will be enforced in the next athletic program/ ECA activity.
      - Loss of driving privileges for a period of one calendar year
      - Upon documentation of successfully completing a certified counseling program the offense will be reduced to 25% of ineligibility. This applies only to the first offense.
      - Upon documentation of successfully completing a certified counseling program driving privileges will be reinstated.
    - B. Second Positive Test (Second Offense):**
      - Nonparticipation for a minimum of one calendar year in all interscholastic athletic program and/or extracurricular activities and driving to school
      - Upon documentation of successfully completing a certified counseling program driving privileges will be reinstated
      - Upon documentation of successfully completing a certified counseling program the offense will be reduced to half a calendar year.
    - C. Third Positive Test (Third Offense):**
      - Restriction from participating in interscholastic athletic program and/or extracurricular activities and/or driving privileges for the remainder of the student's high school career
  8. Student consent forms must be turned in within two days of receiving the form or before the first day of participation/driving to school.
  9. Extracurricular substance abuse rules and regulations are in addition to each activity's individual rules and regulations pertaining to their specific club or activity and in addition to school rules set forth in the student and athletic handbooks.
  10. Extracurricular is defined as those activities sponsored by the school that are not for credit and occur outside of regular classroom education, generally outside the regular school day on school property or at school sponsored events.
  11. Students who are absent from school the day their number is randomly selected to be tested will be tested the next testing day.



**PORTER LAKES  
ELEMENTARY SCHOOL  
&  
BOONE GROVE  
ELEMENTARY SCHOOL**

## **PORTER TOWNSHIP SCHOOL CORPORATION ELEMENTARY SCHOOL STUDENT SECTION**

*Welcome to Porter Township School Corporation! Our staff is committed to providing a quality educational, social, and emotional experience for all of our students. As a staff, we will do our best to make your child's school experience a great one.*

*Porter Township School Corporation's mission statement refers to our belief that all students will succeed. We understand the importance of individual student progress and willingly accept this responsibility. As a staff, we will continue to strive for excellence and we will also commit ourselves to challenging students to do their best.*

*This challenge creates a necessary and important collaboration between home and school. Parents are a child's best teacher and we can only build on the foundation you have created. Your cooperation and assistance is essential to the success of your child.*

*If there is any way in which we can assist you, please contact us immediately. Furthermore, please take time to share your thoughts and concerns with us. We are genuinely interested in hearing your views and ideas. Please feel free to drop us a note.*

# PORTER LAKES ELEMENTARY SCHOOL

~~Kristin Mucha~~~~Kevin Donnell~~, Principal

~~Brad Parks~~~~Kristin Mucha~~, ~~Director of Early Learning~~/Assistant Principal

# BOONE GROVE ELEMENTARY SCHOOL

Edward Ivanyo, Principal

*To the extent that information is not addressed in the building-level provision, the district-wide provisions apply.*

## **ARRIVAL AND DISMISSAL PROCEDURE**

### **Porter Lakes Elementary School:**

Students may arrive before 8:25 a.m. only when given specific **advanced** permission by school personnel. Students may proceed to their classrooms after 8:25 a.m.

School Begins: 8:40 a.m.  
School Ends: 3:15 p.m.

Two (2) Hour Delay: School Begins: 10:40 a.m.

***NOTE: All schools will begin school 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the originally scheduled time (see schedule listed above). These times are subject to change.***

### **Porter Lakes Elementary School Attendance:**

Students arriving after 8:40 a.m. will be considered tardy.

Students arriving after 12:00 Noon will be counted as absent half day.

Students leaving before 12:00 Noon will be counted as absent half day.

### **Boone Grove Elementary School:**

Students may arrive before 8:30 a.m. only when given specific **advanced** permission by school personnel. Students may proceed to their classrooms after 8:30 a.m.

School Begins: 8:45 a.m.  
School Ends: 3:20 p.m.

Two (2) Hour Delay: School Begins: 10:45 a.m.

***NOTE: All schools will begin 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the normal start time (see schedule listed above). These times are subject to change.***

### **Boone Grove Elementary School Attendance:**

Students arriving after 8:45 a.m. will be considered tardy.

Students arriving after 12:00 Noon will be counted as absent half day.

Students leaving before 12:00 Noon will be counted as absent half day.

### **Bicycles:**

**Porter Lakes Elementary School:** Students are permitted to ride their bicycles to school; however, for safety purposes, students must walk their bicycles onto school grounds.

**Boone Grove Elementary School:** For safety purposes, students are not permitted to ride their bicycles to school.

### **Bus Information:**

If a student needs to ride a different bus home, a note from the parent/guardian is required by the school office in advance.

**Walkers:**

Students classified as "walkers" are to bring a note signed by a parent or guardian to be kept on file at the school. Students must use established crosswalks and paths.

Students who need to walk home occasionally must bring a note signed by a parent or guardian on a per-occasion basis and given to the teacher and office.

**Mid-Day Dismissal:**

If you know in advance that you will take your child out of school during the day, please send a note to your child's teacher notifying him/her of the date, time, and reason for early departure. If someone other than the parent or guardian is to pick up a student, the office must be contacted via telephone or a note in advance by the parent or guardian.

In the interest of child safety, if a student is to be picked up at any time other than normal dismissal time, he/she must be signed out in the office by the parent or authorized person.

**End-of-Day Dismissal:**

We try to accommodate the needs of parents and students. Special requests need to be communicated in a timely manner to ensure that school personnel have every student where they should be at dismissal. If students need to alter their normal departure procedure, the school office or teacher must be notified via parental note or parental telephone call by **2:00 p.m.** on the first affected day. Otherwise, the students will follow their normal departure plan. Notes should be dated, include the student's full name and teacher's name, plus specify how the student should go home.

All students who are not riding the bus are to wait in their designated area(s) until directed to dismiss. Parents/guardians are to wait outside the designated area(s).

**Notes:**

**Please be aware that the "regular dismissal" for students is to ride a bus home.** If your child will be a car rider every day, we will need a note at the beginning of the school year stating this change in dismissal. Any change in daily dismissal must be accompanied by a note. The office receives many, many notes each day, and everyone is logged into the computer. This communication is very important. It is necessary to include specific information on your notes.

## **AFTER SCHOOL ACTIVITIES**

**At Teacher/Principal Request:** Occasionally it may be necessary for a student to remain after school for disciplinary reasons. The parent/Guardian will be notified of the date and time to pick up his/her child.

**Clubs, Sports, Programs, and Activities:** Students participating in after-school sports, Brownies, Scouts, clubs, etc. must bring in a signed parent permission note to their teacher before they can stay. The teacher will submit the note to the main office. Notes are required each time a student stays for an after-school event. Notes should be dated, include the student's full name and teacher's name, plus specify how the student should go home.

Children may not remain after school waiting for non-school related activities to begin without a parent or guardian present. Students may not return to the building without a parent/guardian.

## **GENERAL INFORMATION**

**Bookstore:**

Limited supplies are available in the bookstore.

**Food Service Procedures:**

The mission of the Food Service Department of Porter Township Schools is to prepare and serve nutritious and appealing meals that meet the dietary guidelines of the Federal Government. These meals will be served to students, staff, and community in a positive and cheerful manner, maintaining financial soundness and contributing to the quality and excellence of a student's educational experience.

A closed campus is observed for student lunch except for special school-sponsored occasions. Hot lunches are served in the school cafeteria. Extra milk and juice may also be available for purchase by students.

- If a student brings food to be shared for any reason, the food must be store-bought and individually wrapped and approved by the principals.
- NO CHARGES ala-cart items will be allowed. No child will be denied a full meal, all charges to a cafeteria account are the responsibility of the parent/guardians.
- .
- NO FAST FOODS OR SOFT DRINKS from fast food restaurants (EX: NO McDonald's).

Parents of students who are unable to consume a particular food item because of medical or other special dietary needs may request substitution by contacting the Food Service Director.

Parents who have made arrangements to eat lunch with their child must report to the office to sign in and get a "VISITOR" sticker before going to the cafeteria. **Contact the main office to make arrangements for the visit and an adult lunch 24 business hours prior to the visit.**

#### **Lost and Found:**

All articles found in or near the school should be turned in at the school office. All articles of clothing, books, school bags, lunches, etc. should be marked clearly with the child's name and grade level. Articles will be held for 30 days; after which time they will be given to a charitable organization.

#### **Field Trips:**

Field trips are planned educational activities for the enhancement of curriculum, and all students are expected to participate. Students who return a signed permission slip will be allowed to attend. If a permission slip is not returned, the student will attend school and complete assigned work until his/her class has returned from the field trip. Students are to follow the directions of adults supervising the trip. Students participating in a field trip will ride the school bus with their classmates unless special arrangements have been made with the principal and teacher. Regular school rules are to be followed. (Students may be excluded as a disciplinary action but school attendance will be required.)

#### **Homework Policy:**

According to Porter Township School Corporation policy, homework is an out-of-school assignment that contributes to the educational process of the student. It should be an extension of class work and should be related to the objectives of the curriculum presently studied.

Homework should fulfill the following purposes or objectives:

1. Review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. Help students take responsibility and use organizational skills.
3. Promote wise and orderly use of time.
4. Encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. Provide opportunities for broad enrichment activities.

While homework provides an opportunity for parents to cooperate with students in the learning process, it should not be so difficult, excessive or complex that parental assistance is required or necessary.

The following is a time guideline for working on homework for an average-ability student:

- 30 minutes per night for Grades 1 & 2
- 45 minutes per night for Grades 3 & 4
- 60 minutes per night for Grade 5

Open-ended assignments such as science experiments, projects, reports, etc. may be given periodically to enrich the child's classroom learning experience. Since these projects are of an independent nature, the above time schedule may be extended.

**Physical Education:**

For their safety, students must wear gym shoes on the day their class is scheduled for P.E.

A doctor's note must accompany any student who has been unable to participate in P.E. classes for more than one (1) class period. Any student requiring restricted participation in P.E. class must have a doctor's release to resume participation provided to the Principal.

**Recess:**

Normally, outside recess will not be held if the outside temperature or wind-chill is 10 degrees Fahrenheit or below. However, the wind chill factor, playground conditions, and other pertinent information will be taken into consideration by school personnel in deciding whether recess will be held inside or outside. Children should come to school prepared for outdoor recess each day.

Students needing to stay in for recess for a period of more than one day must have a doctor's excuse provided to the teacher.

**Student Assistance Personnel:** Each elementary school has a Student Advisor on designated days of the week to assist students with social, educational, or emotional concerns related to their school performance. Students and parents may request to meet with the Student Advisor.

**Pets:** Pets may not be brought to school without the prior permission of the teacher and the principal

**Reporting Student Absence:**

Porter Township Schools is concerned with the safety and whereabouts of your school-age child. When children are not in school, we assume they are at home. For the safety of your child, we ask that parents/guardians call the school office by 9:00 a.m. informing us of your child's absence and the reason and length of time he/she will be absent. Students who have been absent from school should not return to an after-school activity. Exceptions to this rule will be at the discretion of the Principal. If the school was not contacted at the beginning of your child's absence, we ask that a note be sent indicating the reason and date of absence, upon the child's return to school. A parent or guardian signature is required unless you are providing a written doctor's excuse.

If the absence was caused by a contagious disease, a doctor's note is required when the student returns.

**Missed Assignments:**

Students may make up work missed during absences for full credit. They will have one day for every day missed to complete the work. When parents call to report a student absent, **the request for homework must be made at that time – before 9:00 a.m.** Assignments may be picked up at the end of the day or sent home with a designated student. If the assignments are not completed, this privilege may be revoked. In case of suspension, make-up work will be at the discretion of the teacher. In the case of an expulsion, make-up work will not be allowed.

## **REPORT CARDS/ACADEMIC PROGRESS**

**Report Cards:**

*Parents of students in Grades 1-5 will be emailed report cards following the end of each nine-week grading period. There are four nine-week grading periods each school year.*

**Progress Reports (Grades 1-5):**

Porter Township Schools is constantly striving to improve communication between the home and school. For this reason, the district has invested in a student information system that provides a parent portal access to the student's grades anytime the parent feels the need to check. Parents may access the parent portal through the Skyward Information System to review their child's grades anytime through the year. It is important for parents to remember that there is roughly a five (5) day delay from the time an assignment is turned in and the grade appears for review. Parents without access to the internet may request a progress report from the teacher and one will be sent home.



**Promotion, Assignment, and Retention:**

Promotion or retention of students is a matter of appropriate placement of students in a class where they may learn most effectively. Students will be placed at the appropriate level of instruction at which they can function with due consideration being given to their educational, social, and emotional needs. Promotion occurs when a student is completing the caliber of work required to demonstrate attainment of the grade level's curriculum. Retention occurs when a student is not achieving the caliber of work that indicates the student should be promoted to the next grade. Early in the second semester, the teachers will contact parents regarding the possibility of retention if a child is producing work that is below grade level. In some cases, an additional year of reinforcing academic skills can offer a child confidence, maturity, and a sense of well-being that is necessary for the child's educational achievement. Students who have not attained their grade level's curriculum and retention is not a viable option, may be assigned rather than promoted to the next grade level. Final decisions on student promotion, assignment, or retention rest with the building principal.

**PORTER TOWNSHIP ELEMENTARY SCHOOL BEHAVIOR CODE**

As educators, it is important that we provide a safe environment that is conducive to learning for your child. We expect respect for self, respect for others, and respect for property. We, as role models, work to instill good behavior in students. We spend time each school year building relationships and providing guidance to students about proper behavior in a cooperative learning environment. We encourage students to follow specific procedures in all areas of the school.

**PROCEDURES****Classroom Procedures:**

Each classroom teacher establishes procedures at the beginning of the school year with students. The classroom procedures will be explained to parents at Open House.

**Hallway Procedures:**

Students are to walk quietly and in an orderly manner in the hallways when classes are in session. Hats are removed upon entering the building. Students are to follow the directions of their teachers when traveling in the hallway from one area to another.

**Cafeteria Procedures:**

The lunch period is a relaxed period of time when students may be social but practice behavior and manners that are not offensive to anyone. The following expectations are emphasized:

1. Students are to use calm, quiet voices and remain seated.
2. Students are to listen and obey the lunchroom supervisors.
3. Students are not allowed to bring soda pop or gum to school as part of their regular noontime lunch.
4. Students are not to trade food or beverages.
5. Parents should not bring soda pop or fast food to the cafeteria when dining with their child.
6. Students are not to take food, drinks, or containers out of the café after lunch.
7. Students are not to leave the cafeteria during lunch period without permission.

**Playground Procedures:**

Everyone is to take care not to endanger themselves or bring harm to others.

1. All playground equipment shall be used for its intended purpose.
2. Student-organized games shall be played in areas separate from others (i.e. soccer in the grass, etc.).
3. Children are not to re-enter the building from recess without permission from the duty person.
4. Food and drinks are not permitted on the playground.
5. Inclement weather poses extra danger so students must be more careful and follow special rules which are:
  - a. No snowballs, slush or ice kicked or thrown.
  - b. No sliding on ice.
  - c. Dress must be appropriate for snow conditions, i.e. snow boots, coat, hat, gloves, and snow pants.
6. At the signal, all children on the playground are to line up quickly, quietly, and in an orderly manner.

**Convocation Procedures:**

Students are to treat speakers or performers with courteous attention. Applause is the way to show appreciation or pleasure for the performer and/or performance.

**Student Dress:**

We believe classrooms are centers of learning and that good grooming and appropriate attire have a positive effect on student behavior. A student's apparel or grooming must not interfere with the educational process, create an actual or potential health or safety hazard, or cause damage to school property. Parents will be notified of infractions, if and when the principal deems a student's dress is inappropriate.

Some examples of infractions include but are not limited to: tank tops (unless worn over a T-shirt); make-up; pajamas, short shorts; running shorts; halter tops; "Spandex" clothing; half T-shirts; low rise pants; clothing with suggestive or obscene language on it; clothing which exposes underwear, midriff or which is of a see-through nature; clothing that is ragged or torn or dirty; clothing which advocates or advertises the use of illegal drugs, alcohol or tobacco; heavy chains worn as necklaces, open-sided shirts or shorts that are extremely loose to the point of revealing; no open-toed shoes, sandals, or flip-flops. Hats, headgear, coats, and sunglasses are not appropriate for use inside the building. Students are not allowed to walk around the building in their socks, so shoes must be provided when students wear boots to school. Gym shoes with rollers are not permitted.

## **DISCIPLINARY ACTION**

We expect all actions to be taken in such a way so that no harm will result to either person or property. If a child physically or verbally abuses others, destroys or defaces school property, or disrupts the educational process of our schools, he/she will be disciplined. This includes cheating and plagiarism on school assignments.

**Academic Dishonesty, Cheating, and Plagiarism:**

Academic dishonesty, cheating, and plagiarism are defined as one student copying answers from another student or a student copying information in such a way that the work is not the student's original work. This applies to any type of student work and the use of such aids as cheat sheets, electronic devices, etc. This policy applies equally to the person or student who allows his/her work to be copied. All work should be completed in the student's handwriting.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, internet articles, drawings, artwork, and all other types of works that are not one's own. (See High School Section for more details on page 54.)

**Consequences:**

- 1<sup>st</sup> Offense:** Redo the paper/project/assignment with a loss of 1 letter grade.  
**2<sup>nd</sup> Offense:** Loss of all credit for the paper/project/assignment.

The primary disciplinarian of the student is the immediate adult in charge of the situation. This action will begin the process of discipline that might include one or more of the following:

- Verbal conferencing with teacher and/or principal
- Reprimands and removal from situation
- Minimal loss of privileges
- Isolation from other students
- Note or phone call to the parent
- Conference with parents
- Loss of special privileges such as field trips
- Restitution
- Removal from bus riding privileges
- In-school suspension
- Out-of-school suspension
- Expulsion from school

The building principal or designee will make the final decision regarding in-school and out-of-school suspension and other forms of discipline, including a recommendation for expulsion.

## **BUS DISCIPLINE AND PROCEDURES**

The use of a school bus as transportation to and from school is a privilege. It is, therefore, subject to loss if the misconduct of any rider so warrants. The bus conduct rules are specifically formulated for safety and good personal conduct; therefore, good behavior is expected of all. Any questions concerning transportation should be directed to the bus service at 219-464-3899.

Students should arrive five (5) minutes before scheduled pick-up time. All boarding stations are subject to change. A 48-minute difference in the beginning and ending of elementary and high school requires both students and drivers to be punctual. Cooperation by all is essential.

The bus driver will wait a reasonable amount of time for a child to enter the bus. Parents are responsible for making sure that their child(ren) is ON TIME and waiting at their designated stop five minutes before the bus is scheduled to arrive. If a child is not riding the bus, the parent should contact the bus barn at 219-464-3899 or wave the bus driver on (to keep on going).

It is very important for parents to make available to the bus company or school emergency contact information. It is the parent's responsibility to provide to the bus company an alternative address to which their child(ren) may be taken in case of emergency. **PARENTS:** If you know that you will not be home when your child(ren) is dropped off, make sure your child(ren) knows what to do when coming home to an empty house. If parents are not at home the bus driver **MUST** have an alternative address because children will not be returned to the school.

Due to bus capacity and safety, students will be permitted to ride alternate routes with prior approval from the building principal or his/her designee. The number of riders will be limited to bus capacity. A permission slip is required when a child is to board or depart the bus at an alternate stop.

The bus driver is responsible for bus discipline. The driver has full authority to handle all problems that arise on a school bus just as a teacher has in the classroom. Bus drivers may suspend a student's bus service for one day for infractions of any rules. The following rules and regulations will be followed:

1. Students are to be COURTEOUS AND COOPERATIVE at all times.
2. Sit in your assigned seat immediately upon entering the bus. Remain in the assigned seat until the bus has come to a complete stop at your departure point.
3. Teasing, loud voices, profanity, or indecent conduct will not be tolerated.
4. Students will keep their hands, feet, and all objects to themselves. They will not use their body or objects in an objectionable manner, nor will they throw objects out the window.
5. FOOD, GUM, AND OR BEVERAGES ARE NOT TO BE CONSUMED ON THE BUS.
6. Use and/or possession of tobacco, alcohol, drugs, firearms, knives, fireworks, and any instrument/object considered to be unsafe are forbidden.
7. Vandalism will not be tolerated. Parents will be responsible for restitution.
8. NO PETS, LARGE PROJECTS, OR GLASS CONTAINERS are permitted.
9. Any student wishing to use alternate bus routes must have a signed permission slip (by parent or guardian) turned into the school office by 9:00 a.m. on the day of the needed service. The signed note should then be given to the bus driver.

### **Consequences:**

**First Offense** - The driver will confer with the student as a warning.

**Second Offense** - Anecdotal (misconduct) report will be sent to the parent and a copy will be sent to the principal. Parents must sign and return the report to the bus driver within two school days of anecdotal receipt. If not signed and returned within the designated time frame, the child will lose riding privileges until it is returned.

**Third Offense** - Riding privileges may be suspended for up to three days.

Depending upon the severity or recurrence of the infraction, riding privileges can be eliminated up to the remainder of the semester at the discretion of the school administrator.

Severe infractions, such as but not limited to fighting, injuring others, or physical damage to the bus or personal property, may warrant an immediate suspension from riding the bus, thus bypassing the normal set of consequences.

## **OTHER SPECIAL SERVICES**

The following services are offered to those students who meet the eligibility criteria:

### **Multidisciplinary Evaluation:**

A multidisciplinary educational evaluation may include psychological and achievement testing for students suspected of having learning problems.

### **Special Education Services:**

Students who are evaluated and meet Federal and State Guidelines for special education may be provided services.

### **Financial Assistance:**

Free Lunch

Reduced Lunch

### **Other School Services:**

Title I Remediation

High Ability (HAS) Program

Home-School Advisory

Section 504 Services

There is a procedure in place to address a child's threat to himself. Parents will be notified, and the proper form will be completed by school personnel for signature by parents.

# **BOONE GROVE MIDDLE SCHOOL**

# **BOONE GROVE MIDDLE SCHOOL SUPPLEMENTAL SECTION**

## **PRINCIPAL**

Jessica Wotherspoon

*To the extent that information is not addressed in the building-level provision, the district-wide provisions apply.*

### **BOONE GROVE MIDDLE SCHOOL MISSION:**

To ensure the lifelong academic, social, and career development of all students in becoming responsible and valued citizens.

**ACADEMIC INFORMATION:** *Grades: Teachers use the following letter names for student assessment.*

A+	100%	4.0 GPA
A	93% - 99%	4.0 GPA
A-	90% - 92%	3.7 GPA <del>3.67 GPA</del>
B+	87% - 89%	3.3 GPA <del>3.33 GPA</del>
B	83% - 86%	3.00 GPA
B-	80% - 82%	2.7 GPA <del>2.67 GPA</del>
C+	77% - 79%	2.3 GPA <del>2.33 GPA</del>
C	73% - 76%	2.00 GPA
C-	70% - 72%	1.7 GPA <del>1.67 GPA</del>
D+	67% - 69%	1.3 GPA <del>1.33 GPA</del>
D	63% - 66%	1.00 GPA
D-	60% - 62%	.70 <del>.67</del> GPA
F	0% - 59%	0.00 GPA

**Grading Formula:** Each teacher will determine his/her students' grades for each progress report, quarter, and semester. Each nine-week quarter is 50% of the semester mark.

For students taking a course that results in earning a high school credit such as, Algebra I Honors, Health, and Gym, the teacher will use the following formula for deciding the semester grades: each nine-week grade counts 3/7 of the semester grade. The semester exam will count as 1/7 of the semester grade.

### **High Ability Class Grade Expectations:**

A student in High Ability (HA) Classes must maintain a grade of B- or better on all REPORT CARDS to remain in HA classes. Failure to do so could result in removal from the HA class in which the unsatisfactory grade was earned and will require a schedule change. Once a student is removed from a HA class, they cannot return to that HA subject until the following year at the recommendation of the teacher. A student in High Ability classes will sign a paper, along with their parent or guardian indicating they were informed that they have been placed in at least one HA class and that they are clear about the expectations of the class. This form must be returned to the HA teacher within the first 5 days of classes.

**Changing Classes:** Students cannot withdraw from a class, or make class changes without signed approval of the principal in consultation with staff. Withdrawals and changes in classes are rare and only for specific academic legitimate reasons.

**Honor Roll:** The Honor Roll is calculated on a 4.0-point basis according to the GPA scale above, at the end of each 9-week grading period. There are two Honor Roll distinctions as follows: Principal's Honors = 4.0 GPA with an A- or better in all subjects. Academic Honors = 3.3-4.0 GPA with a B- or better in all subjects. A "4.0" High Honor Roll List and a "3.0 or Higher" Honor Roll is identified at the end of each quarter. To be on the "4.0" High Honor Roll, a student must have "4.0" in all subjects taken. For either honor roll determination, grades of C or higher in Algebra I Honors (a high school level class) count as 1/3 grade higher than the reported grade for that class (example: grade B would go up to a D). The "3.0 or Higher" honor roll is for students who have a grade point average higher than 3.0



**Academic Integrity:** Honest assessment of student progress demands honest work by each learner. Academic dishonesty (cheating) occurs when students get or help others in doing work that is not their own. Students should not use dishonest methods to fulfill academic responsibilities. ~~If a teacher finds that a student has been dishonest (cheated) the teacher will assign a zero or failing grade for the academic work involved. The teacher will document this misbehavior in the student's discipline record. All~~ Any instances of cheating by the student may be subject to disciplinary action.

**Potential Consequences:** Zero on assignment and/or discipline up to detention

Examples of academic dishonesty are, but not limited to:

1. Communicating with another student during a test.
2. Copying from another student's test or quiz.
3. Putting your name on another student's work
4. Using unauthorized notes or materials during a test or quiz.
5. Getting information about a test or quiz without the consent of the teacher.
6. Plagiarism (Turning in a paper or project which, in part or whole, is not the student's own work.)
7. Copying another person's assignment or allowing someone to copy one's assignment unless allowed by the teacher.
8. Copying or using data created by another student.
9. ~~Preparing notes used for cheating on a test or quiz.~~
10. ~~Getting too much help from a parent or others limits unduly the ability of the student to learn.~~

**Retention:** The academic team will closely monitor the progress of students. If a student fails multiple core academic subjects at the end of the first semester, the possibility of retention will be considered and parents will be notified. A committee consisting of the academic team, the counselor, the administration, and parents will meet during the second semester to discuss possible retention. The final decision for retention rests with the building principal.

### **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

#### **Yearlong (all grade levels)**

Art Club

Student Council / Builders Club

National Junior Honor Society

Best Buddies

Game Club

#### **Fall**

Baseball (7<sup>th</sup> & 8<sup>th</sup> Boys) (6<sup>th</sup> grade, if needed)

Cross-Country (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Coed)

Football (7<sup>th</sup> & 8<sup>th</sup> Boys)

Spell Bowl

Volleyball (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Girls)

Cheerleading (Girls)

Softball (7<sup>th</sup> & 8<sup>th</sup> Girls) (6<sup>th</sup> Grade, if needed)

#### **Winter**

Basketball (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Boys and Girls Teams)

Wrestling (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Coed)

Cheerleading (Girls)

Boys Volleyball Club (7<sup>th</sup> & 8<sup>th</sup> Grade)(6<sup>th</sup> Grade, if needed)

Dance (Girls)

#### **Spring**

Academic Teams (Coed)

Track (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Boys and Girls Teams)

Soccer

#### **Attendance Affecting Athletic and Extracurricular Participation:**

Students may not take part in athletic or extracurricular activities on a school day in which an out of school suspension or in school detention (not including lunch detention) is assigned or the following non-school day.

To take part in a practice or event, the student must attend four (4) or more class periods that day. If the practice or event falls on a non-school day, the student must have attended at least four (4) class periods the previous school day.

**Eligibility:** To take part in extracurricular/ athletic activities the student:

1. Must be a student in good standing at Boone Grove Middle School.
2. Must have a completed physical form along with a concussion form on file in the office that is good for one calendar year. These forms are due prior to the 1<sup>st</sup> practice.
3. Athletes must have completed seven separate days of organized practice in this sport under the direct supervision of the middle school coaching staff preceding the date of participation in the inter-school contest.
4. To be eligible for middle school athletics, the student must not reach his or her fifteenth (15th) birthday before August 15th of the school year of participation.
5. **Athletic or extracurricular participants will be subject to grade checks every week (except the first week of school) and the checks will occur on Fridays or the last official school day of the week for academic eligibility. Students who have a failing grade will immediately become ineligible for participation in athletic contests or**

extracurricular activities until the next grade check. Students are able to continue practicing during their academic probation. One or more failing grades at midterms or on a report card will result in a participant being placed on academic probation making them ineligible to participate in athletic contests or extracurricular activities until the next grade check. Academic eligibility at the start of the year for 7th and 8th grade students will be determined by the previous year's quarter 4 report card. If a student has a failing grade on that report card, they will start the school year on academic probation until the first grade check on the second Friday of the school year. Students participating in off season practices and conditioning will need to be passing all classes to participate in those off season activities.

6. Eligibility in sixth grade is determined by the first grade check which occurs during the second week of school .  
**Note: Students transferring in from another school must have been eligible in the school from which they transferred.**
7. Must not have transferred from one school to another for athletic purposes because of undue influence or persuasion by any person or group.
8. Must not have received, in recognition of athletic ability, any award not approved by the administration or the IHSA.
9. Must not accept commercial awards that advertise any business firm or individuals.
10. Must not reflect discredit on the school or create a disruptive influence on the discipline, good order, moral or educational environment in the school.
11. After absences of five or more days because of illness or injury, must present to administration written confirmation of ability to take part in athletics from a doctor licensed to practice medicine.
12. Girls may not take part in a program for boys when there is a program for girls in that sport in which they can qualify as a girls' entrant.
13. Must turn in a form consenting to the Drug Testing Program.
14. Must turn in transportation form and money before the first home or away contest.
15. Must turn in a signed uniform/equipment form before being issued either.

THIS IS ONLY A SUMMARY OF THE RULES. CONTACT YOUR SCHOOL PRINCIPAL, COACH OR ATHLETIC DIRECTOR FOR FURTHER INFORMATION AND BEFORE TAKING PART IN ATHLETIC PROGRAMS OUTSIDE OF SCHOOL.

#### **ARRIVAL AND DISMISSAL**

Students may arrive before 6:45 a.m. only when given permission by school personnel. **Students may proceed to their classrooms after the bell rings at 7:03 a.m.**

**School begins: 7:15 a.m.**

**Two (2) Hour Delay: School Begins: 9:15 a.m.**

**School dismissal: 2:15 p.m.**

NOTE: All schools will begin 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the normal start time (see schedule listed above). These times are subject to change.

**Calling in Absences:** Parents should call the school **before 8:00 a.m.** the day of a student's absence. Office hours are from 6:45 a.m. to 3:15 p.m. every regular school day.

**Absences:** For the purposes of credits and grades, absences are tabulated per period.

#### **eLearning Instructional Day Attendance:**

eLearning day work is to be turned in before 7:15 AM the day following a scheduled eLearning day or as teacher directed. If work is not turned in on time, the student will be counted as absent for that class and that student will lose the opportunity to participate in the next scheduled eLearning day at home. Also, it will be counted as late work and will be graded as such. See "Classwork Expectations" for more information.

Students who lose the opportunity to participate in the next eLearning day at home, will be required to come to school on the elementary school bus, or have their parents bring them in to school by 8:30 AM on the next scheduled eLearning day. They will remain at school from 8:30 AM – 3:20 PM and be responsible for completing all work during the school day while being supervised by staff. A consequence will be issued by the principal if a student does not attend this required "in-person" day. Students will be allowed to ride the elementary bus home unless that privilege has been taken away from them. Should they not complete their May eLearning day assignments, they will be issued a Saturday school to complete their work. The completion of the work after the due date does NOT negate the loss of being able to work from home on the next eLearning day.

**Field Trips (FTR):** Field trips are designed to enhance classroom instruction and are not considered an absence.

- A charge may be required.
- Prior to the trip, students are required to submit to the sponsor/teacher a parent-signed permission slip regardless of the student's age.
- The school's or function's dress code must be followed. Students who do not comply will remain at school.
- All work due on the day of a field trip must be turned in prior to the student's departure (the teacher's discretion may allow a variance).
- Students should make arrangements with the individual teacher for work missed.

**Tardy Policy:** A student is tardy if he/she is not in the assigned room when the bell begins ringing to start class and misses less than the first five (5) minutes of class.

- Lateness without a pass will be considered tardy.
- A student who has a pass from a member of the educational staff will have his/her tardiness excused.
- Tardies will be cumulative for all classes. The cumulative record of tardies will be maintained in the office (Skyward).
- It is the parent and student's responsibility to arrive on time. Students that are dropped off late will be marked tardy.

**Consequences (Per Semester):**

Starting with a second tardy, students will be issued a lunch detention. If the student has repeated tardiness, they can be issued further lunch detentions up and to in-school or after-school detentions.

**CLASSROOM RULES**

Students must follow the classroom rules set by their teachers.. Classroom rules are discussed with students at the start of each year and posted in each classroom.

**CLASSWORK EXPECTATIONS**

Schoolwork/classwork is NOT optional. A student is expected to finish and turn in work on time. Should they not do so, the teacher or administration may assign consequences until work is completed. Consequences may include: Lunch Detention, After School Detention, In-School detention, ~~Saturday Detention.~~

**CONVOCATIONS / AWARD ASSEMBLIES**

School convocations and assemblies will be scheduled periodically throughout the school year. These assemblies recognize student participation in: athletics, academics, performing arts, and service; watch patriotic recognitions, and promote topics of interest and relevance as requested by the BGMS faculty. For specific information on student expectations and behavior see Rules and Expectations for students in assemblies.

**DANCES**

Only Boone Grove Middle School students may attend BGMS dances. Students must meet all extracurricular participation and eligibility requirements to attend. Students may not loiter and must enter the school dance immediately. Students must remain for the entire dance unless a parent comes to the dance to pick them up. Parents should be prompt in picking up their student(s) after the dance. Once a student leaves a dance they may not return.

**DISCIPLINARY OPTIONS**

It is the general policy of the school corporation to use progressive discipline to the extent reasonable and fitting based on the specific facts and circumstances of the student's misbehavior. The specific form of discipline chosen in a particular case is solely within the discretion of the administration. More severe disciplinary sanctions, including exclusion or expulsion, will be imposed for any violation if warranted by the student's misconduct, as determined by the administration. Disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with teacher, administration, counselor, or other school corporation personnel, and verbal warning;
- Parent contact;
- Parent conference;
- Removal from class;
- In-school detention;
- Suspension from extracurricular activities;
- Detention or restriction of privileges;
- Loss of school privileges;
- Community service;
- In-school monitoring or changed class schedule;
- Adjusted school programs;
- Referral to in-school support services;
- Referral to community or outside agency services;
- Financial restitution;

- Assignment to alternative program;
- Referral to police, other law enforcement agencies, or other suitable authorities;
- Referral to court for juvenile delinquency adjudication;
- Out-of-school suspension;
- Preparation of an admission or readmission plan;
- Expulsion;
- Other disciplinary action as considered fitting by the administration or school corporation.

#### **BGMS Personal Cell Phone/Smartwatch/Electronics Policy**

All cell phones/electronic devices should be kept in the student's locker during the school day and set to silent. This includes lunch. The **School Issued iPad** and a pair of earphones for classes are the only exceptions to this rule. Consequences accumulate each semester.. Boone Grove Middle School is not responsible for lost or stolen cell phones or personal electronic devices.

Any student device/cell phone seen or heard during the school day will be confiscated and given to the office. Smartwatches that are being used to make calls, text (parents or peers), or play games during the day will be confiscated and the below listed confiscation procedure shall apply.

#### **Cell Phone Confiscation Procedures:**

- 1<sup>st</sup> Offense: Discipline Referral in Skyward, Warning, the device will be given back to the **student** at the end of the school day.
- 2nd Offense: Discipline Referral in Skyward, lunch detention, the device will be given back to the students at the end of the day.
- 3rd Offense: Discipline Referral in Skyward, lunch detention, the device will be given to the **parent/guardian** when they come to pick it up.
- ~~• 4th Offense: Discipline Referral in Skyward, ½ day In School Detention, the device will be given to the **parent/guardian** when they come to pick it up.~~
- Additional offenses: Administration discretion.

#### **EARBUDS AND EARPHONES**

Students are **discouraged** from bringing expensive Bluetooth earbuds/earphones to school. A cheap pair of wired earbuds or headphones will work just fine and will be needed for the ILEARN test during the year. Earbuds/earphones should not be worn in class unless allowed by the teacher. Earbuds/earphones should not be worn in the hallways or in the cafeteria. Consequences for wearing earbuds/earphones when you should not will be the same as listed in the cell phone/electronics policy above.

**DRESS CODE:** The School recognizes that supervision of student dress is a parental obligation. Students are expected to dress appropriately for their age and the school environment.

The following are prohibited:

Any apparel that poses a safety hazard and/or risk such as, but not limited to apparel or items which ...

- could cause injury or damage to school furniture, property, or be used to cause harm to another person (e.g. chains, key chains, dog collars or chokers, ball bearings or safety-pins in any form)
- are revealing, low-cut, see-through, excessively tight– front back, midriff, and sides must be covered at all times, even when sitting, standing, bending, or stretching.
- contain comments or illustrations, logos, pictures that are profane, vulgar, allude to illegal products or activities that are illegal for use by minors or which are offensive.
- are beachwear, sleep wear, robes, tank tops, tube tops, spaghetti straps.
- sunglasses, hats, bandannas in any form, or head coverings.
- no outerwear, coats, jackets, capes, flags, or blankets may be worn during the regular school day unless permission is granted by a staff member for a specific event.
- Sweatshirts and/or sweaters, with or without hoods, are allowed. Hoods are not to be worn in the building.
- undergarments should not be visible, even when sitting, standing, bending, or stretching.
- Shorts, skirts, and dresses must be of appropriate length..
- Pants with holes below mid-thigh/fingertip length can still be worn. (See guidelines for Shorts)
- Pants with holes **above mid-thigh/fingertip length** must have opaque leggings or tights worn underneath.

### **Consequences:**

#### **1st & 2nd Offense:**

- The office will give verbal warning, where students are asked to change clothing, may contact the parent for a change of clothes, may be sent home, and/or may be denied access to school until such time as appropriate changes have been made.

#### **Additional offenses:**

- Administrator discretion.
- All dress code violations will be recorded in Skyward.

### **BOOK BAGS**

Coats, gym bags, and book bags should be kept in student lockers. These items will not be allowed in the classroom. **This includes drawstring bags.** No rolling backpacks are allowed as they do not fit in the lockers. No bags are allowed in classrooms: Students are prohibited from bringing backpacks or bags of any size into classrooms. Only necessary materials such as notebooks, textbooks, iPads and writing utensils should be carried by hand. This rule ensures a clutter-free learning environment and prevents potential distractions and safety hazards.

### **FOOD AND DRINKS IN CLASSROOMS**

Water in a ~~transparent plastic~~ container is allowed in the classroom and gym if allowed by the teacher. Water, food and drinks of any type are prohibited in computer labs, media center and other special use rooms. Students with drinks other than water in classrooms (except for the breakfast program) are subject to discipline. No food is allowed in the classroom unless approved by the classroom teacher. Energy drinks should not be consumed at school during school hours.

**Consequences:** Lunch Detention up to in-school detention

### **GUIDANCE COUNSELING OF STUDENTS**

Students wishing to see the guidance counselor should come to the office or give a note to the office. The student will be called to the office or the counselor will find the student as soon as possible. **Students also have access to an application on their iPad where they can request a meeting with the counselor.**

In a crisis, the student should report to the office immediately and express a need to see the guidance counselor immediately. Confidentiality between students and the guidance counselor is kept except in the following cases:

1. A student planning to harm himself or herself.
2. A student planning to harm someone else.
3. Physical abuse or neglect
4. Inappropriate sexual behavior by an adult or another person.

Students who either verbally or nonverbally express at-risk behavior or suicide must be reported to the office immediately. Students who know of a student who is expressing thoughts of suicide should report this immediately to the nearest teacher, the counselor, or the principal.

### **IN THE BUILDING AFTER HOURS**

Students may not be in the building after 2:30 p.m. unless they are in the immediate company of a teacher, coach, or sponsor. Students waiting for a ride must wait in the office or front lobby and conduct themselves properly.

### **LOCKER RULES**

PTSC maintains access and ownership of all student lockers. Students may not use locks other than those provided by the school and any unauthorized locks are removed without notice and destroyed.

The student's use of a locker does not lessen the school corporation's ownership or control of the locker. The school maintains the right to inspect any locker and its contents to ensure the locker is used properly. Lockers are searched periodically to remove fire hazards and other hazards, uphold sanitary conditions, to find lost or stolen materials, and to prevent the use of the locker to store banned or dangerous materials such as weapons, illegal drugs, or alcohol. Students have no reasonable expectation of privacy in lockers or their contents. Lockers are subject to search.

Lockers should not be kicked, hit, or closed by excessive force. Lockers should not be rigged to keep them unlocked. **Students should not give others their locker combination.** This causes major problems throughout the school year with theft and loss of private property. Students are responsible for all contents in their assigned locker.

### **MEDIA CENTER**

Proper behavior in the Media Center is essential for good studying conditions.

Overdue notices are sent home often. Students with items four weeks overdue cannot check out new materials until the overdue items are returned. Items overdue eight weeks are considered lost and parents are billed the replacement cost. If replaced materials are returned a rebate minus the overdue fine is given. Overdue fines are 5 cents each day materials are overdue.

All lost or overdue material must be returned or replaced before the end of the school year. Students who damage materials belonging to the media center will need to pay a replacement fee.

### **SCHOOL IMPROVEMENT**

Our schools have an active school improvement process. Typically, each school improvement cycle lasts for about five years. Every staff member is an active member on the school improvement committee; some students and parents are asked to join the school improvement committee as well. The purpose of school improvement is to improve student achievement and the overall school environment.

### **POSTERS / LOCKER DECORATIONS**

The principal must approve all posters or signs before posting in the school building or on school property. Any approved poster must be attached with proper tape only. Individuals who receive approval to put up posters are also responsible for removing them.

### **RULES FOR SCHOOL AREAS**

- A. Rules for students in assemblies. During an assembly, students will:
  - 1. Sit in their assigned section.
  - 2. Treat other students, staff, and the presenter with respect and proper behavior.
  - 3. Have no food or drink unless prior approval is granted.
  - 4. Stay in their seats during the assembly and leave only when formally dismissed.
  - 5. Enter and exit without crossing the gym floor.
  - 6. If the student has a pass and arrives late, they will show it to a staff person nearest the entrance and stand near the staff person in the back.
- B. Rules for students while outdoors on school grounds:
  - 1. Students may not leave the school grounds during the school day without a parent or guardian signing them out of school or without permission from the administration.
  - 2. Students must go home as expected by their parents and the school unless other arrangements are made in writing.
  - 3. When students arrive and exit school they should not loiter.
  - 4. No student will have, consume, or show evidence of any banned substances including tobacco while on the school grounds.
  - 5. Students will not be on the school grounds after 2:30 p.m. unless they are working under the direct supervision of a teacher, coach, or staff member.
  - 6. No throwing snowballs or other objects.
  - 7. No pushing, fighting, aggressive, or disruptive behavior.
  - 8. All students are only to exit and enter the building through the gym doors on the east end or the front of the building.
- C. Rules for students in restrooms
  - 1. Whenever possible, students should use restrooms during 3-minute passing periods.. If the bathroom is full, the student must first check in with their teacher and receive permission before using the restroom to avoid absence or tardiness.
  - 2. Students must have their assignment book signed or have a pass before going to the restroom. Teachers will not assign a tardy for students who have permission to use this procedure. However, teachers should check the student's planner to ensure students are not abusing bathroom passes.
  - 3. Students should clean up after themselves, dispose of all waste, and flush toilets after use.
  - 4. Bathrooms must stay clean and neat.
  - 5. Students must respect each other's modesty and treat others with respect.
  - 6. Students should avoid congregating or loitering in restrooms.
  - 7. Food and drinks must stay outside the restroom.
  - 8. Inappropriate behavior in restrooms must be reported to an adult immediately.
  - 9. Students shall not take their cell phones into the restroom.

- D. Rules for students in the cafeteria
1. Treat everyone with respect.
  2. Students should use restrooms nearest the cafeteria on their way to lunch or after lunch during their 10-minute recreation period.
  3. At the beginning of the lunch period, all students should go directly to the cafeteria.
  4. Students should remain orderly and respectful while in the lunch line and cafeteria.
  5. Students should ask for and gain permission before leaving the cafeteria.
  6. Students should dispose of all trash on and around their tables.
  7. Students should wipe down their tables when they have all finished eating.
  8. When dismissed from the cafeteria students must go directly to the gym or the media center.
- E. Rules for students in the gym or media center after eating lunch:
1. Students should remain in the gym or media center until dismissed to return to class.
  2. Students should follow all media center rules while in the media center after lunch.
  3. Students who are not playing in the gym should sit on the bleachers or go to the media center.
  4. Students playing in the gym should do so carefully because of the large number of students in the gym.
  5. No half court shots allowed.
  6. Students should take turns and share equipment responsibly while in the gym.
  7. Students must follow all supervisor instructions.
  8. Students should stop immediately when dismissed and help staff in putting away balls and equipment.
  9. Do not kick the ball in the gym.
  10. Students must get permission from the supervisor to leave the gym or media center before dismissal.
  11. Students must go to class at once when dismissed.
  12. Students should not leave the gym by the doors by the concession stand at the end of the 10-minute recreation period.
- F. Rules for students in hallways
1. Students should walk carefully and safely through the hallways (stay to the right when possible).
  2. Students should keep noise to a minimum in hallways, especially during classes.
  3. Students should not stand in high-traffic areas.
  4. Students should report to staff any suspicious, dangerous, bullying, or disruptive behavior.
  5. Students should report to staff any adults or strangers in hallways without a visitor's badge.
- G. Possible outcomes for misbehavior in school areas:
1. Verbal reprimand
  2. Redirection
  3. Loss of privileges
  4. Referral to the office

## **SCHOOL CONTACT AND GENERAL INFORMATION**

### **Corporation Activity Calendar**

PTSC website: [www.ptsc.k12.in.us](http://www.ptsc.k12.in.us)

Boone Grove Middle School website: <http://www.ptsc.k12.in.us/bgms>

### **STUDENT BEHAVIOR GUIDELINES**

Student rights, behavior, and responsibilities are seen in relation to the safety, health, and welfare of all students in school. Expectations of student behavior should be within the bounds of reasonable behavior expected of all members of the community. Students should have the freedom and encouragement to express their individuality in school as long as their conduct does not intrude on the freedom of others. This applies especially to the freedom of other students to receive instruction. There must be a balance between individual freedom and the orderly operation of the school. All students should recognize the consequences of their language, manners, and actions toward others.

### **Classroom Behavior**

Students should follow classroom rules developed by individual teachers and approved by the principal. When a student violates classroom rules, the teacher should correct the misbehavior so the student can remain in class. However, should the student not be able to correct themselves and stay in class, the student will be sent to the office. The teacher should have exhausted interventions to correct the student's continued misbehavior before sending them to the office.



**Habitual Disregard of School Guidelines/ Authority**

School administration decides when a student reaches “Habitual Disregard for School Guidelines/ Authority” and when a student is referred to the superintendent based on the types and number of infractions.

**Consequences:** Referral to the superintendent for expulsion

**Leaving Class without Permission**

Students may not leave class before receiving teacher's permission.

**Consequences:** see Classroom Behavior and Attendance

**Loitering/Trespassing**

Being in an unauthorized place on school grounds, lingering in any Porter Township School Corporation building or property, or being on school property without proper permission during an assigned suspension from school.

**Consequences:** ~~Lunch~~~~Noon~~ ~~Detention~~ up to ~~expulsions~~~~suspension~~ and possible referral to police

**Obscenities (Gestures, Language, Pictures, Sounds)**

**Consequences:** ~~Lunch~~~~Noon~~ ~~Detention~~ to suspension

**Passes**

Each student is allowed a limited number of passes each day, week, period or semester as determined by the teacher and the academic team. Students may use their planner for passes. Students who do not have an assignment book may be refused passes or service.

**Consequences:** Loss of pass privileges and detention up to suspension

**Romantic Relationships**

Displays of affection are inappropriate on school grounds or at school events. The following behaviors are in poor taste and out of place at school or at school events.

Examples include:

13. Holding hands.
14. Kissing, embracing, or petting.
15. Walking arm in arm, or having the arm of one partner around the other.
16. Reclining together.
17. Sitting, with one partner's head in the lap of the other.
18. Sitting together in such a way that one person is wrapped around the other.

**STUDENT PLANNER / AGENDA BOOK**

Students will get an agenda book at the beginning of each school year. The agenda book should be with the student always. The purpose of this agenda book is to encourage organization and responsibility by recording assignments, important dates and absences, and student passes. Replacement agenda books are available through the office for a cost of \$5.00.

# **BOONE GROVE HIGH SCHOOL**

# BOONE GROVE HIGH SCHOOL

On behalf of the faculty, staff, Principal Clay Corman, and Assistant Principal James Rosinia, we would like to welcome you to Boone Grove High School. As professionals, we take great pride in our school and are driven by the Porter Township School Corporation Vision of “Every Student, Every Day, to Their Fullest Potential.” Our faculty is dedicated to providing a curriculum for students that provides rigor, relevance, and opportunities to build relationships with all of our students. We are deeply committed to providing a safe environment that is conducive to learning. At Boone Grove, we respect students’ individual needs while providing accommodations to help them be successful in their journey through high school. Students will be given the structure and opportunity to reach their fullest potential while being held accountable for their actions and decisions. With commitment to student success as our foremost thought, it is vital that both parents and students play an active role in the educational experience. No one person can succeed in this endeavor individually; by working together, we will provide each student with the greatest opportunity for success. If there is ever a time when we may help you, please do not hesitate to contact us for a meeting. Our doors are always open. We hope that your time at Boone Grove High School will be both challenging and rewarding. Have a great year.

Clay Corman  
Principal

James Rosinia  
Assistant Principal

*To the extent that information is not addressed in the building-level provision, the district-wide provisions apply.*

**PURPOSE OF THE STUDENT HANDBOOK:** The purpose of the Boone Grove High School Student Handbook is to state and define the expectations, guidelines, rules, and consequences of student behavior and to provide other important information in order to achieve an appropriate, safe, and orderly education of our students.

**STATEMENT:** Certain consequences outlined in this handbook may be modified at the discretion of the administration depending upon the totality of the circumstances. No granting of a variance will constitute or establish a precedent in any future situation.

## BOONE GROVE HIGH SCHOOL BELL SCHEDULE

### MONDAY, TUESDAY, THURSDAY,

### FRIDAY SCHEDULE

INSTRUCTIONAL SUPPORT PERIOD

7:30-7:55

1 8:00-8:47

2 8:52-9:39

3 9:44-10:31

4 10:36-11:23

5 11:28-11:53 (A Lunch)

5 11:58-12:23 (B Lunch)

5 12:28-12:53 (C Lunch)

6 12:58-1:45

7 1:50-2:35

### WEDNESDAY SCHEDULE

1 8:00-8:47

2 8:52-9:39

3 9:44-10:31

4 10:36-11:23

5 11:28-11:53 (A Lunch)

5 11:58-12:23 (B Lunch)

5 12:28-12:53 (C Lunch)

6 12:58-1:45-1:46

7 1:50-2:35

### TWO (2) HOUR DELAY

1 9:30-10:02

2 10:07-10:39

3 10:44- 11:16

5 11:21-11:46 (A Lunch)

5 11:51-12:16 (B Lunch)

5 12:21-12:46 (C Lunch)

4 12:51-1:23

6 1:28-2:00

7 2:05-2:35

*Instructional Support Period: We Have built-in time each morning from 7:30-8:00 am to allow 1st period students to come to class for focused instruction. Any Student who maintains grades above a C- in every class is not required to attend the instructional support period, but may attend to help enhance existing understanding.*

***NOTE: All schools will begin 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the normal start time (see schedule listed above). These times are subject to change.***

## **ACADEMIC INFORMATION**

**Academic Lettering:** To encourage academic excellence, Boone Grove High School has established a system of “Academic Lettering” as follows:

1. A student must achieve a minimum cumulative G.P.A. of 3.5 at the end of their 3<sup>rd</sup>, 5<sup>th</sup> or 7<sup>th</sup> semester to be eligible for an initial Academic Letter.
2. A student may qualify for the academic award at the end of the 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> semester.
3. The qualifying student will receive for his/her 1<sup>st</sup> award:
  - White Letter “B” patch
  - “Academic Excellence” patch for first time qualifiers.
4. A student who achieves a 3.5 cumulative GPA at the completion of the 7<sup>th</sup> Semester will be part of the Academic Hall of Fame and will have his/her picture on a plaque that will be placed in an area of prominence. The “Academic Lettering Committee” consisting of representatives from all grade levels and the administration will administer this program. The committee will annually review the program. Beginning with the class of 2025, students will also need to achieve Academic or Technical Honors to qualify.

**Class Rank Through Graduating Class of 2027:** Class rank is based on the accumulated average of semester grades earned in grade nine (9) through the end of the 7<sup>th</sup> semester. Class rank is based on this average. Any student transferring into Boone Grove High School after the first week of the 5<sup>th</sup> semester will not be eligible for the BGHS Academic Hall of Fame, Valedictorian or Salutatorian.

**Latin GPA Recognition (transition completely away from Valedictorian and Salutatorian beginning with the Class of 2028):** We will no longer recognize Valedictorian and Salutatorian beginning with the Class of 2028. We will add the Latin Academic with the class of 2025 and use both systems through the class of 2027. The two students who will be featured speakers graduation will be determined by earning at least a cumulative gpa of 3.5 and an application process as determined by the administration. The designations follow below:

- Cum Laude: 3.5 to 3.6 GPA
- Magna Cum Laude: 3.7 to 3.8 GPA
- Summa Cum Laude: 3.9 GPA and above

**Classification of Students:** For purposes of class scheduling and graduation eligibility only, students will be classified by credits earned in accordance with state law and school policy. For all other purposes, including privileges associated with particular grade levels, a student will be classified as a freshman, sophomore, junior, or senior based upon the number of semesters enrolled at the high school level, subject, however, to the principal’s discretion.

**Course Retakes Affecting the Academic Honors Diploma:** A student who wishes to re-establish eligibility for an Academic Honors Diploma may retake a class in which he/she received a grade lower than C-. Note: This policy is intended only for assisting a student in re-establishing eligibility for an Academic Honors Diploma (AHD) and, therefore, is only permitted when a student receives a grade lower than a C- in a course/class. These retakes must be processed through Guidance. *If a student elects to retake a course in order to re-establish eligibility for an Academic Honors Diploma, then both grades will be recorded on the transcript and both grades will be calculated in the GPA. Since this results in credit being granted twice, the student will need to earn an additional eligible credit beyond the 47 required for any course that is retaken.*

**Dual Credit or Rule 10:** Information regarding Rule 10 (college-level course work for both high school and college credits) may be obtained from your guidance counselor. Information about dual credit can be found on the school website under the guidance tab.

**Final Exams (Semester):** A semester final exam shall be given in every credited class.

**Early Final Exams:** Students should meet with the principal and follow the necessary procedures. It is advisable that the request be submitted thirty (30) days prior to the final exam schedule.

**Missed Final Exams (Semester):** Per administrative discretion, final exams will only be made up after the assigned day under, including but not limited to, the following circumstances:

- Illness verified by doctor’s note
- Verified attendance at a funeral
- Legal mandate

**Senior Exemption:** This applies to second semester only. Seniors with a B+ average will be exempted from taking the second semester final exam in that class. The grade average will be computed using the nine (9) week grade and the grade earned up to the date determined by the administration.

**Grading System:**

A	Excellent	F	Failing
B	Above Average	WF	Withdraw Failure
C	Average/Satisfactory	INC	Incomplete
D	Below Average		

**Grade Calculations:**

Below are the exact percentages for figuring grades (there is no rounding).

100	A+	76.68-79.99	C+
93.34-99.99	A	73.34-76.67	C
90.00-93.33	A-	70.00-73.33	C-
86.68-89.99	B+	66.68-69.99	D+
83.34-86.67	B	63.34-66.67	D
80.00-83.33	B-	60.00-63.33	D-
		59.99-BELOW	F

Semester grades will be figured by multiplying each nine (9) weeks percentage by .43. The percentage earned on the semester final will be multiplied by .14. The combined total percentages of the nine weeks and semester final grades will be used to calculate the semester grade. For Example: 80% (first nine weeks) x .43, 75% (second nine weeks) x .43, and 80% (semester final) x .14 would equal a 77.85, which is a C+.

**Regular Courses**

All non-honors classes will use the 4.0 scale when calculating GPA.

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = .7

**Honors Courses**

Honors courses will be weighted .3 on a four-point scale at the semester. Grades below a C are not weighted.

A+ = 4.3	B+ = 3.76	C+ = 2.76	D+ = 1.3
A = 4.3	B = 3.3	C = 2.3	D = 1.0
A- = 4.0	B- = 3.0	C- = 1.7	D- = .7

**Honor Roll:** The Honor Roll is calculated on a 4.0-point basis at the end of each 9-week grade period. There are ~~three~~ two honor rolls as follows:

Principal's Honors = 3.5 – 4.0+ GPA

Honors = 3.0 – 3.49 GPA

**Incomplete Grades (INC):** Any incomplete grade that is issued requires immediate attention on the part of the student. An incomplete not made up within two (2) weeks of the end of the semester will be changed to "F". In the event the incomplete relates to absences addressed through a 504, Individual Health Plan (IHP), General Education Intervention Plan (GEI), administrative discretion will apply.

**Credits and Requirements:** In addition to our counselor(s) meeting with students, it is the responsibility of the student to know the requirements and seek help from the counselor in determining progress toward graduation.

Course and Credit Requirements	
<b>English/Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school.</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students (not required for students with an IEP).

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

\*\*SAT scores updated September, 2017

\*\*\*WorkKeys assessment titles updated, 2018

**CORE40 with Academic Honors** (minimum 47 credits)

For the **Core 40 with Academic Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.\*\*
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

**CORE40 with Technical Honors** (minimum 47 credits)

For the **Core 40 with Technical Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, Level 5.\*\*\*
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.

**NOTE:** If a student has completed a middle school curriculum that is equivalent to high school algebra and is placed in high school geometry or 2<sup>nd</sup> year algebra, that student must earn six (6) additional high school mathematics credits. If a student has completed a middle school curriculum that is equivalent to a Level 1 high school foreign language and is placed in a Level II high school foreign language, that student must earn only four (4) credits in that language, or two (2) credits in that language and four (4) credits in another foreign language. If a student elects to retake a course in order to re-establish eligibility for an Academic Honors Diploma, then both grades will be recorded on the transcript and both grades will be calculated in the GPA. Since this, results in credit being granted twice, the student will need to earn an additional eligible credit beyond the 47 required for any course that is retaken.

"All students in grades 6 through 12" means that all students in Indiana's state-accredited schools will participate in financial literacy education via an instructional unit at least once by the end of the eighth grade and at least once by the end of the twelfth grade." [IC 20-30-5-19] Personal Finance is a class that will be required for every student to take either in their Sophomore, Junior, or Senior year.

**Graduation Pathways:**

Graduation Requirements	Graduation Pathway Options
<b>1) High School Diploma</b>	Meet the statutorily defined diploma credit and curricular requirements.
<b>2) Learn and Demonstrate Employability Skills</b> (Students must complete at least one of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: <ul style="list-style-type: none"> <li>• <b>Project-Based Learning Experience;</b> OR • <b>Service-Based Learning Experience;</b> OR • <b>Work-Based Learning Experience.</b></li> </ul>
<b>3) Postsecondary-Ready Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Honors Diploma:</b> Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li> </ul>

(Students must complete at least one of the following.)	<ul style="list-style-type: none"> <li>● <b>ACT:</b> College-ready benchmarks; OR</li> <li>● <b>SAT:</b> College-ready benchmarks; OR</li> <li>● <b>ASVAB:</b> Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li> <li>● <b>State- and Industry-recognized Credential or Certification;</b> OR</li> <li>● <b>Federally-recognized Apprenticeship;</b> OR</li> <li>● <b>Career-Technical Education Concentrator:</b> Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li> <li>● <b>AP/IB/Dual Credit/Cambridge International courses for CLEP Exams:</b> Must earn a C average or higher in at least three courses; OR</li> <li>● <b>Locally created pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li> </ul>
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## Scheduling

Students and parents should carefully consider all course requests prior to scheduling. When scheduling for the upcoming school year, students will schedule online through Skyward. The Guidance Department will provide each student with the following items:

- Copy of 4 Year Plan Audit Sheet
- Indiana Core 40 Course and Credit Requirement
- Transcript
- “Skyward Web Course Request –Instructional Video”

Students should have the above listed items readily available when scheduling for an upcoming school year. Students leaving for summer vacation should consider course requests made at the time of scheduling as final.

The high school master schedule is developed according to the course requests made by students. Parents may view their child’s schedule on Skyward. Parents will receive an email when schedules are finalized on Skyward. The Guidance Department will not print student schedules on the first day of school. Each student is responsible for retrieving their schedule from Skyward a week prior to the first day of each semester.

## Schedule Changes

Schedule changes after **August 1** will be administratively granted under the following circumstances:

- Administrative error in scheduling (i.e. original student requests were not entered correctly)
- Need to balance class sizes
- Student is academically misplaced in the course (has not completed prerequisites, new enrollee misplaced)
- Administrative discretion
- Course Failures

**Student schedules are final on the first day of each semester. Students requesting schedule changes for second semester have until the day before first semester final exams begin to request schedule changes for second semester.** Students may not change their schedule due to instructor preference. (Approval of all schedule change requests is subject to consideration involving maximum and minimum class size.) Students with seven classes may drop one class for a study hall during the first two weeks of the semester. Except under extenuating circumstances and with administrative permission, any student who withdraws from a class after the second week will receive a “WF” (withdrawal failure) as a semester grade for that class. Yearlong and semester classes are also included in this policy.

Students enrolled in dual credit courses in which college credit may be granted must research and consider the application of credit at other universities carefully prior to scheduling. Changes in college entrance status will not be considered in granting schedule change requests.

### Alternative Course Work

An alternative course will be accepted for credit only when a schedule conflict or unavailability prevents a student from taking the course. Credits **must** be approved by their school counselor or administration **prior** to taking the course.

### Online Courses:

The opportunity to take online or blended courses through Boone Grove High School is a privilege. Any issue with academic performance or behavior may result in the loss of opportunity to participate in such courses. This includes being transferred to a non-blended course during the semester. Students must follow all procedures for signing in and out under school rules and also be in only permitted areas during the blended or flexible time. Blended courses may be altered at any time under teacher or administrator discretion. Students are required to attend school in person for any assessments deemed essential by the administration. If a student falls off pace for graduation (earning 5 credits per semester in aggregate), the online option will not be available to them. In addition, any behavior or attendance issue will eliminate the privilege of online or blended learning. Under the proper circumstances, students may take online courses at Boone Grove High School.



The purpose of permitting flexibility is to allow students who are capable of succeeding in high school-level courses to do so and to earn high school credit. It is not intended to diminish the amount or quality of work that will be completed in Grades 9 through 12.

### **Blended/Online Classes Requirements**

BGHS offers several blended courses that include both traditional face-to-face instruction and web-based learning. Students need the following requirements to blend courses. If a student does not meet the following requirements they need to be in their class every day for a traditional classroom experience.

### **Requirements for Blended Classes:**

- Student expectation and parent permission slip signed
- Grade requirements will be measured at report card and midterm; they will stand for the duration.
- C- in all courses
- Upon leaving school a student cannot return to the building that day
- Students must fill out the appropriate pass when arriving and leaving school
- Administration may revoke the blended privilege for a student at any time

**Graduation Exercises:** *By resolution of the Board of School Trustees of Porter Township School Corporation, students must complete all academic credit requirements in order to participate in commencement exercises. Participation in graduation exercises is a privilege and may be denied when warranted by student conduct. BGHS students who attend alternative school must complete requirements agreed upon by the administration including but not limited to proof of significant employment experience or community service in order to participate in the graduation ceremony.*

**State Assessments:** Each student is required to take the state mandated assessments in order to qualify for a high school diploma. Students will take these exams as required by state guidelines.

**Valedictorian:** *The highest cumulative academic average in the class as determined at the end of the 7<sup>th</sup> semester of his/her senior year. (We will no longer recognize Valedictorian and Salutatorian beginning with the Class of 2028 )*

**Salutatorian:** *The second highest cumulative academic average in the class at the end of the 7<sup>th</sup> semester of his/her senior year. (We will no longer recognize Valedictorian and Salutatorian beginning with the Class of 2028.)*

**Mid-term Senior Graduation:** *Seniors who have met all requirements of the State of Indiana and of the Board of School Trustees of Porter Township School Corporation may request release at the end of seven semesters. The following criteria shall apply: The student must request mid-term graduation and present in writing, her/his reason for early release no later than September 1st of their senior year. Any student who graduates early is not able to participate in the graduation ceremony. The administration may approve participation in the graduation ceremony on the completion of a state approved Work Based Learning program that is agreed upon by the request deadline. ~~the 6th semester.~~*

- a) The request must meet the approval of the Principal, Superintendent, and School Board.
- b) Students may obtain an application in the Guidance Office.

Exception: The school corporation, under procedures adopted by the school board, may waive the seven (7) semester requirement.

### **Junior Graduation (Mitch Daniels Scholarship) [www.in.gov/ssaci/2504.htm](http://www.in.gov/ssaci/2504.htm)**

Juniors who have met all requirements of the State of Indiana and of the Board of School Trustees of Porter Township School Corporation may request release at the end of six semesters. The following criteria shall apply:

- a) The student must request mid-term graduation and present in writing, her/his reason for early release no later than the 4th semester.
- b) The request must meet the approval of the Principal, Superintendent, and School Board.
- c) Students may obtain an application in the Guidance Office.
- d) Exception: The school corporation, under procedures adopted by the school board, may waive the fourth (4) semester requirement.

## **ATTENDANCE**

- Parents must telephone the school by 10:00 a.m. to notify the school of their child's absence from school that day.
- **Requests for homework should be received in the Main Office by 10:00 am.**
- Upon the student's return to school, he/she must get an Admit Slip, and turn in doctor and parent notes to the Main Office
- Any absence labeled unexcused must be excused by parents within 48 hours of the student's return to school.

**Online Instructional Day Attendance:** Students who do not engage in assigned activities during the online instructional days will be counted absent for those specific class periods. Also, any missed online day assignments will remove a student from final waiver eligibility.

**Attendance Affecting Extra-Curricular and Athletic Events (See Also Student Activities Section)**

- Students are not allowed to participate in extra-curricular activities beyond the school day in which an ISD or OSS is served or the following non-school day.
- To participate in an event or a practice, students must attend four (4) full periods of the school day on the school day of the event or practice, or if the event falls on a non-school day, four (4) full periods the previous school day. Vocational students are exempt from the four (4) full period requirement.
- Exceptions must be pre-arranged with the Athletic Director or Administrator.

**Field Trips (FTR):** Field trips are designed to enhance classroom instruction and are not considered an absence.

- A charge may be required.
- Prior to the trip, students are required to submit to the sponsor/teacher, a parent signed permission slip regardless of the student's age.
- The school's or function's dress code must be followed. Students who do not comply will remain at school and follow their normal schedule.
- All work due on the day of a field trip must be turned in prior to the student's departure (teacher's discretion may allow a variance).
- Students should make arrangements with the individual teacher for work missed.

**Final Exam Waiver Program:** Final Exam Waivers are based on student GPA, school involvement, and Graduation Pathways. These waivers will be revoked due to disciplinary infractions and attendance problems. A student with 28 or more total attendance disruptions for the semester will lose all waivers. One full day of absence equates to seven (7) total attendance disruptions. An attendance disruption is any absence or tardy for any class period.

If a student decides to take the final exam:

- And the test helps her/his final semester grade, the test is counted.
- If the test doesn't make any difference or lowers the semester grade, the test is not counted.

If the student decides not to take a test, the test is automatically waived and the semester grade is computed from the two (2) 9-week grades.

**Process:** Eligible students will be identified by the office and notified of their opportunity via the iPad.

**Tardy Policy:** A student is tardy if he/she is not in the assigned room when the bell begins ringing to start class and misses less than the first five (5) minutes of class.

- Lateness without a pass will be considered a tardy.
- A student who has a pass from a member of the educational staff will have his/her tardiness excused.
- Each level will result in a progressive iPad lockdown penalty.
- Tardies will be cumulative for all classes. The cumulative record of tardies will be maintained in the office.

**Consequences (Per Quarter):**

1st, 2nd, and 3rd Offense: Student gets verbal warning from teacher.

3th Offense: Student gets verbal warning from office.

4th Offense: Student gets ½ day ISD

5th Offense: Student gets ½ day ISD

6th Offense: Student gets one (1) day ISD

7th Offense: Student gets Friday Detention

All additional offenses: One (1) day OSS suspension, and/or five (5) days of morning detention 7:00 a.m. - 7:30 a.m. per tardy over seven (7). Parent or student would be responsible for transportation on detention days as the buses do not arrive until after 7:00 a.m. Administrator discretion may apply.

**Truancy:** A student is considered truant when he/she is not in her/his scheduled class at any time during the school day beyond five (5) minutes late to class, misses class, or leaves class without permission. Truancies accumulate for the school year. Any unexcused absence not taken care of within 24 hours automatically becomes a truancy.

1<sup>st</sup> -4<sup>th</sup> Truancy results in two (2) hour ISD with iPad lockdown.

5<sup>th</sup> Truancy, loss of driving privileges for ten (10) days and full day ISD.

6<sup>th</sup> and above twenty (20) days driving suspension and two (2) days ISD with expulsion as a consideration.

Anyone who assists in helping someone become a Truant will receive the same consequence as the truant student.

**Habitual Truancy:** A student will be considered a Habitual Truant upon the student having ten (10) unexcused days per school year.

1. A student, who is at least thirteen (13) years of age but less than eighteen (18) years of age, who is designated as a Habitual Truant, will be reported to the Indiana Bureau of Motor Vehicles.
2. A student who is designated as a Habitual Truant is entitled to a review of his or her attendance record at least once per year upon request of the student or student's parent. If the student's attendance record improves, the student may become eligible for a driver's license/permit.

**Consequences:**

For one (1) class period or more:

- |              |   |
|--------------|---|
| 1st Offense: | Full day of in-school detention.  |
| 2nd Offense: | Two (2) full day in-school detentions and iPad lockdown. Driving privileges may be revoked. |
| 3rd Offense: | Recommendation for expulsion.   |

For less than one (1) class period:

- |              |   |
|--------------|---|
| 1st Offense: | Two (2) hour in-school detention                |
| 2nd Offense: | Full day in-school detention and iPad lockdown. |
| 3rd Offense: | Two (2) full days in-school detention           |
| 4th Offense: | Out of School Suspension                        |
| 5th Offense: | Three (3) – five (5) out of school suspension   |
| 6th Offense: | Recommendation for expulsion.                   |

## **DISCIPLINE AND BEHAVIOR**

**Statement:** Certain consequences outlined in this handbook may be modified at the discretion of the administration depending upon the totality of the circumstances. No granting of a variance will constitute or establish a precedent in any future situation.

**iPad Lockdown:** For any infraction, regardless of how minimal, or for lack of academic progress, a student may have their iPad locked down. This lockdown may include, but is not limited to iMessage, App Store, games, Apps, and internet browsing. Administration reserves the right to determine the duration and degree of any locked iPad. In cases or repeated abuse of the technology, students may lose the privilege of use of the iPad.

**Student Interaction Policy:** We expect our students to use actions, language, and dress which is appropriate. Anything that distracts, disrupts, intimidates, threatens, or provokes others does not allow for the safety, order, and discipline necessary for a successful academic experience to which our students are entitled.

Students are expected to know the school rules, comply with those rules, and cooperate with those who are here to support our students. The administration has the responsibility to discipline students and to provide students with the opportunity to learn self-discipline.

**Types of Discipline:**

1. **Removal from Class:** Student removed by teacher for one (1) class period and sent to the office with a written electronic referral.
2. **Counseling/Verbal Reprimand:** The student may be counseled/verbally reprimanded by an administrator, teacher, or counselor in an attempt to alter behaviors.
3. **Parent Contact and/or Conference:** A teacher and/or administrator may contact the parents in an attempt to enlist the help of parents in changing a negative behavior or pattern.
4. **Teacher Detentions:** Teachers and/or school administrators may keep a student after school. At least 24-hour notice should be given to the student and the parent.
5. **Detention or Restriction of Privileges.**
6. **Suspension from Extra Curricular Activities.**
7. **Referral to Community or Outside Agencies.**
8. **Restitution.**
9. **Other disciplinary action as Considered Fitting by Administration and/or School Corporation.**
10. **Referral to Office:** An electronic referral is turned into the office and the student will meet with the principal or assistant principal.
  - A. Referrals are cumulative from all teachers.
  - B. Upon receiving five (5) referrals per semester (not including referrals for tardies) the student will receive an OSS pending parent conference where a discipline contract will be implemented.
  - C. Based on the severity of the referral, an immediate consequence can be given for individual referrals.
11. **Friday Detention Program:** A school administrator may assign a student to a Friday Detention class. These sessions will be held on Fridays after school as scheduled by the school administrator. The student will report to the assigned room by 2:40 p.m. and the session will be over at 4:40 p.m.
  - A. Students must have work to do, a book to read, or something to work on.
  - B. Students may not eat, sleep, talk, or use any electronic devices.
  - C. Failure to comply with the rules set forth in A and B may result in an additional Friday Detention and/or suspension.
  - D. Failure to serve one Friday Detention may result in two Friday Detentions.
  - E. Failure to serve the two Friday Detentions will result in a suspension.
12. **In-School Detention (ISD) Program:** Students remain in the ISD room for the length of time assigned (one period to one day); will receive their work and will receive credit for work completed and returned to the teacher.
  - A. Assigned at the discretion of an administrator
  - B. Students report to the ISD room with all books and materials.
  - C. Students should return their work to teachers for credit.
  - D. Students are not allowed to participate in extra-curricular activities beyond the school day in which the ISD is served or the

following non-school day. Although the student will not be allowed to participate in the extra-curricular event, they may be able to attend or travel with the extra-curricular group based on administration discretion.

- E. School assignments due on the day of an ISD must be turned into the teacher on the morning of the ISD to count for credit.
  - F. The ISD student is academically responsible and should...
    - 1. obtain from the teacher, homework assigned on the day of the ISD.
    - 2. schedule with individual teacher a make-up time for any in-class work, quizzes, tests, labs, speeches, etc. that were missed during the ISD.
13. **Out of School Suspension (OSS) Program:** Students are assigned a day or more off school property.
- A. It is the student's responsibility to request assignments.
  - B. The student is not permitted to be in school, on school property, or to participate in any extra-curricular activities on or off campus during the time of the suspension.
  - C. The administration may suspend a student up to ten school days at a time.
14. **Expulsion:** In accordance with due process procedures and consistent with Indiana student discipline code, the administration may also recommend that a student be expelled from school attendance and school functions for up to one calendar year plus the period of time until the beginning of the next semester depending upon the conduct involved.
- A. If a student is expelled, they receive no credit or grades for the entire semester of the expulsion. It does not matter if they are expelled at the beginning or end of the semester. If a student is expelled for two semesters, a review of the expulsion occurs after the first semester. The Expulsion Examiner can reinstate the student for the second semester on a probationary status. The review must happen by law for expulsions of more than one semester. When a student is recommended for expulsion, they are suspended pending a decision on a recommendation for expulsion. Work will not be provided to students during this suspension.
  - B. Right to Appeal: The student or parent(s)/guardian(s) may request an appeal of an expulsion to the school board within ten days of the receipt of notice of the action taken. The student or parent(s)/guardian(s) appeal must be in writing. If an appeal is properly made, the board will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent(s)/guardian(s). The board will take action deemed appropriate.
  - C. For students 16 years of age and older, when, or if, the student re-enrolls after an expulsion, the principal may require a student to attend one or more of the following:
    - 1. alternative educational program
    - 2. evening classes, and/or
    - 3. classes established for students who are at least sixteen years of age
15. **Chronic Offenses.** At any point during the year, students with chronic, repeated, cumulative offenses that reach a total of ten (10) infractions may lose eligibility for part or entirety extra-curricular event attendance and participation.
16. In addition, suspension (in-school or out of school) totaling ten (10) days in one semester or a combined fifteen (15) days for the year, may result in a request for expulsion for not following and adhering to school rules and regulations.

#### **REASONS FOR DISCIPLINARY ACTION::**

The listing in the following pages provides examples but not an exhaustive list of student misconduct and substantial disobedience which may result in disciplinary action up to and including expulsion.

**Academic Dishonesty, Cheating, and Plagiarism:** Defined as one student copying answers from another student, or a student copying information in such a way that the work is not the student's original work. This applies to any type of student work and the use of such aids as cheat sheets, electronic devices, etc. Policy applies equally to the person or student who allows his/her work to be copied.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, and all other types of works which are not one's own. Types of plagiarism include word-for-word, mosaic rearrangement or rewording without documentation and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to, the followings:

- 1. failing to cite with quotation marks the written words, or symbols, of another author;
- 2. failing to notate the author and sources of materials used in a composition;
- 3. failing to cite research materials in a bibliography;
- 4. failing to name a person quoted in an oral report;
- 5. failing to cite an author whose works are paraphrased or summarized;
- 6. presenting another person's creative work or ideas as one's own in essays, poems, music, audio art, computer program, or other projects;
- 7. copying or paraphrasing ideas from literary criticism or study aids without documentation.

**Consequences:** See *Types of Discipline*

**Bullying (see also Harassment):** see District Handbook section on Bullying .

**Consequences:** Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of students engaging in bullying conduct. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. See *Types of Discipline*.

**Cafeteria Conduct:** Students are expected to exhibit courtesy and positive attitude in the lunchroom. The following guidelines apply:

- No student will infringe upon the right of others to have a peaceful lunch.
- Students are responsible for their own refuse, clearing their own tables, returning trays, and generally assisting in keeping the cafeteria neat and clean.
- Food and drinks will be allowed in the Boone Grove High School Cafeteria.
- Only the Commons area is “open,” during lunchtime. All other areas are off limits without supervisory or administrative permission.

**Dress Code:**

- Moderation and modesty should govern student dress. Clothing, accessories or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process.
- All clothing must fit properly and be neat and clean.
- Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items prohibited under this policy; Principals, Deans, and District Administration have the discretion to address any attire/body art that is offensive, degrading, vulgar, or contrary to the educational mission of the school that disrupts the learning environment or infringes upon the rights of others.
- No undergarments may be showing. Any clothing that is too tight, revealing/see-through, or saggy/baggy, including but not limited to low necklines, midriff tops, and form-fitting tops or bottoms may be in violation of the dress code.

**Food/Beverage:** Sack lunches may be kept in students’ lockers from arrival time to lunchtime, but no food should be kept in lockers overnight. Students transporting food/beverage in the hallway must do so in a responsible manner or their items will be confiscated. Food/Beverages are a classroom issue and will be enforced per teacher discretion.

**Hallway Conduct:**

1. Students will behave in an orderly manner and walk and have a pass in their possession.
2. Students will not run, participate in horseplay, use foul or inappropriate language, or participate in public displays of affection, excluding hand holding.

**Harassment and Discrimination:** It is the policy of the Porter Township School Corporation to maintain a learning environment that is free from harassment and discrimination on the basis of sex, religion, race, color, ethnicity, age and/or disability. Such conduct is unacceptable and will not be tolerated.

**Harassment:** Harassment can take many forms, including verbal, visual, as well as physical. People often interpret behavior or comments in very different ways, and although one person may interpret a comment as idle talk or as a joke, another person may be extremely offended and upset. Therefore, it is important to totally avoid such conduct.

**Consequences:** Students found to have engaged in conduct constituting harassment may be subject to disciplinary action up to, and including, recommendation for expulsion.

**Horseplay:** Among other conduct, including but not limited to, endangering the safety of others by pushing, shoving, tripping, and/or throwing or propelling any object. “I was just kidding,” “This was just horseplay,” “We were just messin’ around,” “It’s a tradition,” “We’re just friends” are not justifiable excuses.

**Language, Gestures, Behavior:** Use of abusive and/or vulgar, indecent language; exposure; or gestures is strictly forbidden. The only public display of affection will be limited to holding hands.

**Consequences:** See *Types of Discipline*.

**Loitering:** Is being on school grounds when school is not in session or on school grounds without permission or not being part of an authorized group at school or being in the school parking lot, and/or in or around vehicles.

**School Bus Regulations and Conduct** (see also “**Bus Pass Procedure**”): Transportation to and from school is a privilege, and thus, subject to loss. Misbehavior when a sub-driver is driving will be strictly dealt with.

- Bus Stops: Students should be at their stop five (5) minutes before scheduled pick-up time.
- All boarding stations/stops are subject to change,
- Procedures: All student rules and regulations at Boone Grove High School apply while traveling to and from school by means of transportation, as well as at the bus stop, before or after school, and include the following:
  - a) Be courteous and cooperative at all times.
  - b) Sit in assigned seat, if assigned, immediately upon entering the bus.
  - c) Stay seated at all times while the bus is moving. Keep hands, feet, and objects to yourself.
  - d) Do not use loud, boisterous noise, profanity, or indecent conduct;
  - e) Cell phones may NOT be activated on the bus or they will be confiscated. All other electronic devices are not permitted.
  - f) No food, gum, or beverages are to be consumed.
  - g) Vandalism will not be tolerated!
  - h) No pets, large projects, or glass containers are permitted.
  - i) All students must ride their assigned bus route and get off at their designated stop.
  - j) Do not exit from Emergency Doors in non-emergency situations.
  - k) Failure to identify oneself to the driver when asked may result in the loss of bus privileges.

**Consequences:** Depending upon the severity or recurrence of infractions, riding privileges may be eliminated up to remainder of semester at the discretion of school administrator.

- 1<sup>st</sup> Offense Driver will confer with student as a warning.
- 2<sup>nd</sup> Offense The Discipline report will be given to the student and a copy sent to the administration who may determine whether additional consequences are warranted. Parent/guardian notified.
- 3<sup>rd</sup> Offense Riding privileges may be suspended. Parent/guardian notified.

**Bus Pass Procedure:** All students involved must provide a note from their parent/guardian in order to get a bus pass. These notes must be presented to the high school office before the beginning of the school day. This includes 1) a note from the parent/guardian of the student asking to ride the bus and 2) the parent/guardian of the student whose home the student is going to.

**Student Passes:** Students will have the pass in their possession at all times. During 4th hour, only academic passes will be issued.

**Student Driving:** The use of automobiles by students for transportation purposes to and from school premises is a privilege. Students are expected to drive safely. An automobile is not to be driven in any way that is unsafe or causes an interference with school purposes or educational functions, or which is forbidden by State law or school rules. (Also see drug testing section.)

**Consequences:** Driving privileges may be suspended or revoked. Loss of Eligibility for Indiana Driver's License/ Learner's Permit.

### **Invalidation of Driver's License or Permit**

In accordance with Indiana Code 9-24-2-1, an individual who is at least fifteen (15) years of age and less than eighteen (18) years of age and meets any of the following conditions:

1. Is a habitual truant.
2. Is under at least a second suspension from school for the school year.
3. Is under an expulsion from school.
4. Is considered a dropout.

may have his/her name sent to the Indiana Bureau of Motor Vehicles which will invalidate the student's license or permit.

**Student Parking:** Park in the designated parking area and remain parked during the entire day.

- Special permission must be obtained from the principal to use a car or enter the parking lot during the school day.
- Annual submission of car make/model, license number & insurance policy to be provided to the office for permit.
- Do not sit in parked cars or loiter around them.
- The School Corporation does not assume any responsibility for vehicles parked on school property or for their contents.
- Student vehicles not parked in the area specified may be towed away at the owner's expense.
- Acts of vandalism and/or reckless driving will not be tolerated.

**Consequences:** Driving privileges may be suspended or revoked.

**Transportation for School Sponsored Events:** Students must ride the bus (or van) to and from a field trip or other school- sponsored event. Exceptions may be considered if prior to the event, the parent or guardian has given written permission to the student's sponsor/coach. Note: A parent or guardian giving permission for a student to ride home other than in school transportation releases the school from all liabilities.

## **GENERAL INFORMATION**

**Assemblies and Convocations:** At all times our student body is expected to be an attentive and courteous audience. Students are to sit with their teacher's assigned seating areas. Failure to conduct oneself properly during convocation will result in removal from that and other assemblies and/or other disciplinary action. Your conduct greatly influences the number of assemblies held during the year.

**iPad Information:** iPad general information is available online at the Boone Grove High School webpage.

**Dances: All school rules and their consequences apply.**

- Students are expected to enter the dance immediately.
- Students who leave the dance may not re-enter unless accompanied by a chaperon.
- Middle School students may not attend the homecoming dance or Junior-Senior Prom.
- Guest Passes for School Dances: Any Boone Grove student who wishes to bring one (1) guest to a BGHS dance must obtain a "Guest Pass" form, which must be signed by an administrator from the guest's school, returned to the school office, and approved by BGHS administration. Out-of-school guests cannot be over the age of twenty-one (21) at the time of the homecoming dance and the prom.
- BGHS students who transfer to the Alternative School are considered "Guests" and must complete a Guest Pass form to attend. **The form must also be approved by an administrator and the answers submitted will be part of that approval process. \***
- Student's guests who do not have passes will not be admitted.
- Students are responsible for their guest and any misconduct by the guest may result, at a minimum, in the student and guest being

removed from the event.

- All dancing must be done in an appropriate and respectful manner. Failure to adhere to this policy can result in removal for the dance and other disciplinary action.

**Distribution of Non-School Materials and Signs:** The distribution of non-school materials on school property must be submitted to the principal for approval prior to any distribution. Any sign having been approved that is posted directly on the walls in school must be attached with masking tape. Individuals who receive approval to put up signs are also responsible for removing them.

**Fundraisers:** Consumable items from fundraisers may not be sold during school hours without prior administrative approval.

**Locker Rooms:** Students who are enrolled in physical education classes or who participate on school athletic teams are assigned a locker in the locker room. Assigned lockers remain school corporation property. Students have no expectation of privacy in these lockers.

- A fee is charged for the combination padlock that must be returned at the end of the school year.
- The school cannot assume the responsibility for personal belongings left unlocked in the locker rooms.
- Cleats and spikes are not to be worn in the locker rooms or any other part of the building.
- Students who do not have a legitimate reason to be in the locker rooms are not to enter them under any circumstances.

**Teacher Assistants (TAs):** Teacher Assistant assignments will be made at the beginning of each semester, or as needed.

1. A student may be a TA for only one period per semester.
2. A student may not withdraw from a class to become a TA.
3. TAs are expected to maintain passing academic performance each grading period.

## **STUDENT ACTIVITIES**

### **BGHS Student in Good Standing:**

Eligibility to attend or participate (this is not in reference to athletic eligibility) in games, dances, clubs, plays or any other school-sponsored events.

### **Attendance:**

Students may only have 28 total disruptions per semester.. One full day of absence equates to seven (7) total attendance disruptions. An attendance disruption is any absence or tardy for any class period. Administrative discretion will be applied for medical issues or other such warranted absences. Students may not have any unexcused absences. Students have 48 hours to clear up an unexcused absence or incorrect tardy.

### **Grades:**

Students must be passing four core classes. This will be taken at the end of each nine weeks. The previously completed nine weeks will count toward eligibility.

### **On Pace for Graduation:**

Students must be on pace to graduate with five earned credits each semester. For example:

- A minimum of 10 credits earned at the end of your freshman year.
- A minimum of 20 credits earned at the end of your sophomore year.
- A minimum of 30 credits earned at the end of your junior year.
- A minimum of 40 credits earned at the end of your senior year.

### **Behavior:**

Students may not have more than two discipline referrals to the office per semester.

\*Note that athletic eligibility differs from this a Student in Good Standing. Please see the athletic section for eligibility.

All students participating in student activities are subject to all school rules and policies and their consequences, including the PTSC drug testing policy.

**Extra-Curricular Activities:** All students are encouraged to participate in the many clubs, organizations, and activities offered at Boone Grove High School.

Academic Teams	Art Club	Athletic Teams
Bowling	Cheerleading	Dance Team
Drama Club	French Club	Jazz Band
National Honor Society	Spanish Club	Spell Bowl
Student Council	Pep Band	Student Athletic Advisory Club



The Student Council Officers, Class Officers, Class Representatives and Honorary Members are the student governing body, but meetings are open to ALL students.

**Attendance Affecting Extra-curricular and Athletic Events:**

- Students are not allowed to participate in extra-curricular activities beyond the school day in which an ISD or OSS is served or the following non-school day.
- To participate in an event or practice, students must attend four (4) full periods of the school day on the day of the event. If the event falls on a non-school day, four (4) full periods the previous school day. Vocational students are exempt from the four (4) full period requirement.
- Exceptions must be pre-arranged with the Athletic Director or Extracurricular Sponsor.

**Transportation:** A student participating in an extracurricular event and/or athletics must ride the team bus (or van) to and from the event. Exceptions may be considered if prior to the event, the parent/guardian has given written permission to the student's sponsor/coach. Note: A parent or guardian giving permission for a student or athlete to ride home other than in school transportation releases the school from all liabilities.

- Any student or athlete traveling to and from an extracurricular or athletic event while participating for Boone Grove High School are subject to all school rules and policies and their consequences:
- No abusive language or conduct will be allowed on the buses.
- Failure to follow these rules will result in a suspension for the student or athlete for the next scheduled event. A second infraction could result in expulsion from that sport.

**National Honor Society (Membership by invitation only):** Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Selection of membership is based on outstanding scholarship, character, leadership, and service.

**Article 1-Selection of Members:**

**Section 1.** To be eligible for membership in the Boone Grove Chapter of NHS the candidate must be a member of the junior or senior class and have a cumulative grade point average of at least 3.5 on a 4.0 scale.

**Section 2.** Candidates eligible for membership shall be notified in writing and informed that for future consideration for selection to the Boone Grove Chapter they must complete a student activity information form and write a short statement expressing their reasons for desiring membership.

**Section 3.** Faculty, administration, and staff shall be surveyed to evaluate and comment on all eligible candidates. This survey shall be presented to the faculty selection committee along with all other verifiable information for its consideration in selecting members.

**Section 4.** Said committee shall notify all candidates who submit their forms to the faculty selection committee in writing of the decision.

**Section 5.** Selection of new members shall normally take place during the Fall Semester.

*(Cited from Boone Grove High School Chapter/National Honor Society By-laws)*

**Athletics:**

■All student Athletes are subject to all school rules and policies and their consequences, including the PTSC drug testing policy. No student at Boone Grove High School will be denied participation in any athletics on the basis of sex, national origin, race, color, or handicap. Further, the lack of English communication skills shall not be a barrier in participating in athletics.

**Statement of Philosophy:** *The inter-scholastic athletic program is regarded as an integral part of the total educational program in the Porter Township School Corporation and is provided for high school students in the district.*

**Objectives:** *The inter-scholastic program is designed to . . .*

- Provide worthwhile educational experiences, which will contribute to the growth and development of the participants.
- Provide opportunities to student spectators as well as participants for development of good attitudes, proper emotional control, and the establishment of social values within the framework of competitive athletic activities.
- Provide for student athletes who are physically mature and highly skilled in the various sports.

**Athletic Code:** *Students participating in athletics will abide by the following rules throughout the calendar year:*

Student-athletes will: . . .

1. not use alcohol or tobacco, illicit and illegal drugs, vapes, e-cigarettes, or possess any paraphernalia associated with such things.
2. not use or possess any prescribed drug without the knowledge of the coach of that sport.
3. not commit any felony or act that would constitute a crime if committed by an adult or could result in a criminal charge brought in juvenile or adult court.
4. attend school for at least four (4) full periods on the day of participation or the day before the event if the event is on a non-school day.

5. follow rules and regulations as established by the individual coach relative to his/her sport season, orally or written.
6. not be insubordinate.
7. Maintain their status as a student in good standing.

#### **Enforcement Procedures:**

1. No penalties shall be imposed until the student-athlete is afforded an opportunity for an informal hearing, conducted by the Athletic Director or his/her designee which includes:
  - A written or oral statement of the charges against the athlete.
  - If the student-athlete denies the charge, a summary of the evidence against the athlete.
  - An opportunity for the athlete to explain his/her conduct.
2. If it is determined that a penalty should be imposed against the student-athlete at the conclusion of the informal hearing, a written statement will be sent to the student-athlete's parent or guardian describing the conduct, violation of rule, and the penalty imposed.

#### **Penalties:**

##### **1st Offense:**

1. The student-athlete will be placed on probation and will not participate in 25% of the total number of scheduled contests in his/her sport and be required to complete two intervention courses. Probation will last one calendar year from the moment of notification.
2. The student-athlete must demonstrate fitness to participate in athletics. He/she will be allowed to practice with the team and sit on the bench wearing appropriate street attire during suspended contests.
3. Penalties will be served during the remainder of the season in which the student-athlete is presently competing and/or during the next sport season.
4. If a student-athlete quits a sport, the suspension continues until the next sport in which the student-athlete participates. *Example: A volleyball player in violation at the end of volleyball season would miss required number of contests and any additional contests of next sport to meet penalty.*

**2nd Offense:** The student athlete will miss 50% of the total number of contest for the current season. If less than 50% remains, the suspension will carry over into the next season until the 50% of the total number of contests has been met.

**3rd Offense:** The student-athlete will not be permitted to participate in athletics for one (1) calendar year from the date of citation.

**4th Offense:** The student-athlete will not be permitted to participate in athletics at Boone Grove High School.

#### **IHSAA Eligibility Rules:**

BGHS is a member of the IHSAA and follows established rules. A listing of the IHSAA Eligibility Rules is available from the Athletic Office. BGHS students must be enrolled in, and passing five (5) credits (which must meet 70% of enrolled courses). Eligibility will be determined by nine (9) week report cards for the first and third quarters and semester report card for the second and fourth quarters.. Completed credit recovery courses will only count at semester report cards and must be completed by the end of the semester. If a student is ineligible at semester, a credit recovery course cannot make them eligible during the next semester.

1. For athletic eligibility, all make-up credit recovery must be done by the school's certification date, which is the date the grades become official. It is possible to gain an academic credit on the student's transcript, and still be deemed academically ineligible for athletics.
2. Credit recovery courses can be counted towards a student's graduation credit requirement, but still not serve athletic eligibility unless completed by the school's grade certification date.
3. Students who are ineligible academically at the end of a grading period are ineligible for the next grading period, until the certification date.
4. All incompletes must be made up by the school's certification date in order for academic eligibility to be achieved. If the incomplete is not removed by the certification date, athletic eligibility will not be issued.
5. College Courses: A student may attend an accredited institution which grants credits which count toward a degree, for credit that is acceptable for high school graduation and for college credit, provided:
  - a. The student is enrolled in credit courses at the home school for at least 50% of the normal school day.
  - b. The college class is taken concurrently with the student's School classes
  - c. Total class time of a college credit course is equivalent to the student's regular courses and in determining credits, three (3) semester hours or the equivalent in a college course shall be counted as equivalent of One (1) high school credit.

**Transportation:** The same requirement applies for athletes as for students participating in extracurricular activities. A coach may allow athletes to be signed out and taken home by their legal guardian at the end of the contest.

#### **Athletic Awards:**

All winners must be in good standing with the Administration as well as with the Athletic Department.

**Varsity Letter-** Will be awarded to athletes who compete in at least 50% of the varsity contests in that sport. Special consideration may be given in the case of illness/injury, or if no JV team is fielded in that sport.

**Junior Varsity Award-** Will be awarded to any athletes who complete a full season, but do not qualify for a varsity letter.

**Team MVP (Varsity) -** Awarded to the team MVP as decided by the coaching staff.

**Most Improved** (JV and Varsity) - Awarded to the individual who demonstrated the most improvement throughout the year as

determined by the coaches.

**Wolf Award (JV and Varsity)** - Awarded to the athlete who has demonstrated the best attitude and determination.

**Manager Awards:** Awards are on the same basis as athletes. If a manager does not receive a major athletic letter, yet earns a required number of points, he/she may receive a letter jacket and letter inscribed with MGR.

**4 year award:** A plaque will be awarded to ALL seniors who have participated in the same sport for four (4) consecutive years at Boone Grove High School. Each sport in which the athlete has participated for four (4) years will be listed on the plaque. Special circumstances due to injury will be taken into consideration.

**High Point Award:** A trophy will be given to the graduating boy and girl who have accumulated the highest number of athletic award points during their high school career. All points earned must be defended to count toward this award.

## **STUDENT SERVICES**

**Food Services:** Students may deposit monies into their account or pay daily. Charges will not be allowed. Milk can be purchased daily or monies may be taken off account. A student will not be denied a lunch. Sack lunches from home are permitted, but fast foods will not be allowed during lunch periods. Fund-raiser items are not sold in the cafeteria during lunch periods without administrative permission.

- Meal Substitutions for Medical or Special Dietary Reasons: USDA regulations require substitutions to be standard meal patterns for participants who are considered handicapped under 7 CFR Part 15b and whose handicap restricts their diet.
- Participants with other Special Dietary Needs: Substitutions may be made for individuals who are not “handicapped person” but who are unable to consume a food item because of medical or other special dietary needs. Such substitutions may only be made on a case-by-case basis when supported by a current statement signed by a physician or registered dietician. The statement must include 1) an identification of the medical or other special dietary needs which restrict the student’s diet and 2) the food, or foods to be omitted and the foods that may be substituted.
- Free and Reduced Meal along with textbook Assistance forms are accepted at any time during the school year. Forms can be found in the main office or café office or online (school website).

**Media Center:** The Media Center is open during the student day, including lunch. All students must sign in to use the media center facilities. Materials in the media center collection can be obtained through the computerized card catalog. Books may be checked out for two (2) weeks, reference books for overnight, and magazines may be checked out for two (2) days.

Networked computers provide word processing and computerized databases. Most of these programs can also be accessed through the school corporation’s website.

Digital cameras and camcorders are available for curriculum-related projects. Lamination and binding for student work is also provided.

Flash drives are available for checkout for school related projects.

When using the school camcorders, students need to provide their own digital video cassettes, disc, media cards, etc.

Students who use their own digital cameras and camcorders need to bring all necessary equipment to school for the presentation. The media center does not have the equipment for all the different cameras and camcorders. The school is not responsible for these items.

**Student Identification Card:** Boone Grove High School Students are issued an ID card after pictures are taken. Students may be asked to show their school issued identification.

**Use of Water/Fluid Bottles at School:** Students may be able to have beverages at teacher discretion. A student who does not manage this privilege appropriately will lose all ability to carry a beverage at school. Furthermore, students are responsible for any disruption to the school day or damage to school property caused by their beverage.

**Students At-Risk:** Any student who is expressing thoughts of suicide or causing harm to self should be reported to the principal, counselor, or nurse immediately. In a crisis situation, report to the office, guidance counselor, or school nurse immediately. Confidentiality between students and the adults will be kept unless harm to an individual may be involved.

## STUDENT INTERNET AND TECHNOLOGY RESPONSIBLE USE AGREEMENT

### **Student Acknowledgement**

I understand and will abide by the Student Internet and Technology Responsible Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. I also understand that by receiving the school issued iPad I am receiving a current copy of the Porter Township School Corporation Student Handbook.

**Student Printed Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent/Guardian Acknowledgement**

As the parent or guardian of this student, I have read the Student Internet and Technology Responsible Use Policy. I understand that this access is designed for educational purposes. Porter Township School Corporation has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Porter Township School Corporation to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct. Any cost acquired from a damaged iPad, must be paid within two weeks of receiving the invoice unless otherwise specified by an administrator.

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*The above signatures are an indication that we understand that by receiving the iPad we are also receiving a copy of the current Porter Township School Corporation Handbook. We understand that once we have received our iPad, we are agreeing that it is free from cracks or other visible damage.*

## Charger and Cord Agreement

### **Do you want to receive a cord and charger from the school district?**

#### **Yes, I will receive a charger and cord from the school district**

☐

Please check this box if you would like to receive a PTSC iPad charger and cord. You will receive a used or new Apple branded 20-Watt USB-C charger block and a USB-C to Lightning USB-C cord. You will be expected to turn it in when we collect your iPad. If it were to become damaged, lost or nonfunctional, you will have to pay \$19 for a new cord and/or \$19 for a new charger block regardless of the condition it was received in.

#### **No, I will purchase my own charger and cord elsewhere**

☐

Please check this box if you would like to purchase your own iPad charger and cord from a retailer or online instead of receiving one from PTSC. With this option you are able to choose the cord and charger's brand that you would prefer and keep it as your own. You will not be expected to turn in this charger and cord when we collect the iPad. The cord should be a Lightning cable and the charger should be a 10-Watt charger or higher for the best experience.

**Student Printed Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*This form only needs to be filled out once when you first receive your iPad. Once two weeks have passed since the student signature date of this form, you may not change your choice without approval.*



***Porter Township School Corporation***

248 South 500 West, Valparaiso, IN 46385 • 219.477.4933, ext. 1601

**Technology Department**

**MICHAEL E. SKODA**

*Director of Technology*

**ALEXIS POWELL**

*Cybersecurity Analyst*

**MICHAEL SPICKNALL**

*IT Specialist*

**TO: Board of School Trustees  
Dr. Stacey Schmidt, Superintendent**

**FROM: Michael Skoda**

**DATE: June 04, 2025**

**RE: Recycling Outdated Technology items**

I am requesting permission to recycle the outdated technology items that my team has listed on the following pages.

Thank you,

Michael Skoda

Model	PTSC Asset Tag	Serial Number (If Asset tag is unavailable)	Asset Type
Hp Compaq		2UA91012VZ	Computer
Dell Optiplex 780	003839		Computer
Dell Optiplex 780	003852		Computer
Dell Optiplex 780	003853		Computer
Dell Optiplex 780	003851		Computer
Dell Optiplex 780	003824		Computer
Dell Optiplex 780	003855		Computer
Dell Optiplex 780	003836		Computer
Dell Optiplex 780	003850		Computer
Dell Optiplex 780	003840		Computer
Dell Optiplex 780	003835		Computer
Dell Optiplex 780		7PY9JN1	Computer
Dell Optiplex 780	003844		Computer
Dell Optiplex 780	003847		Computer
Dell Optiplex 780	003826		Computer
Dell Optiplex 780	003823		Computer
Dell Optiplex 780	003841		Computer
Dell Optiplex 780	003820		Computer
Dell Optiplex 780	003825		Computer
Dell Optiplex 780	003837		Computer
Dell Optiplex 780		6QY9JN1	Computer
Dell Optiplex 780	003817		Computer
Dell Optiplex 780	003833		Computer
Dell Optiplex 780	003818		Computer
Dell Optiplex 780	003832		Computer
Dell Optiplex 780	003867		Computer
Dell Optiplex 780	003859		Computer
Dell Optiplex 780	003828		Computer
Dell Optiplex 780	003865		Computer
Dell Optiplex 780	003866		Computer
Dell Optiplex 780		DPY9JN1	Computer
Dell Optiplex 780	003868		Computer
Dell Optiplex 780	003858		Computer
Dell Optiplex 780	003830		Computer
Dell Optiplex 780	003876		Computer
Dell Optiplex 780	003883		Computer
Dell Optiplex 780		4RY9JN1	Computer
Dell Optiplex 780	003862		Computer
Dell Optiplex 780	003885		Computer
Dell Optiplex 780	003849		Computer
Dell Optiplex 780	003860		Computer
Dell Optiplex 780	003856		Computer
Dell Optiplex 780	003843		Computer
Dell Optiplex 780	003871		Computer
Dell Optiplex 780	003864		Computer
Dell Optiplex 780	003842		Computer
Dell Optiplex 780	003861		Computer
Dell Optiplex 780	003873		Computer
Dell Optiplex 780	003831		Computer
Dell Optiplex 780	003878		Computer
Dell Optiplex 780	003863		Computer
Dell Optiplex 780	003816		Computer
Dell Optiplex 780	003884		Computer



Dell Optiplex 780	003879		Computer
Dell Optiplex 780	003848		Computer
Dell Optiplex 780	003875		Computer
Dell Optiplex 780	003869		Computer
Dell Optiplex 780	003846		Computer
Dell Optiplex 780	003857		Computer
Dell Optiplex 780	003872		Computer
Dell Optiplex 780	003877		Computer
Dell Optiplex 780	003882		Computer
Dell Optiplex 780	003870		Computer
Apple eMac	002863		Computer
Apple eMac	002859		Computer
Apple eMac	002864		Computer
Apple eMac	002868		Computer
Xi3	004656		Computer
Xi3	004651		Computer
Xi3	004655		Computer
Xi3	004659		Computer
Xi3	004660		Computer
Xi3	004663		Computer
Xi3	004653		Computer
Xi3	004666		Computer
Xi3	004657		Computer
Xi3	004652		Computer
Xi3	004675		Computer
Xi3	004654		Computer
Xi3	004662		Computer
Xi3	004670		Computer
Xi3	004648		Computer
Xi3	004669		Computer
Xi3	004664		Computer
Xi3	004658		Computer
Xi3	004619		Computer
Xi3	004661		Computer
Xi3	004649		Computer
Xi3	004674		Computer
Xi3	004665		Computer
Xi3	004668		Computer
Xi3	004676		Computer
Xi3	004672		Computer
Vivitek Projector	004518		Projector
Epson Powerlite S6		L5JF8Z2484L	Projector
Epson Powerlite S6		L5JF932092L	Projector
Epson Powerlite S6		L5JF8Z2486L	Projector
Epson Powerlite S6		L5JF8Z2489L	Projector
Epson Powerlite S3	002851		Projector
Epson Powerlite S1+	002737		Projector
Promethean PRM-35		WPRM-352182083	Projector
Promethean PRM-35		WPRM-352181778	Projector
Promethean PRM-35		WPRM-352182117	Projector
Promethean PRM-35		WPRM-352182087	Projector
Promethean PRM-35		WPRM-352182118	Projector
Promethean PRM-35		WPRM-353411015	Projector
Promethean PRM-35		WPRM-352182132	Projector



Promethean PRM-35		WPRM-352181804	Projector
Promethean PRM-35		WPRM-353411042	Projector
Promethean PRM-35		WPRM-352181797	Projector
Promethean PRM-35		WPRM-352182082	Projector
Promethean PRM-35		WPRM-351260629	Projector
Promethean PRM-35		WPRM-351361251	Projector
Promethean PRM-35		WPRM-352181806	Projector
Promethean PRM-35		WPRM-352181766	Projector
Elmo HV-110		110850	Document Camera
Elmo HV-110		110842	Document Camera
Elmo HV-110		110854	Document Camera
Vizio TV	005529		Television
Channel One Network c1-A2		00004723	Television
HP Plotter	002253	SG22L3205N5L	Printer
HP LaserJet 4250n	003314		Printer
HP LaserJet 4250n	002917		Printer
HP LaserJet 4250n	003431		Printer
HP Laserjet 4000	001280		Printer
Canon Pixma	N/A	N/A	Printer
Apple Style Writer		ABQ83841	Printer
Panasonic Editing Controller	000222		Controller
VST USB Floppy Drive		038525	Floppy Disk Reader
VST USB Floppy Drive		046777	Floppy Disk Reader
VST USB Floppy Drive		034259	Floppy Disk Reader
VST USB Floppy Drive		299819	Floppy Disk Reader
VST USB Floppy Drive		034272	Floppy Disk Reader
APC UPS		QS1242350489	Uninterrupted Power Supply
magnavox dvd player	252573 (Library Tag)	D44662291MWD200GA	Media Player
Panasonic Omnivision		C3IA18190	Media Player
Panasonic DVD-RV35	240640 (Library Tag)	VA2CA041798	Media Player
Phillips MAGNAVOX	206937 (Library Tag)	67124306	Media Player
RCA VHS HQ		933360919	Media Player
Altec-Lansing Speaker set	36226 (Library Tag)		Speakers
Altec-Lansing Speaker set	N/A	N/A	Speakers
Polycom Sp-IP2201 Phone		0004F205F120	Phone
Polycom Sp-IP2201 Phone		0004F2046789	Phone
3Com OfficeConnect switch		7REF063397	Phone
trendnet hub		CA0938P416589	USB Hub
Xircom USB Hub		K105JAB01CD2	USB Hub
Xircom USB Hub		K005JCB3CEA1	USB Hub
Xircom USB Hub		K005JCB3C21D	USB Hub
Belkin USB Hub		UTK00741998	USB Hub
Belkin USB Hub		C300157079	USB Hub
MUSTEK dv5500 dock		DOC432D01243	USB Hub
Genuine computing x300 Engine		X300K7901270	Engine Card
Genuine computing x300 Engine		X300K7901282	Engine Card
Genuine computing x300 Engine		X300K7901297	Engine Card
Genuine computing x300 Engine		X300K8404463	Engine Card
Genuine computing x300 Engine		X300K7901298	Engine Card
Genuine computing x300 Engine		X300K8101892	Engine Card
Genuine computing x300 Engine		X300K8101880	Engine Card
Genuine computing x300 Multibox		X300C67757096	Engine Card
Genuine computing x300 Multibox		X300C67757106	Engine Card
Genuine computing x300 Multibox		X300C78315837	Engine Card



Genuine computing x300 Multibox		X300C67756866	Engine Card
Genuine computing x300 Multibox		X300C78315827	Engine Card
Genuine computing x300 Multibox		X300C67C04716	Engine Card
Genuine computing x300 Multibox		X300C67C04736	Engine Card
Genuine computing x300 Multibox		X300C67757116	Engine Card
Genuine computing x300 Multibox		X300C78315847	Engine Card
Genuine computing x300 Multibox		X300C67756986	Engine Card
Genuine computing x300 Multibox		X300C67C05206	Engine Card
Genuine computing x300 Multibox		X300C67C04616	Engine Card
Genuine computing x300 Multibox		X300C97755769	Engine Card
Genuine computing x300 Multibox		X300C67C04726	Engine Card
Genuine computing x300 Multibox		X300C67757006	Engine Card
Genuine computing x300 Multibox		X300C77C05167	Engine Card
Genuine computing x300 Multibox		X300C67756996	Engine Card
Genuine computing x300 Multibox		X300C67757036	Engine Card
Genuine computing x300 Multibox		X300C67757236	Engine Card
Genuine computing x300 Multibox		X300C67757206	Engine Card

Item Type	Quantity
Lexmark Printer Optra C710 Printer Cartridge	1
HP LaserJet C4127x Printer Cartridge	6
Samsung D2850B Printer Cartridge	2
Miscellaneous/Generic Printer Cartridge	10
PS2(Connector) Keyboard	18
Xi3 Power adapter	24
512 MB USB Drive	5
Computer USB Mice	4
Cambridge soundworks speaker (broken)	1
USB Keyboards	9
Rauland Telecenter Intercom Phone	3
Nortel - Ameritech intercom phone	1
Miscellaneous remotes	4
3.5 mm Headphones (broken)	3
Dell DVD Drive	2
Polaroid Camera (broken)	1
Xenon 20w Bulb	1
CD-XT002 Card	1
IBM 9352 Card	1
Samsung SyncMaster 720n Monitor	15
Samsung SyncMaster 723n Monitor	2
Samsung SyncMaster 740n Monitor	2
HP L1710 Monitor	6
HP 1720 Monitor	1
Hyundai ImageQuest	1
Altronics Junction box	1
Siemens Junction Box	1
DVI/VGA Cables	≥100
Power Cables	≥20
PS/2 Mice	≥60
CAT5 Ethernet	1 Box
Bulbs	25
Power Strips	≥10
PS/2 to USB-A Converter	≥20
Misc. Power Adapters	1 Box

**Fwd: PLE Kitchen**

1 message

**Tonia Batesole** <tonia.batesole@ptsc.k12.in.us>

Thu, Jun 5, 2025 at 11:25 AM

To: Kathleen Smith <kathleen.smith@ptsc.k12.in.us>, Laura Grayam <laura.scott@ptsc.k12.in.us>, Bryan Busse <bryan.busse@ptsc.k12.in.us>, Nick Cain <nick.cain@ptsc.k12.in.us>, Kim Sherwin <kim.sherwin@ptsc.k12.in.us>

Hi All,

Laura - Can you please put this list in front of the board for approval for us to auction or take to the scrap yard.

Bryan - Once we have board approval you guys can take the items to scrap. All funds we receive from the scrap and/or auction needs to be given to Kathleen to deposit back into the 800 fund.

Kim- Once we have board approval can you please remove all of this from our inventory.

Kathleen - All funds collected from auction and scrap has to be deposited into the 800 account.

If culinary is not interested in the auction items let me know and I can contact the company I think might be interested.

**Tonia Batesole**

Director of Food Service

219-306-8600 ext 2141

Tonia.Batesole@ptsc.k12.in.us

ISNA Region 1 Representative

INDIANA SCHOOL NUTRITION CERTIFICATE PROGRAM  
**DIRECTOR SERIES**  
GRADUATE

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----- Forwarded message -----

From: **Kathleen Smith** <kathleen.smith@ptsc.k12.in.us>

Date: Tue, May 27, 2025 at 8:55 AM

Subject: PLE Kitchen

To: Tonia Batesole &lt;tonia.batesole@ptsc.k12.in.us&gt;

--

Have a great rest of your day,

Kathleen

SS  
6/10/25



PTSC #	Item	Building	Action	Value	Notes
3224	Icem Maker	PLE	Scrap Year	\$ -	<b>Not fixable</b>
4609	Reach in Cooler	PLE	Auction	\$ 2,170.63	in good shape Culinary might want to buy it, or I might know a company that will buy it
5222	Spray sink in Dishroom	PLE	Scrap Year	\$ -	
5006	Garbage Disposer in Dishroom	PLE	Scrap Year	\$ -	
4615	Dishwasher	PLE	Auction	\$ -	in good shape Culinary might want to buy it, or I might know a company that will buy it
4616	Dishwasher	PLE	Auction	\$ -	in good shape Culinary might want to buy it, or I might know a company that will buy it
4612	Dishwasher	PLE	Auction	\$ 5,158.22	in good shape Culinary might want to buy it, or I might know a company that will buy it
4496	Reach in Freezer	PLE	Auction	\$ 6,363.28	in good shape Culinary might want to buy it, or I might know a company that will buy it
5002	Garbage Disposer on 3 bay sink	PLE	Scrap Year	\$ -	
5226	Prep Table	PLE	Scrap Year	\$ -	
3495	Oven	PLE	Auction	\$ 180.76	in good shape Culinary might want to buy it, or I might know a company that will buy it
4396	Oven	PLE	Auction	\$ 180.76	in good shape Culinary might want to buy it, or I might know a company that will buy it
946	Cooks prep table w/sink	PLE	Scrap Year	\$ -	
944	Tilt Skillet	PLE	Scrap Year	\$ -	
5001	Reverse Osmosis System	PLE	Scrap Year	\$ -	
4679	Steamer	PLE	Auction	\$ 4,816.96	in good shape Culinary might want to buy it, or I might know a company that will buy it
4680	Steamer Stand	PLE	Auction	\$ -	in good shape Culinary might want to buy it, or I might know a company that will buy it
3499	Cold Serving line	PLE	Scrap Year	\$ -	
5003	POS Stand	PLE	Scrap Year	\$ -	
5299	Walk in cooler	PLE	Scrap Year	\$ 3,509.61	
5283	Walk in freezer	PLE	Scrap Year	\$ -	
918	Meat Slicer	PLE	Scrap Year	\$ -	
3491	Can rack	PLE	Scrap Year	\$ -	
3490	Can rack	PLE	Scrap Year	\$ -	
3487	Can rack	PLE	Scrap Year	\$ -	
931	Soup Kettle	PLE	Auction	\$ -	in good shape Culinary might want to buy it, or I might know a company that will buy it
930	Prep table with sink	PLE	Scrap Year	\$ -	
941	3 bay sink	PLE	Scrap Year	\$ -	
4404	Steamer	MS	Scrap Year	\$ -	<b>not fixable and replace during flood (in back room)</b>
5186	Milk cooler	MS	Scrap Year	\$ -	<b>not fixable (in back room)</b>

\* These Values are from our inventory depreciation sheet not a resale value

Tag	Loc	Bldg	Fir	Room	Class	Qty	Description	Mfg.	Model	Serial	Aq. Year	Life	Aq. Cost	C Dep	B Dep	E Dep	B Bk Val	E Bk Val	Dpt	Fnd	Fnc	Client Pro
004612	002	001	1	KITCHEN 61	1		DISHWASHER CONVEYOR TYPE	HOBART	CL44E	851085803	1/24/2014	15	17,194.06	1,146.27	10,889.57	12,035.84	6,304.49	5,158.22		FOOD SERV		
005470	002	001	1	KITCHEN 61	1		PROOFER/HOLDER, ELECTRIC, DOUBLE	CRESCOR	CO151FWUA12DE2081	HCC-J000631818-00	8/31/2022	15	9,093.16	606.21	606.21	1,212.42	8,486.95	7,880.74		FOOD SERV	800	
003498	002	001	1	KITCHEN 61	1		WORKCOUNTER, 4 HOT BIN, PORTABLE	RANDELL	RANSRV	W0200011927	1/1/2020	15	5,502.42	366.83	1,283.90	1,650.73	4,218.52	3,851.69		FOOD SERV		
005132	002	001	1	KITCHEN 61	1		PROOFER/HOLDER, ELECTRIC, DOUBLE	CRES COR	CO-151-FW-UA-12D	FADJ36247-1036	4/20/2021	15	8,830.18	588.68	1,471.70	2,060.38	7,358.48	6,769.80		FOOD SERV		
004679	002	001	1	KITCHEN 61	1		STEAMER, CONVECTION, 1 COMPARTMENT	GROEN	SSB-5E	J158709-1-1	1/1/2018	15	8,500.52	566.70	3,116.86	3,683.56	5,383.66	4,816.96		FOOD SERV		
003495	002	001	1	KITCHEN 61	1		OVEN, CONVECTION, 1 TIER	SOUTHBEND	FS20SC		1/1/2010	15	5,422.76	361.52	4,880.48	5,242.00	542.28	180.76		FOOD SERV		
003496	002	001	1	KITCHEN 61	1		OVEN, CONVECTION, 1 TIER	SOUTHBEND	FS20SC		1/1/2010	15	5,422.76	361.52	4,880.48	5,242.00	542.28	180.76		FOOD SERV		
005283	002	001	1	KITCHEN 61	1		-FREEZER, WALK-IN, 80 S.F.	ICS			1/1/2005	15	6,714.75	0.00	6,714.75	6,714.75	0.00	0.00		FOOD SERV		
005299	002	001	1	KITCHEN 61	1		-COOLER, WALK-IN, 96 S.F.	ICS			1/1/2016	15	8,099.09	539.94	4,049.55	4,589.48	4,049.55	3,509.61		FOOD SERV		
004496	002	001	1	KITCHEN 61	1		FREEZER, 2-DOOR, REACH-IN	TRAULSEN	G22010	T24123H09	1/1/2020	15	9,090.40	606.03	2,121.09	2,727.12	6,969.31	6,363.28		FOOD SERV		
004609	002	001	1	KITCHEN 61	1		REFRIGERATOR REACH IN	TRAULSEN	RHT132DUT-HHG	T178933B12	1/24/2014	15	7,235.42	482.36	4,582.43	5,064.79	2,652.99	2,170.63		FOOD SERV		
Total													91,105.525	6,26.05	44,597.02	50,223.07	46,508.50	40,882.45				



May 28, 2025

Dear Dr. Schmidt and School Board,

Subject: Vender Procurement

I am asking the board to approve the below vendors for use during the 2025-2026 school year. These vendors have been procured per the USDA requirements.

Food and Bakery: HPS/GFS – procured through NIESC

Produce for NSBP and NSLP: HPS/GFS – procured through NIESC

Produce for FFVP: Piazza Produce – procured through NIESC

Dietitian: Kaylyn MacKillop – procured through NIESC

Smart Snack Drinks: Commercial Food Systems– procured through NIESC

Smart Snacks – Hershey's – procured through NIESC

Vent Hood Cleaning – Watson Exhaust

Point of Sale: EMS Linq – Titan- – procured through NIESC

Wear wash: SFS Pac – procured through NIESC

Temperature Monitoring: Smart Temps

Dairy: Prairie Farms – procured through NIESC

Cafeteria Repairs: R&P

Cafeteria Dishwasher Repairs: DA DODD

Thank you,

Tonia Batesole

Director of Food Service



## RFQ Equipment Repairs Evaluation for 2025-2026 School Year

Award: Enter Vendor Name ih Machine and this was approved by Wilson Turner at IDOE on 5/20/25

Sign and date: \_\_\_\_\_

Criteria	Evaluation Weight	R & P	DA Dodd	JCI	Auto Chlor	Scoring Comments/Reasons:
Your Agreement to meet minimum requirement	Pass/Fail	Yes	Yes	No Bid	No Bid	
Proposal forms (completed and clear)	Pass/Fail	Yes	Yes	No Bid	No Bid	
Cost/Fee	40 points	40	35	No Bid	No Bid	ther is a \$2.00 difference for the 1st hour and and \$7.00 difference each hour after that.
Ability to service the School District in terms of specification requirements	25 points	20	25	No Bid	No Bid	R&P no longer does dish machines and Da Dodd services all our equipment
References/ customer service	20 points	20	15	No Bid	No Bid	
Years in business and managerial capabilities	15 points	0	0	No Bid	No Bid	
Total possible points	100 points	80	75	No Bid	No Bid	

R&P Scoring Comments/Reasons:	Da DoDD Scoring Comments/Reasons:
\$65.00 trip charge; \$135.00 per hour - hours (8am-4:30pm)	\$60.00 trip fee; 142.00 per hour - hours (7am-3:30pm)
Approximately 2 hours. They no longer work on dish machines	2 hour response time
We always had great customer service. They leave a report everytime they are in the building. They no longer work on dish machines	We had trouble getting them to report to building in a timely fashion and they have not left a report on date they do
Info not provided	Info not provided

R&P doesn't service dish machines.

Wilson Turner said it was ok to use R&P for Equipment Repairs and Da Dodd for just the dish machine.

*[Signature]*

# ***Porter Township School Corporation***

## **SCHOOL NUTRITION PROGRAM**

REQUEST FOR QUOTATION

FOOD SERVICE EQUIPMENT REPAIR

SUBMISSION DEADLINE: MAY 16, 2025



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## **STATEMENT OF PURPOSE**

Porter Township School Corporation Office of School Nutrition is accepting proposals to provide food service equipment **repair and preventative maintenance** for the 2025-2026 school year. Contract period is July 1, 2025 – June 30, 2026 with an option to renew for one (1) year periods up to four additional years. Should a contract be renewed, a new service agreement shall be issued and signed by both parties for each year after both parties elect to proceed with services as specified in this proposal. Cost will remain the same for each of the additional years.

Quote Must Include:

Your company name, address, phone number, fax number, and email address;  
Contact name, phone number, and email address of the person in your company who has detailed knowledge of the contents of the quote, and can answer questions regarding the quote

1. List of all related costs (travel, mileage, hourly rate, truck charge, etc.). We understand parts are charged on an as needed basis and will be quoted at the time a part is needed.
2. Response time for emergency and non-emergency repairs
3. Completion of a Form W-9 will be required with first invoice
4. Do all employees have a current and valid criminal back ground check on file?  
Provide information on your background check policy/process
5. E-Verify Affidavit (see attachment)
6. Certification of Debarment-company is not debarred or suspended
7. References

Payment Terms: Net 30 once an itemized invoice is submitted to and received by: Department of Food and Nutrition 260 South 500 West Valparaiso, IN 46385

Porter Township School Corporation reserves the right to reject any proposal for any reason and does not guarantee any specific volume.

## **PROPOSAL GUIDELINES**

This Request for Quotation represents the requirements for an open and competitive process. **Proposals will be accepted until 12:00 pm noon local time on Friday, May 16, 2025.** Any proposals received after this date will be returned to



the sender. All proposals must be signed by an official agent or representative of the contractor submitting the quote.

Porter Township School Corporation reserves the right to reject any and/or all proposals or any part thereof, to waive technicalities or informalities, and to award the contract to a company other than the low bidder, if cause can be documented.

If the contractor submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposal must include any outsourced or contracted work. All outsourced or contracted work must include a name and description of the organizations being contracted.

### **DISTRICT PROFILE**

Porter Township School Corporation has three (3) school sites with an enrollment of 1,600 students.

<b>LOCATIONS</b>	<b>CONTACT INFORMATION</b>
Boone Grove High School 260 S 500 W Valparaiso, IN 46385	Tonia Batesole 219-306-8600 ext. 2141 Tonia.Batesole@PTSC.K12.IN.US
Boone Grove Middle School 325 W 550 S Boone Grove, IN 46302	Tonia Batesole 219-306-8600 ext. 2141 Tonia.Batesole@PTSC.K12.IN.US
Porter Lakes Elementary School 208 S 725 W Hebron, IN 46341	Tonia Batesole 219-306-8600 ext. 2141 Tonia.Batesole@PTSC.K12.IN.US

### **SPECIFICATIONS**

Prices quoted for services are fixed for the duration of this contract.

### **Parts**

Vendor may provide a quote for parts at time of service, however; Porter Township School Corporation retains the right to procure parts separately.

## **Security, Safety and Health**

Vendor must enter each school through the front door, submit a driver's license for identification and receive a security badge. The Vendor shall observe all safety precautions throughout the performance of this contract and shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel and shall hold Porter Township School Corporation harmless for any action on its part or that of its employees that results in illness, injury or death.

## **Vehicles**

Vehicles used by the Vendor shall be identified and meet requirements in accordance with state and local regulations and shall be operated in a safe manner on school property.

## **Program Evaluation**

The School Nutrition Program will continually evaluate the progress of this contract in terms of effectiveness and safety and will require such changes as are necessary. The Vendor shall take prompt action to correct all identified deficiencies.

## **Pricing and Billing**

Prices submitted are for the period of July 1, 2025 through June 30, 2026. Porter Township School Corporation is not liable for Federal Excise or State Sales Tax. Invoicing procedures must be acceptable to the School Nutrition Program once an itemized invoice is submitted to and received. Statements should be mailed to:

Porter Township School Corporation  
School Nutrition Program  
260 S 500 W  
Valparaiso, IN 46385



## **Buy American Requirement**

Porter Township School Corporation participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21 (d).

Supplies used and/or purchased with respect to this proposal be manufactured in the United States. The vendor is responsible to show such supplies are manufactured in the United States. If supplies provided are not manufactured in the U. S., the bidder must show that one of the following is true:

- 1) The supplies required to comply with the proposal are not manufactured in the United States in a reasonably available quantity to make a competitive proposal.
- 2) The price of the supplies required to comply with this proposal exceeds the price of comparable supplies available outside the United States by an unreasonable amount.
- 3) The quality of the supplies required to comply with this proposal is substantially less than comparably priced supplies available outside the United States.
- 4) The purchase of supplies manufactured in the United States is not in the public interest.

The corporation may require the successful bidder to provide documentation of the stated reasons why U.S. manufactured supplies were not used.

## **Public Liability and Property Damage Insurance Requirement**

By signing this proposal, your organization agrees to be responsible for damage to buildings, equipment, product and grounds that are the direct result of carelessness of your organization’s representative that performs the work. The Contractor shall maintain, during the life of the contract, insurance coverage for its employees and any subcontractors in case of accidents involving bodily injury, accidental death, and property damage. The successful contractor awarded this contract will provide a copy of the certificate of insurance to Porter Township School Corporation. This coverage shall include minimum limits as follows:

1. Workers Compensation and Employer's Liability

The successful vendor shall provide Workers Compensation as required by law, including Employer's Liability. Such coverage shall include coverage for the State of Indiana and such adjoining states as required by the contractor's operations. The Employers Liability limit shall be \$500,000. The Policy shall provide for a Waiver of Subrogation in favor of Porter Township School Corporation and shall be included on the required certificate of insurance.

Include Indiana State Form 41321 (R2/6-95), "Certificate of Compliance, Worker's Compensation and Occupational Diseases."

2. Commercial General Liability

The vendors shall provide limits in the minimum amount of \$1,000,000 each occurrence and \$2,000,000 aggregate and shall include Products and Personal Injury Liability. The Policy shall provide coverage for operations of any of their subcontractors. The Policy shall be written with the following endorsements and/or coverage and shall be included on the required certificate of insurance:

- a. Contractual Liability
- b. Additional Insured and Primary and Non-Contributory Status
- c. Waiver of Subrogation in favor of Valparaiso Community Schools.

3. Business Automobile Liability

The vendor shall provide limits in the minimum amount of \$1,000,000 combined single limit for all owned, non-owned, and/or hired autos. The Policy shall be written with the following endorsements and/or coverage shall be included on the required certificate of insurance:

- a. Additional Insured and Primary and Non-Contributory Status for Porter Township School Corporation.
- b. Waiver of Subrogation in favor of Porter Township School Corporation.

4. Commercial Umbrella Liability

The bidder shall provide limits in the minimum amount of \$1,000,000 each occurrence.

### **RATING SYSTEM FOR EVALUATING QUOTES**

<b>FACTOR</b>	<b>MAXIMUM RATING</b>
Price	40
Ability to service the school district in terms of specification requirements	25
Experience and reputation of Vendor in the child nutrition industry (references)	20
Years in business and managerial capabilities	15
TOTAL POINTS POSSIBLE	100

### **CONTRACT TERMINATION FOR CAUSE**

If the successful contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the vendor violates any terms of this contract, Porter Township School Corporation Nutrition Program shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services. In the event the contract is terminated for due cause by the system, the system shall have the option of awarding the contract to the next lowest bidder who meets the required specifications.

### **CONTRACT TERMINATION FOR CONVENIENCE**

The school district may, by written notice to the vendor, terminate this contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the school system. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the school district be liable to the contractor for compensations for any service which has not been rendered. Upon such termination, the contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.



## **STANDARD CONTRACT INFORMATION**

No payment shall be made until the successful bidder completes all work. All work is subject to inspection, evaluation, and acceptance by the School Nutrition Program.

### **E-Verify**

Pursuant to Indiana Code 22-5-1.7-11, any Contractor or Business entity entering into a service contract with a state agency is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor or Business entity is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists. An E-Verify Form is included with this documentation and must be notarized for your submission to be considered and valid.

### **Suspension and Debarment**

The Corporation shall award contracts to the most responsive company possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the Corporation and shall seek to obtain the maximum value for each dollar expended. In regards to making an award, in addition to the award criteria listed above in section 4) (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources. The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The Corporation is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180. Suspension is an action taken by the Corporation that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G). Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H). The Corporation shall not subcontract with

or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000, the Corporation shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at [www.sam.gov](http://www.sam.gov); collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C).

### **NON-DISCRIMINATION STATEMENT**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:  
program.intake@usda.gov

This institution is an equal opportunity provider.

## **INSTRUCTIONS:**

- Read specifications and instructions carefully. Direct any questions to Tonia Batesole, Tonia.Batesole@PTSC.K12.IN.US
- Proposals must be submitted to the address below in a sealed envelope with "EQUIPMENT REPAIR QUOTE" clearly printed on the outside of the envelope.
- Submit proposals to:

Porter Township School Corporation  
SCHOOL NUTRITION  
Attn: Tonia Batesole  
260 S. 500 W.  
Valparaiso, IN 46385
- Proposals are due by 12:00 pm noon local time on Friday, May 3, 2024
- Submit a description of your organization and highlight any new or upcoming services or direction for your company including major service line changes, business model changes or governance changes.
- Submit school nutrition program references
- Submit completed forms 1-7



## FORM 1

## COST PROPOSAL

Description	Cost
Trip Charge Rate	\$65.00
Trip Charge for Diagnostic	\$65.00
Trip Charge for Repair	N/A
Hourly Rate (include any minimums)	\$135.00
After Hours Rate	\$202.50
Holiday Rate	\$270.00
Other Charge (describe)	---
Other Charge (describe)	----

Name of Company: R & P Restaurant Service, Inc.

Vendor Representative Name: James Martinez

Email: james@rphvac.com

Phone: (219) 246-7506

## FORM 2

### SIGNATORY OF FIRM

I certify by my signature below that the terms and conditions of this proposal are understood and accepted, and that I have the authority to obligate the company listed below to perform under the conditions outlined in the request for proposal.

Name of Contractor: R & P Restaurant Service, Inc.

Address: 324 North 325 East, Valparaiso, IN 46383

Telephone Number: (219) 465-3232 Fax Number: (219) 465-3201

E-mail: info@rphvac.com

Printed Name of Vendor Representative: James Martinez

Signature of Vendor Representative: 

Date: 4-16-25

## FORM 3                      QUESTIONS

Answer the following questions:

What area of repair does your company specialize in? Check all that apply

☐ HVAC   ☐ Electrical   ☐ Plumbing   ☒ Food Service Equipment Repair  
☐ Commercial Dishwasher

What is your response time once contact by phone has been made?

Approximately 2 hours

What are your business hours?

Monday-Friday, 8:00 AM- 4:30 PM

What is your response time after hours, weekends and holidays for emergencies?

Approximately 2 hours

Please describe preventative maintenance services offered:

N/A

Do you provide a report of maintenance and/or repair performed? ☒ yes   ☐ no

Which items are included in the report? (check all that apply)

- ☒ Date and time notified
- ☒ Date and time of arrival
- ☒ Make and model of equipment
- ☒ Time spent on repair
- ☒ Description of malfunction
- ☒ List of parts/materials replaced
- ☒ Recurring repair on equipment
- ☒ Checked for warranty coverage before initiating repair

Do you require your employees to have a background check? ☒ yes   ☐ no

Do your employees have a company ID and/or uniform? ☒ yes   ☐ no

## FORM 4

### AFFIDAVIT OF COMPLIANCE

REQUIRED BY INDIANA CODE 12-5-1.7

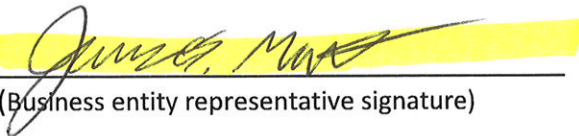
Pursuant to IC 22-5-1.7, the undersigned being duly sworn upon *(his)(her)* oath, now says that I, do hereby represent R & P Restaurant Service, Inc. (business entity name) and state this business entity does not knowingly employ an unauthorized alien. Also, it will not retain an employee, nor continue to contract or subcontract with a person or business entity that subsequently learns is/employs an unauthorized alien and fails to remedy the violation within thirty (30) days.

I further affirm this business entity participates in the *E-Verify* program when it hires new employees to confirm their work eligibility.

Attached to this affidavit is documentation verifying enrollment and participation in the *E-Verify* program.

I hereby verify under penalty of perjury that the foregoing statements are true.

Dated this 16 day of April, 20 25.

  
(Business entity representative signature)

Commercial Service Supervisor

(Business entity representative title)

James Martinez

(Printed name)

## FORM 5

U. S. DEPARTMENT OF AGRICULTURE

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**Certification Regarding Debarment, Suspension, Ineligibility**  
And Voluntary Exclusion - Lower Tier Covered Transactions

---

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

R & P Restaurant Service, Inc.

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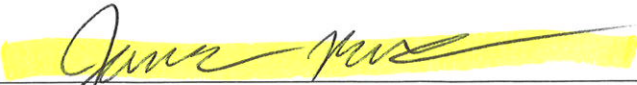
Organization Name	PR/Award Number or Project
Name	

James Martinez, Commercial Service Supervisor

---

Name and Title of Authorized Representative

---

	4-16-25
Signature	Date



### **INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representative of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.





## FORM 7

### E-Verify

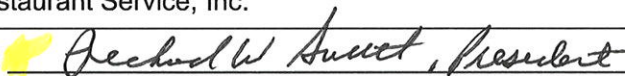
Affidavit Pursuant to Indiana Code 22-5-1.7-11, any Contractor or Business entity entering into a service contract with a state agency is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor or Business entity is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists. The undersigned, on behalf of the Contractor or Business entity, being first duly sworn, deposes and states that the Contractor or Business entity does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into the contract with the state agencies represented herein; the undersigned Contractor or Business entity will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

(Contractor/Business):

R & P Restaurant Service, Inc.

By (Written

Signature):



(Printed Name): Richard W. South


(Title): President

Important - Notary Signature and Seal Required in the Space Below

STATE OF Indiana SS: COUNTY OF Porter

Subscribed and sworn to before me this 16 day of April,

20 25. My commission expires: 12/01/2032

(Signed) 

Residing in Porter County,

State of Indiana



## FORM 1

## COST PROPOSAL

Description	Cost
Trip Charge Rate	\$60.00 One-Time Charge Per Incident
Trip Charge for Diagnostic	\$60.00 One-Time Charge Per Incident
Trip Charge for Repair	\$60.00 One-Time Charge Per Incident No charge if returning with repair parts after prior diagnostic
Hourly Rate (include any minimums)	\$142.00
After Hours Rate	\$213.00
Holiday Rate	\$284.00
Other Charge (describe)	None
Other Charge (describe)	None

Name of Company: D.A. Dodd Mechanical

Vendor Representative Name: Walter Smith

Email: [waltersmith@dadodd.com](mailto:waltersmith@dadodd.com)

Phone: 219-608-1806

## FORM 2

### SIGNATORY OF FIRM

I certify by my signature below that the terms and conditions of this proposal are understood and accepted, and that I have the authority to obligate the company listed below to perform under the conditions outlined in the request for proposal.

Name of Contractor: D.A.Dodd Mechanical

Address: 14 East Michigan Street, Rolling Prairie, IN 46371

Telephone Number: 219-778-4302 Fax Number: 219-778-2981

E-mail: waltersmith@dadodd.com

Printed Name of Vendor Representative: Walter Smith

Signature of Vendor Representative: Walter Smith

Date: 4/21/2025



## FORM 3 QUESTIONS

Answer the following questions:

What area of repair does your company specialize in? Check all that apply

☒ HVAC ☒ Electrical ☒ Plumbing ☒ Food Service Equipment Repair  
☒ Commercial Dishwasher

What is your response time once contact by phone has been made?

- Two (2) hours

What are your business hours?

- 7:00 AM to 3:30 PM Monday - Friday

What is your response time after hours, weekends and holidays for emergencies?

- Two (2) hours

Please describe preventative maintenance services offered:

- Wash and chemically clean all system condenser and evaporator coils.  
Perform operational inspection including temperature and pressure testing.  
Inspect equipment electrical components and verify proper operation.

Do you provide a report of maintenance and/or repair performed? ☒ yes ☐ no

Which items are included in the report? (check all that apply)

- ☒ Date and time notified
- ☒ Date and time of arrival
- ☒ Make and model of equipment
- ☒ Time spent on repair
- ☒ Description of malfunction
- ☒ List of parts/materials replaced
- ☒ Recurring repair on equipment
- ☒ Checked for warranty coverage before initiating repair

Do you require your employees to have a background check? ☒ yes ☐ no

Do your employees have a company ID and/or uniform? ☒ yes ☐ no

## FORM 4

### AFFIDAVIT OF COMPLIANCE

REQUIRED BY INDIANA CODE 12-5-1.7

Pursuant to IC 22-5-1.7, the undersigned being duly sworn upon *(his)(her)* oath, now says that I, do hereby represent D.A. Dodd Mechanical (business entity name) and state this business entity does not knowingly employ an unauthorized alien. Also, it will not retain an employee, nor continue to contract or subcontract with a person or business entity that subsequently learns is/employs an unauthorized alien and fails to remedy the violation within thirty (30) days.

I further affirm this business entity participates in the *E-Verify* program when it hires new employees to confirm their work eligibility.

Attached to this affidavit is documentation verifying enrollment and participation in the *E-Verify* program.

I hereby verify under penalty of perjury that the foregoing statements are true.

Dated this 29th day of April, 2025.

Walter Smith

(Business entity representative signature)

Service Estimator

(Business entity representative title)

Walter Smith

(Printed name)



## FORM 5

U. S. DEPARTMENT OF AGRICULTURE

---

**Certification Regarding Debarment, Suspension, Ineligibility**  
And Voluntary Exclusion - Lower Tier Covered Transactions

---

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

D.A. Dodd Mechanical

Organization Name  
Name

PR/Award Number or Project

Walter Smith- Service Estimator

Name and Title of Authorized Representative

Walter Smith  
Signature

April 21, 2025  
Date

### INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representative of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



FORM 6

NONCOLLUSION AFFIDAVIT

TO BE EXECUTED BY SERVICE PROVIDER AND SUBMITTED WITH  
PROPOSAL


STATE OF INDIANA )  
 )

PORTER COUNTY )

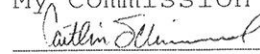
Jason DeMeyer \_\_\_\_\_, being first duly sworn, deposes and says that he or she is President of the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Service Provider has not directly or indirectly induced or solicited any other provider to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any provider or anyone else to put in a sham proposal, or that anyone shall refrain from submitting a proposal; that the Service Provider has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other provider, or to fix any overhead, profit, or cost element of the bid price, or of that of any other provider, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Service Provider has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of Indiana that the foregoing is true and correct.

D.A. Dodd, LLC  
Name of Firm

  
Signature (Firm)

Subscribed and sworn to before me this 21st day of  
April, 2025

My Commission Expires: 05/23/2025  


Notary Public

County of Residence: LaPorte



This form must be completed and submitted with your quote.

## FORM 7

### E-Verify

Affidavit Pursuant to Indiana Code 22-5-1.7-11, any Contractor or Business entity entering into a service contract with a state agency is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor or Business entity is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists. The undersigned, on behalf of the Contractor or Business entity, being first duly sworn, deposes and states that the Contractor or Business entity does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into the contract with the state agencies represented herein; the undersigned Contractor or Business entity will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

(Contractor/Business): D.A. Dodd, LLC

By (Written Signature): *[Signature]*

(Printed Name): Jason DeMeyer

(Title): President

Important - Notary Signature and Seal Required in the Space Below

STATE OF Indiana SS: COUNTY OF LaPorte

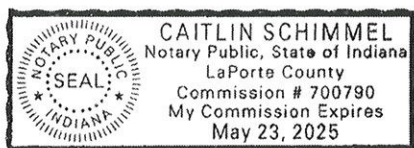
Subscribed and sworn to before me this 21st day of April, 20 25.

My commission expires: 05/23/2025

(Signed) *[Signature]*

Residing in LaPorte County,

State of Indiana







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/2/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Gibson Insurance Agency Inc 202 South Michigan St., Suite 1400 South Bend IN 46601	<b>CONTACT NAME:</b> Theresa Burns <b>PHONE (A/C, No, Ext):</b> 574-245-3576 <b>E-MAIL ADDRESS:</b> tburns@thegibsonedge.com <b>FAX (A/C, No):</b> 574-236-6399
<b>INSURED</b> D A Dodd, LLC OJS Building Services 14 E Michigan St PO Box 430 Rolling Prairie IN 46371	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> National Fire Insurance Company of Hartford <b>INSURER B:</b> Continental Insurance Company <b>INSURER C:</b> Amerisure Insurance Company <b>INSURER D:</b> Berkley Assurance Company <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES**

CERTIFICATE NUMBER: 1652082999

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			7037035825	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			7037022234	4/1/2025	4/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			7037043021	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC 21171860401	4/1/2025	4/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional/Pollution			PCXB 5025603 0325	4/1/2025	4/1/2027	Limit \$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Porter Township School Corporation  
School Nutrition Program  
260 S 500 W  
Valparaiso IN 46385

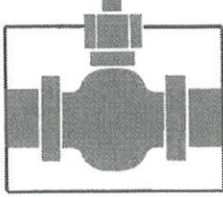
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Gibson Insurance Agency*

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**D.A. DODD**



CORPORATE OFFICE

14 E. Michigan Street  
P.O. Box 430  
Rolling Prairie, IN 46371  
Phone (219) 778-4302  
FAX (219) 778-2981

1251 Paw Paw Avenue  
Benton Harbor, MI 49022  
Phone (269) 926-7873  
FAX (269) 926-7871

3416 Rascal Drive  
Lafayette, IN 47905  
Phone (765) 448-3405  
FAX (765) 448-7955

2516 N. Home Street  
Mishawaka, IN 46545  
Phone (574) 968-0589  
FAX (574) 968-0590

---

**REFERENCES**

Sue Aikman  
Director, Nutrition Services  
New Prairie United School Corporation  
[sueaikman@npusc.k12.in.us](mailto:sueaikman@npusc.k12.in.us)  
574-654-0402

Kathleen Kane  
Director, Nutrition Services  
Valparaiso Community School Corporation  
[kkane@valpo.k12.in.us](mailto:kkane@valpo.k12.in.us)  
219-531-3050

Cindy Vondra  
Director, Nutrition Services  
LaPorte Community School Corporation  
[cvondra@lpcsc.k12.in.us](mailto:cvondra@lpcsc.k12.in.us)  
219-362-8823

Mike Hale  
Director, Nutrition Services  
School City of East Chicago  
[Michael.hale@k12byelior.com](mailto:Michael.hale@k12byelior.com)  
219-989-7227

Thank you for considering D.A. Dodd. Please feel free to reach out if you have any questions.

Sincerely,

Tony Ranegar  
[tonyranegar@dadodd.com](mailto:tonyranegar@dadodd.com)  
219-608-1149



## RE: Equipment Repair RFQ

1 message

**Gabriel Yeoman** <gabriel.yeoman@jci.com>  
To: Tonia Batesole <tonia.batesole@ptsc.k12.in.us>

Wed, Apr 16, 2025 at 2:28 PM

Hi Tonia,

Thanks for the quick reply. Johnson Controls does not work on kitchen equipment, we are cover security, access, control, CCTV, fire, all that is listed in my email signature below. If you are curious about any of those topics, please let me know.

Best regards,



**Gabriel Yeoman**

Security Services Executive

Security Solutions North America

IN/MI/OH

[gabriel.yeoman@jci.com](mailto:gabriel.yeoman@jci.com)

(574) 607-7007

**Intrusion - Fire - Video - Access Control - Mass Notification - Gunshot Detection – Weapons Detection**

**24 Hour Service: 1-800- 289-2647**

**Installation Scheduling Questions:** Please email Redus Voss [redus.voss@jci.com](mailto:redus.voss@jci.com) / Patricia Moeller [patricia.moeller@jci.com](mailto:patricia.moeller@jci.com)

**Installation & Service Operations Manager:** Please call at 574.344.0371 or email at [Nathan.white@jci.com](mailto:Nathan.white@jci.com)

**To Test your Alarm System:** Please call 1.800.289.2647 Option 2

**To Schedule a Service Call:** Please call 1.800.289.2647 Option 3 or email [WorkOrder@tyco.com](mailto:WorkOrder@tyco.com)

**To Make Data/Call list Changes:** Please call 1.800.289.2647 Option 4 or email [NASCdataSM@tyco.com](mailto:NASCdataSM@tyco.com)

**For Billing Questions Call:** Please call 1.800.289.2647 Option 5

The power behind **your mission**

**From:** Tonia Batesole <[tonia.batesole@ptsc.k12.in.us](mailto:tonia.batesole@ptsc.k12.in.us)>

**Sent:** Wednesday, April 16, 2025 3:08 PM

**To:** Gabriel Yeoman <[gabriel.yeoman@jci.com](mailto:gabriel.yeoman@jci.com)>

**Subject:** Re: Equipment Repair RFQ

Our School Nutrition Program is looking for a company to provide service calls and complete repairs when needed on the kitchen equipment (ovens, dishwashers, walk in cooler and freezers, steamers, tilt skillet, combis..) for next school year.

I was told Johnson Controls provides these services, so I sent a RFQ over.

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On Wed, Apr 16, 2025 at 2:02 PM Gabriel Yeoman <[gabriel.yeoman@jci.com](mailto:gabriel.yeoman@jci.com)> wrote:

Good afternoon Tonia,

I am unsure what this is in reference to, can you provide me some additional information and supporting documentation please?

Best,



**Gabriel Yeoman**

Security Services Executive

Security Solutions North America

IN/MI/OH

[gabriel.yeoman@jci.com](mailto:gabriel.yeoman@jci.com)

(574) 607-7007

**Intrusion - Fire - Video - Access Control - Mass Notification - Gunshot Detection – Weapons Detection**

**24 Hour Service: 1-800- 289-2647**

**Installation Scheduling Questions:** Please email Redus Voss [redus.voss@jci.com](mailto:redus.voss@jci.com) / Patricia Moeller [patricia.moeller@jci.com](mailto:patricia.moeller@jci.com)

**Installation & Service Operations Manager:** Please call at 574.344.0371 or email at [Nathan.white@jci.com](mailto:Nathan.white@jci.com)

**To Test your Alarm System:** Please call 1.800.289.2647 Option 2

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**To Make Data/Call list Changes:** Please call 1.800.289.2647 Option 4 or email [NASCdataSM@tyco.com](mailto:NASCdataSM@tyco.com)

**For Billing Questions Call:** Please call 1.800.289.2647 Option 5

The power behind **your mission**

**Certified by US Department of Homeland Security SAFETY Act for Electronic Security Services**

**From:** Tonia Batesole <[tonia.batesole@ptsc.k12.in.us](mailto:tonia.batesole@ptsc.k12.in.us)>

**Sent:** Wednesday, April 16, 2025 2:48 PM

**To:** Gabriel Yeoman <[gabriel.yeoman@jci.com](mailto:gabriel.yeoman@jci.com)>

**Subject:** Equipment Repair RFQ

You don't often get email from [tonia.batesole@ptsc.k12.in.us](mailto:tonia.batesole@ptsc.k12.in.us). [Learn why this is important](#)

Hi Gabe,

It is that time of year again we are looking at our procurement for next school year. We are going out to bid for our equipment repair company and would like it if you would consider sending in a bid for our district.

If you have any questions please let me know

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image001.png  
6K

## Equipment Repairs REQ

1 message

**Tonia Batesole** <tonia.batesole@ptsc.k12.in.us>  
To: Amber Martinez <amber@rphvac.com>  
Cc: Melissa Akerman <Melissa.akerman@ptsc.k12.in.us>

Wed, Apr 16, 2025 at 1:45 PM

Hi Amber,

It is that time of year again we are looking at our procurement for next school year. We are going out to bid for our equipment repair company and would like it if you would consider sending in a bid for our district.

If you have any questions please let me know.



**Tonia Batesole**  
Director of Food Service  
219-306-8600 ext 2141  
Tonia.Batesole@ptsc.k12.in.us  
ISNA Region 1 Representative



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**RFQ Equipment Repair 2025-2026 SY.doc**  
121K



## Equipment Repair RFQ

1 message

Tonia Batesole <tonia.batesole@ptsc.k12.in.us>

Wed, Apr 16, 2025 at 1:48 PM

To: gabriel.yeoman@jci.com

Hi Gabe,

It is that time of year again we are looking at our procurement for next school year. We are going out to bid for our equipment repair company and would like it if you would consider sending in a bid for our district.

If you have any questions please let me know



**Tonia Batesole**

Director of Food Service

219-306-8600 ext 2141

Tonia.Batesole@ptsc.k12.in.us

ISNA Region 1 Representative



INDIANA SCHOOL NUTRITION CERTIFICATE PROGRAM  
**DIRECTOR SERIES**  
GRADUATE

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**RFQ Equipment Repair 2025-2026 SY.doc**

121K



## Equipment Repair RFQ

1 message

**Tonia Batesole** <tonia.batesole@ptsc.k12.in.us>  
To: PHILLIP ZAKOSEK <zakosek@autochlor.com>

Wed, Apr 16, 2025 at 1:49 PM

Hi PHILLIP,

It is that time of year again we are looking at our procurement for next school year. We are going out to bid for our equipment repair company and would like it if you would consider sending in a bid for our district.

If you have any questions please let me know



**Tonia Batesole**  
Director of Food Service  
219-306-8600 ext 2141  
Tonia.Batesole@ptsc.k12.in.us  
ISNA Region 1 Representative



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**RFQ Equipment Repair 2025-2026 SY.doc**  
121K



Porter Township School Corporation

Tonia Batesole  
Director of Food Service  
260 South 500 West  
Valparaiso, IN 46385  
(219) 306-8600 ext. 2141

April 24, 2025

Smart Temps by DIGI

RE: PTSC Temperature Monitoring RFQ Renewal

Dear Lee Jay Moreno:

The above RFQ included a renewal option which was approved by your company in May of 2023. Porter Township School Corporation (PTSC) desires to renew the services required by the contract for an additional one (1) year term. This form will indicate your desire to renew the referenced contract. All renewals are subject to the approval of the Governing Board of the PTSC.

This contract renewal would be effective for the period of July 1, 2025, through June 30, 2026, under the same unit pricing, terms, and conditions as were contained with the original bid.

In order to begin the renewal process, your approval and signature is needed. If you choose to decline this renewal, sign in the appropriate area and state briefly your company's reason(s) for not renewing. PTSC reserves the right to rebid any contract rather than pursue a renewal.

As always, thank you for your continued support of our school district.

Please return this letter to my attention by **May 3, 2025**, via email for the necessary action. Feel free to contact me with any questions at 219-306-8600 ext. 2141.

**Approve:**

By Lee Jay Moreno Account Executive 4/24/25  
Signature of Agent/Officer Title Date

If changes are required for renewal please describe: \_\_\_\_\_

**Decline:**

By \_\_\_\_\_  
Signature of Agent/Officer Title Date

Reason for declining: \_\_\_\_\_

Sincerely,

Tonia Batesole

Tonia Batesole, Director of Food Service



Porter Township School Corporation

Tonia Batesole  
Director of Food Service  
260 South 500 West  
Valparaiso, IN 46385  
(219) 306-8600 ext. 2141

April 16, 2025

RE: PTSC Vent Hood cleaning RFQ Renewal

Dear Mr. Watson:

The above RFQ included a renewal option which was approved by your company in May of 2024. Porter Township School Corporation (PTSC) desires to renew the services required by the contract for an additional one (1) year term. This form will indicate your desire to renew the referenced contract. All renewals are subject to the approval of the Governing Board of the PTSC.

This contract renewal would be effective for the period of July 1, 2025, through June 30, 2026, under the same unit pricing, terms, and conditions as were contained with the original bid.

In order to begin the renewal process, your approval and signature is needed. If you choose to decline this renewal, sign in the appropriate area and state briefly your company's reason(s) for not renewing. PTSC reserves the right to rebid any contract rather than pursue a renewal.

As always, thank you for your continued support of our school district.

Please return this letter to my attention by May 16, 2025, via email for the necessary action. Feel free to contact me with any questions at 219-306-8600 ext. 2141.

Approve:

By [Signature] Owner 4-28-25  
Signature or Agent/Officer Title Date

Decline:

By \_\_\_\_\_  
Signature of Agent/Officer Title Date

Reason for declining: \_\_\_\_\_

Sincerely,

Tonia Batesole

Tonia Batesole, Director of Food Service



May 28, 2025

Dear Dr. Schmidt and School Board,

Subject: Vender Procurement

I am asking the board to approve the IDOE procurement plan and reapprove the micro purchase threshold of \$50,000.00 for the 2025-2026 school year.

This is a requirement by the IDOE.

Thank you,

Tonia Batesole

Director of Food Service





# PORTER TOWNSHIP SCHOOL Corp.

*Food and Nutrition Services*

## CHILD NUTRITION PROGRAM PROCUREMENT PLAN

This procurement plan contained on the following pages will be implemented for school year 2025-2026 and reviewed annually from that date forward. All procurements must adhere to free and open competition. Sponsors must retain all documentation for each procurement per regulations.

\_\_\_\_\_  
Tonia Batesole

Printed Authorized Name\*

\_\_\_\_\_  
*Tonia Batesole*

Authorized Signature \*

Date 6-1-25

\*As referenced in CNP Web:

Executive Contact for National School Lunch

Authorized Representative for Child and Adult Care Food Program

Authorized Representative for Summer Foods Service Programs

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.*

*Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.*

*To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:*

*mail:*

*U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or*

*fax:*

*(833) 256-1665 or (202) 690-7442; or*

*email:*

*program.intake@usda.gov*

*This institution is an equal opportunity provider.*

## Porter Township Schools

The Porter Township Schools will purchase goods, products, and/or services for use in the Child Nutrition Programs (CNP) in compliance with 2 CFR Part 200, 7 CFR Parts 210-250 (child nutrition regulations by program) and State Law, using the procedures outlined as follows.

The primary purpose of this procurement plan is to assure that open and free competition exists to the maximum extent possible. The procurement process practiced by the CNP Sponsor must not restrict or eliminate competition. For example, description of goods, products, and/or services to be procured should not contain features that unduly restrict competition. Competition helps assure that goods, products, and/or services will be obtained that best meets your needs.

A new procurement plan does not need to be developed every year. However, an annual review of the approved plan is suggested to assure its relevance to current procedures.

It will be the responsibility of Director of Food Service to document the amounts to be purchased so the correct method of procurement will be followed.

A Child Nutrition Program Sponsor may set a lower simplified acquisition threshold than the federal simplified acquisition threshold. The most restrictive (lowest) threshold must be used.

Does Porter Township Schools have a lower simplified acquisition threshold?

Mark the appropriate answer.

☒ Yes  
☐ No

List the dollar amount \$ 150,000 (state threshold)  
Local threshold (if smaller) \$ \_\_\_\_\_

- A. **Informal purchase procedures.** This method applies to purchases of goods, products, and/or services when the aggregate dollar amount is less than \$250,000. Quotes from more than one (1) qualified vendor/contractor will be required.
- In developing your written specifications, the same information needs to be provided to all vendors/contractors, you may use prices found online, in catalogs, sale flyers, newspapers, prices obtained from grocery stores, farmer's markets, and etc.
  - Each vendor/contractor will be contacted and given an opportunity to provide a price quote on the same specifications.
  - The Director of Food Service will be responsible for contacting potential vendors/contractors when price quotes are needed.
  - The price quotes are to remain confidential information until the actual purchase has been made.
  - Quotes will be awarded by Director of Food Service. Quotes awarded will be to the lowest and best quote based upon price, quality, service availability.
  - The Director of Food Service will be responsible for documentation of records to show selection of vendor/contractor, reasons for selection, names of all vendors/contractors contacted, price quotes from each vendor/contractor, and written specifications.



- The Director of Food Service will be responsible for documentation that the actual product specified is received.
- Any time an accepted item is not available, the Director of Food Service will select the acceptable alternate. Director of Food Service will document the reason for accepting an alternate and keep the documentation on file.
- Bids will be awarded on the following criteria: (Examples: quality, delivery, service, etc.)
  1. Price
  2. Quality
  3. Delivery
  4. Customer Service
- The Director of Food Service is required to sign documentation, confirming a review and the approval of the purchase of the goods, products, and/or services.
- The Director of Food Service is the Sponsors authorized purchaser.

**Micro purchase procedures.** This method applies to the purchase of supplies or services when the aggregate dollar amount does not exceed \$50,000. These purchases may be awarded without soliciting competitive quotes if the entity considers the price reasonable, keeping in mind that multiple purchases throughout the year must be equitably split among all qualifying vendors.

- The Director of Food Service will be responsible for contacting potential vendor/contractor.
- The Director of Food Service will be responsible for documentation of records of the purchase, name of vendor/contractor, price, and the written specifications.
- The Director of Food Service will be responsible for documentation that the actual product was received.
- The Director of Food Service is required to sign documentation, confirming a review and the approval of the purchase of the goods, products, and/or services.
- Porter Township School Corp. may establish a micro-purchase threshold that is higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) up to \$50,000.
- ☐ SFA micro purchase threshold will not exceed \$10,000.
- ☒ SFA will self-certify a threshold up to \$50,000 on an **annual basis** and maintain documentation of self-certification using one of the methods checked below (please check with method used):
- ☐ SFA meets the qualification as a low-risk auditee, in accordance with the criteria in 2 CFR 200.520 (*Because SFA is a non-public school, ISBOA does not complete an audit of SFA*)
- ☐ SFA meets the qualification of an annual internal institutional risk assessment to identify, mitigate, and manage financial risk.
- ☒ SFA meets the classification of a public institution, a higher threshold consistent with State law. (*Indiana threshold is \$50,000*)

- B. **Formal purchase procedures.** This method applies to purchases of supplies or services when the aggregate cost amount is more than \$250,000. The formal procurement method requires the use of an Invitation for Bid (IFB) or a Request for Proposal (RFP).
- The Director of Food Service is the Sponsors authorized purchaser.
  - An announcement of an **Invitation for Bid (IFB) or a Request for Proposal (RFP)** will be placed in the Newspaper/media, Website, other internet source to publicize the intent of the Child Nutrition Program Sponsor to purchase needed items. The advertisement for bids/proposals or legal notice will be run 2 times as regulated by state.
  - An advertisement is required for all purchases over the districts simplified acquisition threshold of more than \$50,000 but less than \$150,000. The announcement (advertisement or legal notice) will contain a general description of items to be purchased, the deadline for submission of sealed IFB's and RFP's and the address where complete specifications and other procurement documents may be obtained.
  - In an IFB or RFP, each vendor/contractor will be given an opportunity to bid on the same specifications.
  - The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
  - The IFB or RFP will clearly define the purchase conditions. The following, shall be addressed in the procurement document:
    1. Contract period
    2. CNP Sponsor is responsible for all contracts awarded (statement)
    3. Date, time, and location of bid opening
    4. How vendor/contractor will be informed of bid acceptance or rejection
    5. Delivery schedule
    6. Requirements which bidder must fulfill in order for bid to be evaluated
    7. Benefits to which the Child Nutrition Program Sponsor will be entitled if the contractor cannot or will not perform as required
    8. Statement regarding the return of purchase incentives to the Child Nutrition Program Sponsor non-profit Child Nutrition account
    9. Termination provisions and the basis for any settlement for all procurement over \$10,000.00
    10. Provision requiring compliance with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations required for all contracts over \$10,000.00
    11. Contract and/or purchase orders may be issued for firm fixed prices after formal bidding process.



12. Escalation/De-escalation clause based on appropriate standard or cost index
13. Specific bid protest procedures
14. Provision requiring access by duly authorized representatives of the Child Nutrition Program Sponsor, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
15. Method of shipment or delivery upon Contract award
16. Provision requiring contractor to maintain all required records for **three (3)** years after final payment and all other pending matters are closed for all negotiated contracts
17. Provision describing the process for vendors/contractors will use to receive or pick up orders upon Contract award
18. Provision requiring the contractor to recognize mandatory standards and polices related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94- 165)
19. All contracts over \$100,000.00 will require compliance with the Clean Air Act issued under Section 306, Executive Order 11738
20. Signed Certificate of Lobbying for all contracts over \$100,000
21. Signed statement of non-collusion
22. Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
23. Provision requiring "Buy American" (7 CFR Part 210.21(d)) as outlined in Policy Memorandum SP 38-2017; specific instructions for prior approval of any and all of non-domestic product.

**Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.**

1. The Child Nutrition Program Sponsor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
2. Affirmative steps must include:
  - a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - b) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses,

- and women's business enterprises;
  - d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - e) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - f) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.
- Specifications will be prepared and provided to potential vendors/contractors desiring to submit IFB or RFP for the products or services requested. Vendors/contractors will be selected using the Sponsor's procedures such as:
    - Does the vendor's product meet the required specifications?
    - Does the vendor's delivery schedule meet the Sponsor's needs?
    - Other criteria that each Sponsor determines is of value to them.
  - If any potential vendor/contractor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by Director of Food Service.
  - The Director of Food Service will be responsible for securing all IFB or RFP.
  - The Director of Food Service will be responsible to ensure all CNP Sponsor procurements are conducted in compliance with applicable Federal regulations, State General Statutes or policies of the Sponsor.
  - The following criteria will be used in awarding contracts as a result of bids. (Examples: quality, delivery, service, etc.)
    1. Price
    2. Quality
    3. Delivery
    4. Customer Service
  - In awarding a competitive negotiation (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.
  - The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and best meets the needs of the CNP Sponsor, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.



- The Director of Food Service is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
  - The Director of Food Service will review the procurement system to check ensure compliance with applicable laws.
  - The Director of Food Service will be responsible for documentation that the actual product specified is received.
  - Any time an accepted item is not available, the Director of Food Service will select the acceptable alternate. The contractor must inform the Director of Food Service as soon as possible when a product is not available. In the event a non-domestic agricultural product is to be provided to the CNP SPONSOR, the contractor must obtain, in advance, the written approval of the product. The Director of Food Service must comply with the Buy American Provision.
  - Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is Director of Food Service.
  - The Director of Food Service will be responsible for maintaining all documentation of the procurement process.
- C. If items are available **only** from a single source (aka Sole Source) when the award of a contract is not feasible under simplified acquisition purchase, IFB or RFP NON-COMPETITIVE NEGOTIATION procedures will be used:
- Written Specifications will be prepared and provided to the vendor/contractor.
  - The Director of Food Service will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.
  - The Director of Food Service will be responsible for documentation that the actual product or service specified was received.
  - The Director of Food Service will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.
  - Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the Child Nutrition Program Sponsor's Official. The record of non-competitive purchases shall include, at a minimum, the following:
    - a. Item name
    - b. Dollar amount
    - c. Vendor/contractor, and
    - d. Reason for non-competitive procurement
- D. If it is necessary to make an emergency procurement to continue service, the purchase shall be made, and a log of all such purchases shall be maintained by the Director of Food Service. The

following emergency procedures shall be followed. All emergency procurements shall be approved by the Director of Food Service. At a minimum, the following emergency procurement procedures shall be documented:

- a. Item name
  - b. Dollar amount
  - c. Vendor/contractor, and
  - d. Reason for emergency
- E. The contractor shall agree to retain all books, records and other documents relative to the contract agreement for three (3) years after final payment, or until audited by CNP Sponsor, whichever is sooner. The CNP Sponsor, its authorized agents, State Agency, and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.
- F. The CNP Sponsor shall agree to retain all books, records and other documents relative to the award of the contract agreement for three (3) years after final payment. Specifically, they shall maintain, at a minimum, the following documents:
- Written rationale for the method of procurement;
  - A copy of the RFP or IFB;
  - The selection of contract type;
  - The bidding and negotiation history and working papers;
  - The basis for contractor selection;
  - Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
  - The basis for award cost or price;
  - The terms and conditions of the contract;
  - Any changes to the contract and negotiation history;
  - Billing and payment records;
  - A history of any contractor claims; and
  - A history of any contractor breaches.
  - Documentation of affirmative steps taken to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible
- G. The Child Nutrition Program Sponsor must maintain a written code of standards of conduct (2 CFR 200.318 (c)(1)) that includes procedures that governs the performance of its officers, employees, or agents who are engaged in the award and administration of contracts supported by Child Nutrition Program Funds.

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition Program Funds.



- No employee, officer or agent of the Porter Township Schools shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
- Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
  - a. The employee, officer or agent;
  - b. Any member of the immediate family;
  - c. His or her partner;
  - d. An organization which employs or is about to employ one of the above;
  - e. A less-than-arms-length transaction. This is one party's ability to control or influence the other party to the transaction. A less-than-arms-length transaction occurs:
    - i. When a transaction is conducted between related parties, meaning that the integrity of the transaction could be compromised;
    - ii. When one party to the transaction is able to control or influence the actions of the other party.

Examples could include:

  - 1. Hiring the CEO's brother as a janitor.
  - 2. Purchasing goods or services from a business owned by an officer, employee, or relative of the Sponsor's entity.
  - 3. Agreement for computer maintenance between a business and person who are related to the Sponsor's employees or board members.
- The Director of Food Service employees, officers or agents must not solicit or potentially accept gifts, travel packages, and other incentives from prospective vendors/contractors
- The Child Nutrition Program School or Sponsor must set standards when financial interest is not substantial or the gift is an unsolicited item of nominal value and may be acceptable.
- Penalties for violation of the code of conduct of set forth within this plan will be the following actions: Subject to disciplinary action up to and including termination, as permitted by applicable Board Policy.



May 28, 2025

Dear Dr. Schmidt and School Board,

Subject: Student/Adult Meal Price Increase – Letter of Recommendation

I am asking for meal price increase in all schools. This would mean that:

- All student breakfast would go from \$2.00 to \$2.25
- All student lunches would go from \$3.00 to \$3.25
- Adult breakfast would go from \$2.75 to \$3.00
- Adult lunch would go from \$4.75 to \$5.00

The raise in lunch prices is due to the increase in food cost and the Healthy, Hunger- Free Kids Act of 2010 (sec.205) School Food Service Account Revenue. Mandated by the USDA and IDOE National Lunch Program, schools are required annually to complete the Paid Lunch Equity Tool (PLE) which will indicate whether an increase will or will not be required.

Paid Meal Pricing (sec 205)- schools are required to charge students for paid meals at a price that is equal to or higher than the difference between free meal reimbursements minus paid lunch reimbursements. Schools that currently charge less are required to gradually increase their prices over time until they meet the requirements. We are required to increase our student paid lunch price till we hit the state required amount. The PLE tool is currently under construction and unavailable for use so we are basing the increase off the 24-25 PLE tool.

Thank you,

Tonia Batesole

Director of Food Service

# Porter Township School Corporation

248 South 500 West  
Valparaiso, IN 46385  
219-477-4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.  
Superintendent

BEN PARRISH  
Assistant Superintendent

KATHLEEN SMITH  
CFO/Treasurer



To: Board of School Trustees  
From: Dr. Stacey Schmidt, Superintendent   
Date: June 10, 2025  
Re: Career Coaching Grant, Indiana Commission of Higher Education (ICHE)

I am recommending approval of one-time stipends to the 2024-2025 Career Coaching participants who met all required criteria, as detailed in the chart below:

Employee	Stipend
Jennifer Gibbs	\$3,096.46
Tamara Kenning	\$3,096.46
Hannah Ryzewski	\$3,096.46

These stipends will be paid out on the 6/20/25 payroll.

## **Boone Grove High School athletics**

260 South 500 West, Valparaiso, IN 46385

Telephone: 219-477-4933

Fax: 219-988-4431



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**Joshua Russell**, Athletic Director

Ext. 2106

Email: [joshua.russell@ptsc.k12.in.us](mailto:joshua.russell@ptsc.k12.in.us)

**Melissa Saco**, Athletic Secretary

Ext. 2001

Email: [melissa.saco@ptsc.k12.in.us](mailto:melissa.saco@ptsc.k12.in.us)

Mr. Parrish:

Below are dates of youth camps that are being offered by the BGHS Athletics team for the summer of 2025.

BGHS Girls Volleyball- June 16-18

BGHS Girls Soccer- June 16-18

BGHS Girls Basketball- June 23-26

BGHS Football- July 22<sup>nd</sup>-July 24<sup>th</sup>





# Porter Township School Corporation


248 South 500 West  
Valparaiso, IN 46385  
219-477-4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.  
Superintendent

BEN PARRISH  
Assistant Superintendent

KATHLEEN SMITH  
CFO/Treasurer



**TO:** Board of School Trustees  
**FROM:** Stacey Schmidt, Superintendent   
**DATE:** June 9, 2025  
**RE:** Transfer Student Applications for the 2025-2026 School Year

A notice was posted on our district's website announcing an open period for accepting out-of-district transfer student applications for the 25-26 school year with a deadline of Friday, May 9, 2025. Applications were received for the following number of students per grade:

**Grade 6:**

1

Applications received with a deadline of Friday, June 6, 2025:

**Grade 6:**

1

**Grade 7:**

1

**Grade 9:**

1

Upon review of the aforementioned applications, I have determined that these applicants meet the posted criteria established by law and I recommend acceptance of these out-of-district transfer students for the 2025-2026 school year.