

PORTER TOWNSHIP SCHOOL CORPORATION

THURSDAY, JULY 10, 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**

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



AGENDA REGULAR SCHOOL BOARD MEETING THURSDAY, JULY 10, 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, 6.12.25 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
 - D. 2026 Budget Calendar
6. **BUSINESS**
 - A. **PLE Project Update** – Mr. Chris Muvceski, The Skillman Corporation
 - B. **Contract Considerations** – Dr. Schmidt

Motion _____ Second _____

 - C. **Accept Transfer Students for the 2025-2026 School Year** – Dr. Schmidt

Motion _____ Second _____

 - D. **Approve 2025-2026 Student Fees** – Dr. Schmidt

Motion _____ Second _____

 - E. **Approve 2nd Reading and Adoption of the PTSC Student Handbook** – Mr. Parrish

Motion _____ Second _____

 - F. **Approve the 1st Reading of the Following New Board Bylaws, Board Bylaw Revisions, New Board Policies, or Board Policy Revisions** – Mr. Parrish
 1. Revised Bylaw 0166.1 – Consent Agenda
 2. Revised Bylaw 0167.2 – Executive Session

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3. Revised Policy 1216 – Dress and Appearance
4. Revised Policy 1220 – Employment of the Superintendent
5. Revised Policy 2221 – Mandatory Curriculum
6. Revised Policy 2370 – Educational Options
7. Revised Policy 2421 – Career and Technical Education Program
8. Revised Policy 2623 – Student Assessment
9. Rescind Policy 2700 – Annual Performance Report
10. Revised Policy 3120 – Employment of Professional Staff
11. Revised Policy 3120.11 – Public Hearing Before Commencement of Collective Bargaining and Public Meeting Before Ratification of Tentative Agreement
12. Revised Policy 3142 – Cancellation of a Teaching Contract
13. Revised Policy 3216 – Staff Dress and Grooming
14. Revised Policy 4120 – Employment of Support Staff
15. Revised Policy 4216 – Support Staff Dress and Appearance
16. Revised Policy 5330 – Use of Medication
17. Revised Policy 5410 – Promotion, Placement, and Retention
18. Revised Policy 5511 – Dress and Appearance
19. Revised Policy 5517.01 – Bullying
20. Replacement Policy 5540 – The Schools and Governmental Agencies
21. New Policy 5540.01 – Investigations by the Department of Child Services (DCS)
22. New Policy 5540.02 – The Schools and Governmental Agencies
23. Revised Policy 6111 – Internal Control Standards and Procedures
24. Revised Policy 6116 – Time and Effort Reporting
25. Revised Policy 7300 – Disposition of Real Property
26. Revised Policy 7430 – Safety Standards
27. Revised Policy 7440.01 – Video Surveillance and Electronic Monitoring
28. Revised Policy 7455 – Accounting System for Fixed Assets
29. Revised Policy 8120 - Volunteers
30. Revised Policy 8121 – Personal Background Check – Contracted Services
31. Revised Policy 8405 – Environmental Health and Safety Issues – Indoor Air Quality, Animals in the Classroom, and Idling Vehicles on School Property
32. Revised Policy 8451 – Parasitic Infestation (Head Lice)
33. Revised Policy 8510 – Wellness
34. Rescind Policy 8540 – Vending Machines
35. Rescind Policy 8640 – Transportation for Field and Other Corporation-Sponsored Trips
36. Copy of Policy 9150 – School Visitors
37. Revised Policy 9160 – Public Attendance at School Events

Motion _____ Second _____

7. **SUPERINTENDENT REPORT** – Dr. Schmidt
8. **ADJOURNMENT**

Porter Township School Corporation

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Superintendent

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Assistant Superintendent

KATHLEEN SMITH
CFO/Treasurer



Motion_____ **Second**_____

**Please note: The August Board of School Trustees Meeting will be held on Thursday, August 21, 2025 at 5:30 pm CST*



Porter Township School Corporation
School Board Meeting
July 10, 2025
Personnel Report Page 1 of 1

Appointments

Certified

Name	Position	Location	Effective Date
Huss, Faith	Special Ed Teacher	PLE	8/11/2025
Maldonado, Ty	3rd Grade Teacher	PLE	8/11/2025
Zoumis, Kayla	1st Grade Teacher	PLE	8/11/2025
Rowland, Loretta	Director of Food Service	PTSC	7/1/2025

Classified

Position Changes

Certified

Hill, London	From Inclusive Preschool Teacher to PE Teacher	PLE/BGE	2025-2026 School Year

Resignations

Classified

Certified

Harker, Brandon	Special Ed Paraprofessional	BGHS	5/29/2025
Hicks, Andrea	New Horizons Teacher	BGHS	5/30/2025
Mazur, Luke	3rd Grade Teacher	PLE	5/30/2025
Young, Lauren	Spec Ed Resource Room Teacher	PLE	2025-2026 School Year

Retirement Request

Certified

Atwood, Stacey	6th Grade Reading Teacher	BGMS	5/30/2025
Eleftheri, Linda	PE Teacher	BGHS	5/30/2025

Minutes of the Regular School Board Meeting, Porter Township School Corporation Board of School Trustees
June 12, 2025 | 5:30 pm CST

**The following is a partial transcript of the meeting. A recording of the actual meeting is available on the PTSC website Board of School Trustees page, <https://www.ptsc.k12.in.us/school-board/agenda-minutes/>
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, Mary Harlow, Lilann Sgouros, and Jeannette Skibbie

Board Members Absent: None

Staff Members Present: Dr. Stacey Schmidt, Superintendent, Kathleen Smith, CFO, and Laura Grayam, Executive Assistant

Staff Members Absent: Ben Parrish, Assistant Superintendent, and Jacquelyn Pillar, Corporation Attorney.

There were approximately 10 community members in attendance.

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

A. Pledge of Allegiance

B. Welcome Visitors

2. AGENDA ADJUSTMENTS – Dr. Stacey Schmidt, Superintendent | Dr. Schmidt added agenda item 6P Change Order for PLE project, COR004

3. PUBLIC COMMENT

Recent graduate Rileigh McGinty signed up for public comment. Rileigh shared an impact statement regarding errors on her transcripts and the effects they had on her emotional, physical, mental, and financial well-being during her senior year and while applying for scholarships.

Board Vice-President Eric McGinty also made a statement about his displeasure and desire for action regarding these recurring errors on transcripts, as well as errors and omissions in course descriptions listed on the BGHS website. Mr. McGinty asked that a comprehensive policy be presented to the Board by the August 14, 2025 meeting to ensure these mistakes do not continue.

4. CONSENT AGENDA – Dr. Schmidt

A. Personnel Report

B. Board Minutes, 5.8.25 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:



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

Extra-Curricular

Psimos, Chris	IREAD Radiation 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

Position Changes

Classified

Rowland, Loretta	From Café Manager/Cook to Café Manager	BGE/MS	2025-2026 School Year
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

Transfers

Involuntary

Sherman, Kathy	5th Grade Teacher	BGE	2025-2026 School Year
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Leaves

Certified

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)

<i>Classified</i>	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
Resignations				
<i>Certified</i>	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
<i>Classified</i>	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

A motion to approve the Consent Agenda was made by Mary Harlow, seconded by Eric McGinty. There was no discussion and the motion carried 5-0.

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

Mr. Scott Cherry from The Skillman Corporation provided a brief update on the PLE project. The Change Order is due to unsuitable soil, which was anticipated. The maintenance building is starting to come down, temporary interior walls have gone up, equipment has been moved out, the kitchen and cafeteria demolition will begin in the next few weeks. Mr. Cherry answered questions from the board regarding the PLE project and shared a timeline update on the BGHS project.

B. Athletics Update – Mr. Josh Russell, PTSC Athletic Director

Mr. Josh Russell provided an Athletics Update for the board. Department success during the 24-25 season: redesigned website with Event Link, allowing for immediate schedule updates and digital ticketing, and partnered with Gipper to create eye-catching social media graphics. Mr. Russell highlighted PCC wins, GSSC wins, and Regional Championships – our boys Varsity baseball team will compete on Saturday, 6/14 for the Semi-State Championship. Upcoming challenges for 25-26 include an updated budget, operating cost increases, supply cost increases due to tariffs, and new IHSAA transfer rules. There will be a few small cost increases to help offset some of these increases - \$1 increase to ticket prices, slight increase in a few concession items.

Mr. Russell aims to create a Student Leadership Athletic Council at BGHS for the upcoming school year. There are also plans in place to update the BGHS Athletics Hall of Fame

C. Permission to Create New Funds for BGE & BGMS Academic Bowls – Mrs. Smith

Mrs. Smith requested permission to create funds for the BGE and BGMS Academic Bowl teams for the 25-26 school year. A motion to create these new funds was made by Eric McGinty, seconded by Lilann Sgouros. There was no discussion and the motion carried 5-0.

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

Dr. Schmidt recommended approval of this amendment, which adds the HS project to the existing agreement with Gibraltar. A motion to approve this amendment was made by Mary Harlow, seconded by Jeannette Skibbie. There was no discussion and the motion carried 5-0.

E. Contract Considerations – Dr. Schmidt

Dr. Schmidt recommended approval of contracts as listed in the board packet. A motion to approve contracts was made by Eric McGinty, seconded by Jeannette Skibbie. There was no discussion and the motion carried 5-0.

F. Approve Fundraisers – Dr. Schmidt

Dr. Schmidt recommended approval of fundraisers for Varsity Soccer and Key Club. A motion to approve these fundraisers was made by Mary Harlow, seconded by Eric McGinty. There was no discussion and the motion carried 5-0.

G Approve Overnight Field Trips – Dr. Schmidt

Dr. Schmidt recommended approval of overnight field trips for girls soccer to attend camp and boys baseball to attend the state championship (pending the outcome of Saturday's semi-state game). A motion to approve these overnight field trips was made by Lilann Sgouros, seconded by Jeannette Skibbie. There was no discussion and the motion carried 5-0.

H. Accept Donations – Dr. Schmidt

Dr. Schmidt recommended acceptance of a generous donation from Robert & Christine Rapley to our Feed it Forward program. A motion to accept this donation was made by Mary Harlow, seconded by Jeannette Skibbie. There was no discussion and the motion carried 5-0.

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

Dr. Schmidt recommended the employment of a candidate, as provided in the board packet. A motion to approve this employment recommendation was made by Eric McGinty, seconded by Lilann Sgouros. There was no discussion and the motion carried 5-0.

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

Dr. Schmidt recommended approval of the first reading of revisions made to the PTSC student handbook. A motion to approve this first reading was made by Mary Harlow, seconded by Jeannette Skibbie. There was no discussion and the motion carried 5-0.

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

Dr. Schmidt recommended permission to recycle outdated technology and scrap/auction old kitchen equipment as it's being torn out for the PLE kitchen remodel. A motion to grant permission was made by Eric McGinty, seconded by Mary Harlow. There was no discussion and the motion carried 5-0.

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

Dr. Schmidt recommended approval of Food Service vendor procurement and renewals. She pointed out that meal prices are going up \$0.25 in order to close the gap between our prices and what is recommended. A motion to approve vendor procurement, RFQ renewals, and meal price increases was made by Mary Harlow, seconded by Eric McGinty. There was no discussion and the motion carried 5-0.

M. Approve Career Coaching Grant Stipends – Dr. Schmidt

Dr. Schmidt recommended approval of Career Coaching Grant stipends to staff members who participated and met all required criteria, as verified by principals and outlined in the board packet. A motion to approve these stipends was made by Jeannette Skibbie, seconded by Lilann Sgouros. There was no discussion and the motion carried 5-0.

N. Approve Summer 2025 Youth Camps – Dr. Schmidt

Dr. Schmidt recommended approval of BG summer youth camps. A motion to approve camps was made by Eric McGinty, seconded by Mary Harlow. There was no discussion and the motion carried 5-0.

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

Dr. Schmidt recommended approval of transfer students for the 2025-2026 school year, as detailed in the board packet. A motion to approve transfer students was made by Lilann Sgouros, seconded by Mary Harlow. There was no discussion and the motion carried 5-0.

P. Added Agenda Item – COR-004, PLE Project

Dr. Schmidt recommended approval of Change Order 004 for Lime Stabilization, so that the PLE project does not fall behind schedule. Dr. Schmidt answered questions from the board. A motion to approve this Change Order was made by Mary Harlow, seconded by Jeannette Skibbie. The motion carried 5-0.

7. SUPERINTENDENT REPORT – Dr. Schmidt

Dr. Schmidt highlighted our participation in helping distribute summer buddy bags filled with food, in partnership with NWI No Child Hungry. Gretchen Mercer, who runs the organization (and a BG parent), drops the food bags off at our office and parents pick up. We're happy to be involved!

Dr. Schmidt touched on all of the work that happens in our buildings during the summer break to prepare for the upcoming school year. Moose, our new therapy dog has started learning building etiquette while the halls are empty.

Dr. Schmidt also provided an update on the financial impacts of SB1 on our school district, and ways we plan to continue to cut dollars in our Operations Fund. Plans include Superintendent furlough days, Education to Operations transfers, reduce supply purchases, in-depth reviews of all positions/not replacing staff as they leave the corporation, creating a standard operation procedure for purchasing, utility efficiencies, and transportation efficiencies.

9. ADJOURNMENT

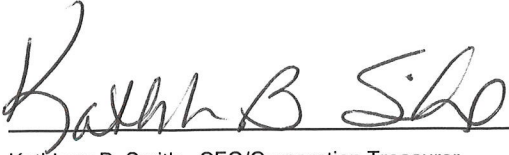
A motion to adjourn was made at 6:45 pm by Lilann Sgouros, seconded by Mary Harlow. The motion carried 5-0.

Payroll Calc. Summary

Checkdate 06/20/2025 - 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, \$408,292.55, dated this 17th day of June 2025.

VBS

President -

Vice President -

Secretary -

Member -

Member -

Payroll Calc. Summary

Checkdate 06/20/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
Earnings			
Contract	\$287,292.50	\$18,695.72	\$305,988.22
Salary	\$0.00	\$12,569.70	\$12,569.70
Hourly	\$657.60	\$57,285.35	\$57,942.95
Daily	\$0.00	\$2,825.56	\$2,825.56
Extra Curr.	\$6,740.80	\$12,500.00	\$19,240.80
Other	\$9,439.38	\$877.26	\$10,316.64
Taxes			
Federal Wages	\$274,657.12	\$98,371.58	\$373,028.70
Federal Taxes	\$21,817.88	\$5,874.83	\$27,692.71
Social Security Wages	\$285,761.57	\$100,607.38	\$386,368.95
Social Security	\$17,717.21	\$6,237.66	\$23,954.87
Medicare Wages	\$285,761.57	\$100,607.38	\$386,368.95
Medicare	\$4,143.57	\$1,458.74	\$5,602.31
State & County Wages	\$274,657.12	\$98,371.58	\$373,028.70
State (IN)	\$7,769.97	\$2,594.05	\$10,364.02
County	\$1,908.47	\$747.94	\$2,656.41
Employee Ret. Wages & Deductions			
Corp-Paid Ret. Wages & Benefits			
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	\$241,385.36	\$0.00	\$241,385.36
TRF - TRF Post 1996 Brd. Benefit	\$7,241.53	\$0.00	\$7,241.53
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
Pre-Tax Deductions			
Ann - VALIC 403B	\$1,482.44	\$379.91	\$1,862.35
Ann - AMERICAN FUNDS 403B01.09	\$8,832.01	\$1,620.05	\$10,452.06
Ann - PACIFIC LIFE 403B01.09	\$790.00	\$235.84	\$1,025.84
Misc. Ded. - MEDICAL 1	\$4,910.12	\$1,064.54	\$5,974.66
Misc. Ded. - MEDICAL 2	\$8,345.19	\$2,023.53	\$10,368.72
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	\$583.75	\$1,758.33
Misc. Ded. - AMFID CHILD CARE	\$208.33	\$0.00	\$208.33
Misc. Ded. - AMFID OTHER	\$1,808.03	\$303.83	\$2,111.86
Misc. Ded. - DENTAL S125	\$719.88	\$170.56	\$890.44
** Pre-Tax Deduction Totals **	\$28,881.84	\$6,382.01	\$35,263.85
Post-Tax Deductions			
Ann - SEC BENEFIT ROTH 403B	\$2,307.93	\$1,577.44	\$3,885.37
Misc. Ded. - AMFID NOT 125	\$1,267.66	\$252.67	\$1,520.33
Misc. Ded. - TEXAS LIFE	\$831.46	\$440.11	\$1,271.57
Misc. Ded. - ED.F.PASS-THROUGH	\$36.50	\$2.00	\$38.50
Misc. Ded. - EDUCATION FOUNDATION of PTSC	\$72.00	\$1.00	\$73.00
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 **	\$4,883.89	\$3,314.86	\$8,198.75
Board-Paid Benefits			
Ann - NC MATCH VALIC 401A	\$0.00	\$596.83	\$596.83
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	\$748.16	\$0.00	\$748.16
Misc. Ded. - MEDICAL 1	\$19,640.48	\$4,206.40	\$23,846.88
Misc. Ded. - MEDICAL 2	\$45,165.77	\$13,248.62	\$58,414.39
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	\$2,044.73	\$317.87	\$2,362.60
Misc. Ded. - DENTAL S125	\$3,504.48	\$950.38	\$4,454.86
Misc. Ded. - LIFE CORP PAID	\$1,216.93	\$300.17	\$1,517.10
Ret. - TRF - 003	\$607.95	\$0.00	\$607.95
Ret. - TRF - 004	\$7,241.53	\$0.00	\$7,241.53
Ret. - TRF - 008	\$769.38	\$0.00	\$769.38
** Board-Paid Benefit Totals **	\$85,145.94	\$21,675.10	\$106,821.04

Payroll Calc. Summary

Checkdate 06/20/2025 - All Runs - All Locations - All Pay Groups

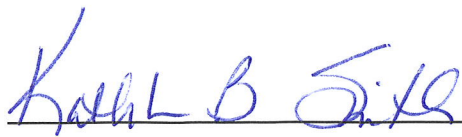
Description	Certified	Classified	Total
Taxable Fringe			
** Taxable Fringe Totals **	\$0.00	\$0.00	\$0.00
Absences			
SICK - Days Used	3.00	12.50	15.50
HOLIDAY - Days Used	0	31.00	31.00
VAC - Days Used	0	13.50	13.50
NO PAY - Days Used	0	3.00	3.00
NO TEACH - Days Used	0	4.00	4.00
FAM ILL - Days Used	0.50	0	0.50
PERS - Days Used	4.00	3.00	7.00
UNPD MTR - Days Used	10.00	0	10.00
UNPD MTR - Lost Days	2.00	0	2.00
UNPD MTR - Lost Pay	\$591.32	\$0.00	\$591.32
FUNERAL - Days Used	1.00	2.00	3.00
PROF LV - Days Used	3.00	0	3.00
Employees Summary			
Employees	112	110	222
Earnings	\$304,130.28	\$104,753.59	\$408,883.87
Lost Pay	\$591.32	\$0.00	\$591.32
Gross Pay ✓	\$303,538.96	\$104,753.59	\$408,292.55
Taxes	\$53,357.10	\$16,913.22	\$70,270.32
Annuities	\$13,412.38	\$3,813.24	\$17,225.62
Miscellaneous Deductions	\$19,985.01	\$4,841.99	\$24,827.00
Total Garnishments	\$368.34	\$1,041.64	\$1,409.98
Retirement	\$0.00	\$0.00	\$0.00
Net Pay ✓	\$216,416.13	\$78,143.50	\$294,559.63

Payroll Calc. Summary

Checkdate 07/03/2025 - 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, \$345,943.70, dated this 27th day of June 2025.

✓ VLS

President -

Vice President -

Secretary -

Member -

Member -

Payroll Calc. Summary

Checkdate 07/03/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
Earnings			
Contract	\$281,607.42	\$16,103.34	\$297,710.76
Salary	\$0.00	\$12,569.70	\$12,569.70
Hourly	\$1,191.20	\$33,592.44	\$34,783.64
Extra Curr.	\$164.60	\$0.00	\$164.60
Other	\$715.00	\$0.00	\$715.00
Taxes			
Federal Wages	\$255,023.14	\$57,095.23	\$312,118.37
Federal Taxes	\$21,358.13	\$4,253.26	\$25,611.39
Social Security Wages	\$266,196.65	\$58,119.27	\$324,315.92
Social Security	\$16,504.18	\$3,603.38	\$20,107.56
Medicare Wages	\$266,196.65	\$58,119.27	\$324,315.92
Medicare	\$3,859.86	\$842.71	\$4,702.57
State & County Wages	\$255,023.14	\$57,095.23	\$312,118.37
State (IN)	\$7,579.94	\$1,699.23	\$9,279.17
County	\$1,877.76	\$558.75	\$2,436.51
Employee Ret. Wages & Deductions			
Corp-Paid Ret. Wages & Benefits			
TRF - TRF Pre 1996 Wages	\$16,081.77	\$0.00	\$16,081.77
TRF - TRF Pre 1996 Brd. Benefit	\$482.45	\$0.00	\$482.45
TRF - TRF Post 1996 Wages	\$243,544.40	\$0.00	\$243,544.40
TRF - TRF Post 1996 Brd. Benefit	\$7,306.31	\$0.00	\$7,306.31
TRF - TRF My Choice Wages	\$23,172.45	\$0.00	\$23,172.45
TRF - TRF My Choice Brd. Benefit	\$695.17	\$0.00	\$695.17
Pre-Tax Deductions			
Ann - VALIC 403B	\$1,532.74	\$379.85	\$1,912.59
Ann - AMERICAN FUNDS 403B01.09	\$8,850.77	\$408.35	\$9,259.12
Ann - PACIFIC LIFE 403B01.09	\$790.00	\$235.84	\$1,025.84
Misc. Ded. - MEDICAL 1	\$4,788.20	\$1,064.54	\$5,852.74
Misc. Ded. - MEDICAL 2	\$8,345.19	\$2,023.53	\$10,368.72
Misc. Ded. - MEDICAL 3	\$441.56	\$0.00	\$441.56
Misc. Ded. - MEDICAL 4	\$169.70	\$0.00	\$169.70
Misc. Ded. - AMFID URM	\$1,049.58	\$583.75	\$1,633.33
Misc. Ded. - AMFID CHILD CARE	\$208.33	\$0.00	\$208.33
Misc. Ded. - AMFID OTHER	\$1,774.13	\$303.83	\$2,077.96
Misc. Ded. - DENTAL S125	\$704.88	\$170.56	\$875.44
** Pre-Tax Deduction Totals **	\$28,655.08	\$5,170.25	\$33,825.33
Post-Tax Deductions			
Ann - SEC BENEFIT ROTH 403B	\$2,307.93	\$1,344.56	\$3,652.49
Misc. Ded. - AMFID NOT 125	\$1,267.66	\$252.67	\$1,520.33
Misc. Ded. - TEXAS LIFE	\$831.46	\$440.11	\$1,271.57
Misc. Ded. - ED.F.PASS-THROUGH	\$36.50	\$2.00	\$38.50
Misc. Ded. - EDUCATION FOUNDATION of PTSC	\$67.00	\$1.00	\$68.00
Misc. Ded. - SUPPLEMENTAL LIFE INSURANCE	\$310.24	\$20.92	\$331.16
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 **	\$5,189.13	\$3,102.90	\$8,292.03
Board-Paid Benefits			
Ann - NC MATCH VALIC 401A	\$0.00	\$415.42	\$415.42
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	\$1,158.74	\$1,158.74
Ann - ADMN 13% VALIC 401A	\$748.17	\$0.00	\$748.17
Misc. Ded. - MEDICAL 1	\$19,152.80	\$4,206.40	\$23,359.20
Misc. Ded. - MEDICAL 2	\$43,987.27	\$13,248.62	\$57,235.89
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	\$3,381.98	\$950.38	\$4,332.36
Ret. - TRF - 003	\$482.45	\$0.00	\$482.45
Ret. - TRF - 004	\$7,306.31	\$0.00	\$7,306.31
Ret. - TRF - 008	\$695.17	\$0.00	\$695.17
** Board-Paid Benefit Totals **	\$79,960.68	\$20,642.32	\$100,603.00
Taxable Fringe			
** Taxable Fringe Totals **	\$0.00	\$0.00	\$0.00

Payroll Calc. Summary

Checkdate 07/03/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
Absences			
SICK - Days Used	1.00	15.50	16.50
VAC - Days Used	8.50	16.00	24.50
PERS - Days Used	2.00	1.00	3.00
FUNERAL - Days Used	0	2.00	2.00
Employees Summary			
Employees	110	39	149
Earnings	\$283,678.22	\$62,265.48	\$345,943.70
Lost Pay	\$0.00	\$0.00	\$0.00
Gross Pay	\$283,678.22	\$62,265.48	\$345,943.70
Taxes	\$51,179.87	\$10,957.33	\$62,137.20
Annuities	\$13,481.44	\$2,368.60	\$15,850.04
Miscellaneous Deductions	\$19,994.43	\$4,862.91	\$24,857.34
Total Garnishments	\$368.34	\$1,041.64	\$1,409.98
Retirement	\$0.00	\$0.00	\$0.00
Net Pay	\$198,654.14	\$43,035.00	\$241,689.14

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
=====										
06/18/2025	Y	679674	9800	PORTER COUNTY AUDITOR	0300	\$30,882.37		70483	1	CO AUDITOR ERROR - "PORTAGE
06/18/2025	Y	679674	9800	PORTER COUNTY AUDITOR	0800	\$13,697.20	\$44,579.57	70483	1	CO AUDITOR ERROR - "PORTAGE
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	0101	\$306,349.07		0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	0300	\$58,108.21		0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	0800	\$6,424.35		0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	1300	\$6,056.14		0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	1300	\$4,657.30		0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	1300	\$4,963.77		0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	2200	\$6,653.59		0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	2301	\$681.35		0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	3957	\$9,289.38		0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	4125	\$4,232.13		0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679671	9801	PORTER TOWNSHIP PAYROLL	5200	\$877.26	\$408,292.55	0	1	6.20.25 UPDATE SALARIES
06/20/2025	Y	679672	1637	PORTER TOWNSHIP SCHOOL CORP	0101	-\$12,230.11		1	1	HAP Honors Salary Adjustmen
06/20/2025	Y	679672	1637	PORTER TOWNSHIP SCHOOL CORP	3769	\$12,230.11	\$0.00	1	1	HAP Honors Salary Adjustmen
06/20/2025	Y	679675	825	AMERICAN FIDELITY	*9452	\$1,545.94		70484	1	6.5.20 AF CREDIT/BARA
06/20/2025	Y	679675	825	AMERICAN FIDELITY	*9452	\$1,950.15		70484	1	6.5.20 AF CREDIT/BARA
06/20/2025	Y	679675	825	AMERICAN FIDELITY	*9452	-\$25.61		70484	1	6.5.20 AF CREDIT/BARA
06/20/2025	Y	679675	825	AMERICAN FIDELITY	*9452	\$2,318.71		70484	1	6.5.20 AF CREDIT/BARA
06/20/2025	Y	679675	825	AMERICAN FIDELITY	*9452	\$10.27		70484	1	6.5.20 AF CREDIT/BARA
06/20/2025	Y	679675	825	AMERICAN FIDELITY	*9452	-\$10.27		70484	1	6.5.20 AF CREDIT/BARA
06/20/2025	Y	679675	825	AMERICAN FIDELITY	*9452	\$1,520.33		70484	1	6.5.20 AF CREDIT/BARA
06/20/2025	Y	679675	825	AMERICAN FIDELITY	*9452	-\$45.14	\$7,264.38	70484	1	6.5.20 AF CREDIT/BARA
06/20/2025	Y	679676	9065	AMERICAN FUNDS	*9282	\$10,452.06	\$10,452.06	70485	1	6.20.25 AM.FUNDS
06/20/2025	Y	679677	9451	AMERICAN FIDELITY ASSURANCE	*9452	-\$397.21		70486	1	6.5.25 AF CREDIT/BROTON
06/20/2025	Y	679677	9451	AMERICAN FIDELITY ASSURANCE	*9452	\$208.33		70486	1	6.5.25 AF CREDIT/BROTON
06/20/2025	Y	679677	9451	AMERICAN FIDELITY ASSURANCE	*9452	\$1,625.00		70486	1	6.5.25 AF CREDIT/BROTON
06/20/2025	Y	679677	9451	AMERICAN FIDELITY ASSURANCE	*9452	\$208.33		70486	1	6.5.25 AF CREDIT/BROTON
06/20/2025	Y	679677	9451	AMERICAN FIDELITY ASSURANCE	*9452	\$2,288.87	\$3,933.32	70486	1	6.5.25 AF CREDIT/BROTON
06/20/2025	Y	679678	995	OFFICE OF THE STANDING TRUST	*9462	\$478.64	\$478.64	70487	1	6.20.25 GARNISH (WOOLEY)
06/20/2025	Y	679679	9066	PACIFIC LIFE	*9282	\$1,025.84	\$1,025.84	70488	1	6.20.25 PAC.LIFE
06/20/2025	Y	679680	9877	PCCF-Education Foundation fo	*9300	\$148.00	\$148.00	70489	1	6.5.25 SCHOLARSHIPS
06/20/2025	Y	679681	1500	SECURITY BENEFIT	*9282	\$3,885.37	\$3,885.37	70490	1	6.20.25 S.B.ROTH
06/20/2025	Y	679682	796	TEXAS LIFE	*9442	\$1,271.57	\$1,271.57	70491	1	6.20.25 TEXAS LIFE
06/20/2025	Y	679683	9691	VALIC	*9282	\$1,862.35	\$1,862.35	70492	1	6.20.25 EE PD 403B
06/20/2025	Y	679684	995	OFFICE OF THE STANDING TRUST	*9462	\$563.00	\$563.00	70493	1	6.20.25 GARNISH (POWELL)
06/20/2025	Y	679685	9877	PCCF-Education Foundation fo	*9301	\$78.00	\$78.00	70494	1	6.5.25 PASS THROUGH
06/20/2025	Y	679686	941	1ST SOURCE BANK	0101	\$22,281.30		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	0300	\$4,161.08		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	0800	\$491.46		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$102.28		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$55.04		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$86.53		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$22.78		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$68.32		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$23.43		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$12.60		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$19.80		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$48.25		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$25.96		1	1	6.20.25 EE PD FICA

07/01/2025 Sequenced by Date
03:41 PM Acct. Types: All Types
User: All Users

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

Date Range: 06/18/2025 - 07/10/2025 Pg. 2
Vouchers: 679671 - 679785 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
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$40.81		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$18.72		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$10.06		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$21.06		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$6.21		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$3.34		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$42.88		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$23.07		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$36.28		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$25.10		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$13.50		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$21.23		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$5.91		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$17.73		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$61.93		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$33.31		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$52.40		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$74.01		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$74.01		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	1300	\$74.01		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	2200	\$486.30		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	2301	\$48.90		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	3957	\$710.62		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	4125	\$189.86		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	5200	\$67.10		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	*9211	\$27,692.71		1	1	6.20.25 EE PD FICA
06/20/2025	Y	679686	941	1ST SOURCE BANK	*9221	\$29,557.18	\$86,807.07	1	1	6.20.25 EE PD FICA
06/20/2025	Y	679687	9230	INDIANA DEPT OF REVENUE	*9231	\$22,263.85	\$22,263.85	1	1	6.20.25 STATE TAXES
06/20/2025	Y	679688	9240	INDIANA DEPT REVENUE	*9241	\$5,736.49	\$5,736.49	1	1	6.20.25 COUNTY TAXES
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	0101	\$23,420.88		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	0300	\$860.87		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$19.39		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$88.19		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$47.20		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$22.54		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$55.81		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$76.64		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$155.93		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$251.02		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$66.72		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$66.72		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$43.87		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$23.60		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$37.11		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$21.86		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$11.76		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$18.51		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$19.33		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$10.40		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$16.36		1	1	6.20.25 6.5% - TRF

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
=====										
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$30.80		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$30.80		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$30.78		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$8.95		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$26.84		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$25.76		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$13.86		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	1300	\$21.78		1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679689	908	INDIANA STATE TEACHER RET.FD	2200	\$632.09	\$26,156.37	1	1	6.20.25 6.5% - TRF
06/20/2025	Y	679690	1591	INSCCU	*9462	\$368.34	\$368.34	1	1	6.20.25 Garnish(Tauber)
06/24/2025	Y	679692	369	FRONTIER	0300	\$471.86	\$471.86	70495	1	ANNEX EMERGENCY LINE
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$1,335.42		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$277.22		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	0800	\$13.27		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.26		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.26		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.26		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$3.30		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.77		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.79		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7.49		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$4.03		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.32		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$3.73		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.01		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$3.16		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.59		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$0.86		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.35		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$0.49		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.48		1	1	July LTD Insurance
06/25/2025	Y	679703	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$34.15	\$1,716.21	1	1	July LTD Insurance
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$1,147.51		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$284.50		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	0800	\$17.55		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.76		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$3.10		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$4.88		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.68		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.02		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.88		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.55		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.44		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.44		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.44		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.44		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.42		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.88		1	1	6.20.25 BRD.PD.LIFE

07/01/2025 Sequenced by Date
03:41 PM Acct. Types: All Types
User: All Users

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

Date Range: 06/18/2025 - 07/10/2025 Pg. 4
Vouchers: 679671 - 679785 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
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.55		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.44		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	-\$1.22		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	1300	-\$3.65		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$34.16		1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679704	1700	PORTER CO SCHOOL EMPL.INS TR	*9270	\$175.21	\$1,714.41	1	1	6.20.25 BRD.PD.LIFE
06/25/2025	Y	679705	1700	PORTER CO SCHOOL EMPL.INS TR	*9442	\$320.41	\$320.41	1	1	6.5.25 SUPPLEMENTAL LIFE
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$137,711.85		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$36,133.73		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	0800	\$66.61		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$19.63		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$10.56		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$16.58		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.05		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.15		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$14.77		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7.95		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$12.51		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$14.78		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7.95		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$12.49		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.63		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.63		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.61		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.54		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.98		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$4.68		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$441.36		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$237.49		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$373.39		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$321.27		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$172.87		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$271.79		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$278.60		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$149.91		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$235.69		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.63		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.63		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.61		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$119.01		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$64.04		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$100.68		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$19.63		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$10.56		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$16.58		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.37		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$4.11		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$13.42		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7.22		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$11.35		1	1	6.20.25 BRD.PD.DENTAL

07/01/2025 Sequenced by Date
03:41 PM Acct. Types: All Types
User: All Users

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

Date Range: 06/18/2025 - 07/10/2025 Pg. 5
Vouchers: 679671 - 679785 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
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$9.97		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.37		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$8.44		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.63		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.63		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.61		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.54		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.98		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$4.68		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$4.59		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$441.36		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$237.49		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$373.39		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$291.70		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$156.96		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$246.78		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$188.05		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$101.18		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$159.09		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.63		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.63		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.61		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$119.01		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$64.04		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$100.68		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	1300	-\$4.59		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$3,155.86		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9270	\$2,148.00		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$915.50		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$6,156.93		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$10,990.78		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$417.84		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$169.70		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$978.90		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$6,472.47		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$10,768.42		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$441.56		1	1	6.20.25 BRD.PD.DENTAL
06/25/2025	Y	679706	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$169.70	\$224,065.00	1	1	6.20.25 BRD.PD.DENTAL
06/26/2025		679693	2109	US BANK	0200	\$56,646.88	\$56,646.88	1	1	2019 GO BOND
06/26/2025		679694	2109	US BANK	0200	\$52,000.00	\$52,000.00	1	1	AD VAL BOND 2021
06/26/2025		679695	2109	US BANK	0200	\$1,157,000.00	\$1,157,000.00	1	1	2012A, 2012B, 2016B, BOND20
06/26/2025		679696	2109	US BANK	0200	\$299,000.00	\$299,000.00	1	1	AD VAL BOND 2022
06/26/2025		679697	2109	US BANK	0200	\$0.00	\$0.00	1	1	AD VAL BOND 2024
06/26/2025		679698	2109	US BANK	0200	\$751,500.00	\$751,500.00	1	1	AD VAL BOND 2024
06/26/2025		679699	2109	US BANK	0200	\$496,250.00	\$496,250.00	1	1	2023 GO BOND
06/26/2025		679700	9941	US Bank 5	0200	\$97,128.00	\$97,128.00	1	1	2019 CAPITAL IMPROVEMENT
06/27/2025	Y	679707	1802	PITNEY BOWES BANK INC	0300	\$302.00	\$302.00	70498	1	POSTAGE MACHINE REFILL
06/27/2025	Y	679709	2004	COMMUNITY UTILITIES OF INDIA	0300	\$1,363.63	\$1,363.63	70499	1	PLE WATER/WASTEWATER
06/30/2025	Y	679701	9691	VALIC	0101	\$4,326.00		70496	1	6.20.25 BRD.PD.VALIC
06/30/2025	Y	679701	9691	VALIC	0300	\$5,225.45		70496	1	6.20.25 BRD.PD.VALIC

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
06/30/2025	Y	679701	9691	VALIC	0800	\$466.66		70496	1	6.20.25 BRD.PD.VALIC
06/30/2025	Y	679701	9691	VALIC	1300	\$30.80		70496	1	6.20.25 BRD.PD.VALIC
06/30/2025	Y	679701	9691	VALIC	1300	\$30.80		70496	1	6.20.25 BRD.PD.VALIC
06/30/2025	Y	679701	9691	VALIC	1300	\$30.78		70496	1	6.20.25 BRD.PD.VALIC
06/30/2025	Y	679701	9691	VALIC	1300	\$30.80		70496	1	6.20.25 BRD.PD.VALIC
06/30/2025	Y	679701	9691	VALIC	1300	\$30.80		70496	1	6.20.25 BRD.PD.VALIC
06/30/2025	Y	679701	9691	VALIC	1300	\$30.78		70496	1	6.20.25 BRD.PD.VALIC
06/30/2025	Y	679701	9691	VALIC	2200	\$254.60	\$10,457.47	70496	1	6.20.25 BRD.PD.VALIC
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	0101	\$1,884.42		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	0300	\$298.19		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	0800	\$28.64		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$11.59		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$6.23		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$9.82		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$5.64		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$3.04		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$4.78		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$8.46		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$4.55		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$7.17		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$7.16		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$7.16		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$0.50		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$1.49		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$3.13		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$1.68		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	1300	\$2.65		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	2200	\$70.78		70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025		679702	2218	VISION SERVICE PLAN -(CT)	*9270	\$49.82	\$2,424.06	70497	1	6.20.25 BRD.PD.DENTAL
06/30/2025	Y	679710	1637	PORTER TOWNSHIP SCHOOL CORP	0800	\$72,000.00	\$72,000.00	70500	1	FS INDIRECT COSTS
06/30/2025		679711	9910	BMO	0101	\$284.42		70501	1	AKERS CURR MAT, HOARD BUS C
06/30/2025		679711	9910	BMO	1300	\$12.50		70501	1	AKERS CURR MAT, HOARD BUS C
06/30/2025		679711	9910	BMO	1300	\$12.50		70501	1	AKERS CURR MAT, HOARD BUS C
06/30/2025		679711	9910	BMO	1300	\$12.50	\$321.92	70501	1	AKERS CURR MAT, HOARD BUS C
06/30/2025	Y	679722	369	FRONTIER	0300	\$104.95	\$104.95	70509	1	CENTRAL ALARM LINE
07/03/2025	Y	679708	9801	PORTER TOWNSHIP PAYROLL	0101	\$262,390.86		0	1	7.3.25 Update Salaries
07/03/2025	Y	679708	9801	PORTER TOWNSHIP PAYROLL	0300	\$58,878.04		0	1	7.3.25 Update Salaries
07/03/2025	Y	679708	9801	PORTER TOWNSHIP PAYROLL	0800	\$266.40		0	1	7.3.25 Update Salaries
07/03/2025	Y	679708	9801	PORTER TOWNSHIP PAYROLL	1300	\$5,018.85		0	1	7.3.25 Update Salaries
07/03/2025	Y	679708	9801	PORTER TOWNSHIP PAYROLL	1300	\$3,908.95		0	1	7.3.25 Update Salaries
07/03/2025	Y	679708	9801	PORTER TOWNSHIP PAYROLL	1300	\$4,151.66		0	1	7.3.25 Update Salaries
07/03/2025	Y	679708	9801	PORTER TOWNSHIP PAYROLL	2200	\$6,653.60		0	1	7.3.25 Update Salaries
07/03/2025	Y	679708	9801	PORTER TOWNSHIP PAYROLL	2301	\$443.21		0	1	7.3.25 Update Salaries
07/03/2025	Y	679708	9801	PORTER TOWNSHIP PAYROLL	4125	\$4,232.13	\$345,943.70	0	1	7.3.25 Update Salaries
07/03/2025	Y	679712	9065	AMERICAN FUNDS	*9282	\$9,259.12	\$9,259.12	70502	1	7.3.25 AM.FUND
07/03/2025	Y	679713	995	OFFICE OF THE STANDING TRUST	*9462	\$563.00	\$563.00	70503	1	7.3.25 POWELL GARNISHMENT
07/03/2025	Y	679714	9066	PACIFIC LIFE	*9282	\$1,025.84	\$1,025.84	70504	1	7.3.25 PACIFIC LIFE
07/03/2025	Y	679715	1500	SECURITY BENEFIT	*9282	\$3,652.49	\$3,652.49	70505	1	7.3.25 S.B.ROTH
07/03/2025	Y	679716	796	TEXAS LIFE	*9442	\$1,271.57	\$1,271.57	70506	1	7.3.25 TEXAS LIFE

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
07/03/2025	Y	679717	9691	VALIC	*9282	\$1,912.59	\$1,912.59	70507	1	7.3.25 EE PD 403B
07/03/2025		679718	995	OFFICE OF THE STANDING TRUST	*9462	\$478.64	\$478.64	70508	1	7.3.25 WOOLEY GARNISHMENT
07/03/2025	Y	679719	941	1ST SOURCE BANK	0101	\$18,944.00		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	0300	\$4,216.18		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	0800	\$20.38		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$102.28		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$55.04		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$86.53		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$22.78		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$68.32		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$48.25		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$25.96		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$40.81		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$42.88		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$23.07		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$36.28		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$61.93		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$33.31		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$52.40		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$74.01		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$74.01		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	1300	\$74.01		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	2200	\$486.30		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	2301	\$31.54		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	4125	\$189.86		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	*9211	\$25,611.39		1	1	7.3.25 Federal Tax
07/03/2025	Y	679719	941	1ST SOURCE BANK	*9221	\$24,810.13	\$75,231.65	1	1	7.3.25 Federal Tax
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	0101	\$23,265.49		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	0300	\$860.89		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$19.39		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$88.19		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$47.20		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$22.54		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$55.81		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$76.64		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$155.93		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$251.02		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$66.72		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$66.72		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$43.87		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$23.60		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$37.11		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$21.86		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$11.76		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$18.51		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$19.33		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$10.40		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$16.36		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$30.80		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$30.80		1	1	7.3.25 6.5% TRF

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$30.78		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$8.95		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$26.84		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$25.76		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$13.86		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	1300	\$21.78		1	1	7.3.25 6.5% TRF
07/03/2025	Y	679720	908	INDIANA STATE TEACHER RET.FD	2200	\$632.09	\$26,001.00	1	1	7.3.25 6.5% TRF
07/03/2025	Y	679721	1591	INSCCU	*9462	\$368.34	\$368.34	1	1	7.3.25 GARNISH(TAUBER)
07/10/2025	Y	679723	9996	Bernice Willoughby	8400	\$166.19	\$166.19	2552	4	CAFE REFUND, GAGE/GATLIN BU
07/10/2025		679724	2615	A&H ATHLETIC FLOOR SERVICES	0708	\$2,815.00	\$2,815.00	0	1	SUP TO REFINISH HS GYM FLOO
07/10/2025		679725	1728	Able Paper & Tilden	0300	\$280.08	\$280.08	0	1	CUSTODIAL FLOOR PADS
07/10/2025		679726	1749	AMAZON CAPITAL SERVICES	0101	\$1,952.16		0	1	PREK SUPPLIES, PECENY, PLE
07/10/2025		679726	1749	AMAZON CAPITAL SERVICES	0300	\$35.97	\$1,988.13	0	1	PREK SUPPLIES, PECENY, PLE
07/10/2025		679727	204	ANAGNOS DOOR CO. INC.	0300	\$2,100.00	\$2,100.00	0	1	HS FIRE DROP TEST
07/10/2025		679728	2120	ASG	0300	\$2,420.00	\$2,420.00	0	1	HS STAGE CONTROLLER REPAIR
07/10/2025		679729	777	BANE-WELKER	0300	\$254.00	\$254.00	0	1	PARTS FOR BUSHOG REPAIR
07/10/2025		679730	9954	Blu Petroleum, Inc.	0300	\$2,455.71	\$2,455.71	0	1	311.6GAL UNL87
07/10/2025		679731	9956	Canon Financial Services, In	0300	\$1,384.00	\$1,384.00	0	1	PTSC COPIERS LEASE
07/10/2025		679732	442	CASTONGIA TRACTOR	0300	\$38.56	\$38.56	0	1	MOWER PARTS FOR REPAIRS
07/10/2025		679733	1602	CHICAGO TRIBUNE COMPANY	0300	\$38.92	\$38.92	0	1	NOTICE OF SALE OF WARRANTS
07/10/2025		679734	1172	COASTAL VALLEY WATER COMPANY	2311	\$55.25	\$55.25	0	1	CO WATER 6.26.25
07/10/2025		679735	383	COMMUNICATION CO. OF SO. BEN	0300	\$5,712.72	\$5,712.72	0	1	HS FIRE ALARM
07/10/2025		679736	1572	CRIST, SEARS & ZIC, LLP	0300	\$393.75	\$393.75	0	1	LEGAL SVCS, JUNE 2025
07/10/2025		679737	24	DALMATION FIRE EQUIPMENT	0300	\$2,347.00	\$2,347.00	0	1	ANNEX EXTINGUISHER CHECK
07/10/2025		679738	282	EDMENTUM	0101	\$12,242.00		0	1	25-26 COURSEWARE
07/10/2025		679738	282	EDMENTUM	2200	\$2,000.00	\$14,242.00	0	1	25-26 COURSEWARE
07/10/2025		679739	626	FEDERAL EXPRESS CORP.	0300	\$9.13	\$9.13	0	1	MAIL TAX ANT DOCUMENTS
07/10/2025		679740	48	FERGUSON FACILITIES SUPPLY	0300	\$230.41		0	1	FLOOR CLEANER, BGHS GYM
07/10/2025		679740	48	FERGUSON FACILITIES SUPPLY	0708	\$869.80	\$1,100.21	0	1	FLOOR CLEANER, BGHS GYM
07/10/2025		679741	360	FIRST STUDENT	0300	\$159,298.34		0	1	8TH GR FIELD TRIP
07/10/2025		679741	360	FIRST STUDENT	3957	\$500.00	\$159,798.34	0	1	8TH GR FIELD TRIP
07/10/2025		679742	972	FRONTLINE TECHNOLOGIES	0300	\$4,200.15	\$4,200.15	0	1	FRONTLINE ACCESS 25-26
07/10/2025		679743	15	SAVVAS LEARNING COMPANY, LLC	0101	\$87,230.74		0	1	6 YEAR L.A. TEXTBOOK ADOPTI
07/10/2025		679743	15	SAVVAS LEARNING COMPANY, LLC	6847	\$375.00	\$87,605.74	0	1	6 YEAR L.A. TEXTBOOK ADOPTI
07/10/2025		679744	748	GRAINGER	0300	\$535.31	\$535.31	0	1	BACKFLOW
07/10/2025		679745	1752	GRUEL BROS INC	0300	\$275.98	\$275.98	0	1	MOWER PARTS
07/10/2025		679746	858	M.S.D. OF BOONE TOWNSHIP	0101	\$8,743.76		0	1	SPED RENT, SALARY, BENEFITS
07/10/2025		679746	858	M.S.D. OF BOONE TOWNSHIP	0300	\$5,233.31	\$13,977.07	0	1	SPED RENT, SALARY, BENEFITS
07/10/2025		679747	9951	ICASE	0101	\$51.25		0	1	C.HOARD MEMBERSHIP RENEWAL
07/10/2025		679747	9951	ICASE	1300	\$51.25		0	1	C.HOARD MEMBERSHIP RENEWAL
07/10/2025		679747	9951	ICASE	1300	\$51.25		0	1	C.HOARD MEMBERSHIP RENEWAL
07/10/2025		679747	9951	ICASE	1300	\$51.25	\$205.00	0	1	C.HOARD MEMBERSHIP RENEWAL
07/10/2025		679748	9842	INCIDENT IQ,LLC	0300	\$6,965.65	\$6,965.65	0	1	INCIDENT IQ RENEWAL 25-26
07/10/2025		679749	728	INDIANA DEPT. OF EDUCATION	3028	\$4,309.70	\$4,309.70	0	1	24-25 FORM ASSMNT UNUSED FU
07/10/2025		679750	325	INOVA PNEUMATICS	0300	\$450.41	\$450.41	0	1	MS PARTS OVERHAUL KIT
07/10/2025		679751	9985	Integrity Network Solutions,	3198	\$8,325.00	\$8,325.00	0	1	LINEWIZE 1-YR SUBSCRIPTION
07/10/2025		679752	590	JOHNSON CONTROLS	0300	\$7,598.00	\$7,598.00	0	1	ANNUAL HS CHILLER MAINTENAN
07/10/2025		679753	1832	JOSTENS	0101	\$519.87	\$519.87	0	1	CREDIT MEMO, DIPLOMA COVERS
07/10/2025		679754	1101	KANKAKEE VALLEY R.E.M.C.	0300	\$26,674.25	\$26,674.25	0	1	BGHS ELEC, MAY 2025
07/10/2025		679755	1623	Liberty Mutual	0300	\$525.00	\$525.00	0	1	A.VALE DEP TREASURER BOND

07/01/2025 Sequenced by Date
03:41 PM Acct. Types: All Types
User: All Users

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

Date Range: 06/18/2025 - 07/10/2025 Pg. 9
Vouchers: 679671 - 679785 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
07/10/2025		679756	1084	MENARDS	0300	\$62.39		0	1	MISC. FIRE REPAIRS
07/10/2025		679756	1084	MENARDS	0708	\$896.72	\$959.11	0	1	MISC. FIRE REPAIRS
07/10/2025		679757	9939	Monroe Pest Control, Inc.	0300	\$387.00	\$387.00	0	1	CO PEST CONTROL, JUNE 2025
07/10/2025		679758	19	NEOLA, INC.	0300	\$1,375.00	\$1,375.00	0	1	UPDATE SVC: VOL 28, NO 1
07/10/2025		679759	486	NETWORK SOLUTIONS, INC.	0300	\$4,209.84	\$4,209.84	0	1	VMWARE 2025-2026
07/10/2025		679760	9995	Nicole Baumann	6847	\$112.00	\$112.00	0	1	SRO CONF MILEAGE REIMBURSEM
07/10/2025		679761	426	NORTHWEST INDIANA FENCE CO.	0708	\$18,700.00	\$18,700.00	0	1	FOOTBALL FIELD FENCING
07/10/2025		679762	1404	NITCO	0300	\$1,715.49		0	1	PTSC PHONE/INTERNET
07/10/2025		679762	1404	NITCO	3780	\$3,400.00	\$5,115.49	0	1	PTSC PHONE/INTERNET
07/10/2025		679763	9928	O'Reilly Automotive Stores,	0300	\$19.32	\$19.32	0	1	AUTO PARTS FOR 2015 SILVERA
07/10/2025		679764	1726	ODP BUSINESS SOLUTIONS, LLC	0300	\$6.84	\$6.84	0	1	GRAY PAPER, VALE, CO
07/10/2025		679765	1694	PORTER COUNTY EDU. SERVICES	0101	\$15,620.17		0	1	JUNE25 SPED COOP/RENT
07/10/2025		679765	1694	PORTER COUNTY EDU. SERVICES	0300	\$14,749.58	\$30,369.75	0	1	JUNE25 SPED COOP/RENT
07/10/2025		679766	1802	PITNEY BOWES BANK INC	0300	\$58.64	\$58.64	0	1	POSTAGE MACHINE INK
07/10/2025		679767	1650	PITNEY BOWES GLOBAL FINANCIA	0300	\$195.99	\$195.99	0	1	CO POSTAGE METER LEASE
07/10/2025		679768	1834	REPUBLIC SERVICES #715	0300	\$1,606.14	\$1,606.14	0	1	PTSC GARBAGE PICKUP
07/10/2025		679769	3217	RIVERSIDE INSIGHTS	3769	\$2,431.35	\$2,431.35	0	1	COGAT TESTING
07/10/2025		679770	9836	SNA Depository	0800	\$270.00	\$270.00	0	1	MARKETING TRAINING, AKERMAN
07/10/2025		679771	1952	SHAMBAUGH & SON L.P.	0708	\$2,490.88	\$2,490.88	0	1	REPLACE CHILLER ALARM, BGE/
07/10/2025		679772	9925	SKYWARD, INC.	0300	\$9,484.00	\$9,484.00	0	1	25-26 ANNUAL LICENSE FEE
07/10/2025		679773	1066	STAPLES BUSINESS ADVANTAGE	0300	\$48.48	\$48.48	0	1	BANKERS BOXES, VALE, CO
07/10/2025		679774	1716	THORN, SCOTT	0300	\$2,650.00	\$2,650.00	0	1	MAY WWTP
07/10/2025		679775	1718	UTILITY SERVICES	0300	\$280.00	\$280.00	0	1	ECOLI TESTING, JUNE 2025
07/10/2025		679776	9873	WATSON EXHAUST SERVICE, LLC	0300	\$350.00		0	1	HS CAFE EXHAUST CLEANING
07/10/2025		679776	9873	WATSON EXHAUST SERVICE, LLC	0800	\$550.00	\$900.00	0	1	HS CAFE EXHAUST CLEANING
07/10/2025		679777	2036	WELLS FARGO FINANCIAL LEASIN	0300	\$459.18	\$459.18	0	1	2024 PERSONAL PROPERTY TAX
07/10/2025		679778	9828	XEROX FINANCIAL SERVICES	0300	\$380.92	\$380.92	0	1	JUNE COPIER LEASE
07/10/2025		679779	9918	ZINKAN ENTERPRISES, INC.	0300	\$227.00	\$227.00	0	1	HS WWTP
07/10/2025		679780	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$190.32	\$190.32	1	1	BGHS GAS, MAY/JUNE 2025
07/10/2025		679781	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$160.74	\$160.74	1	1	ATH COMP GAS, MAY/JUNE 2025
07/10/2025		679782	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$9,771.66	\$9,771.66	1	1	ANNEX/BGE/MS GAS/ELEC MAY/J
07/10/2025		679783	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$78.05	\$78.05	1	1	CO GAS, MAY/JUNE 2025
07/10/2025		679784	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$631.37	\$631.37	1	1	PLE GAS, MAY/JUNE 2025
07/10/2025		679785	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$1,768.78	\$1,768.78	1	1	BGE/MS ELEC, MAY/JUNE 2025
Totals for 113 Vouchers						\$4,770,765.48	\$4,770,765.48			

07/01/2025 Sequenced by Date
03:41 PM Acct. Types: All Types
User: All Users

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

Date Range: 06/18/2025 - 07/10/2025 Pg. 10
Vouchers: 679671 - 679785 v1.0.0.0
Between Board: Included Epay Status: Any Status

Totals by Fund

0101.00	EDUCATION	\$817,713.90
0101.01	CURRICULAR MATERIALS	\$99,757.16
0200.00	DEBT SERVICE	\$2,909,524.88
0300.00	OPERATIONS	\$482,752.55
0708.02	2023 GO BOND CONSTRUCTTION	\$25,772.40
0800.00	School Lunch	\$94,312.52
1300.01	PTSC portion of SPED shared serv	\$0.00
1300.02	East Porter SPED portion of shar	\$15,944.77
1300.03	MSD Boone SPED portion of shared	\$11,976.40
1300.04	Union SPED portion of shared ser	\$13,309.99
2200.00	ADULT, ALTERNATIVE, CON ED	\$21,093.52
2301.00	ATHLETIC/CLUB TRANSPORTATION F	\$1,205.00
2311.00	WELLNESS GRANT	\$55.25
3028.25	FORMATIVE ASSMNT/NWEA 24-25	\$4,309.70
3198.25	COMMON SCHOOL FALL24 \$134,00	\$8,325.00
3769.25	HIGH ABILITY 2025 \$28,994.00	\$14,661.46
3780.00	STATE CONNECTIVITY GRANT	\$3,400.00
3957.01	Career Coaching - Coach	\$10,000.00
3957.02	Career Coaching - Staff/Student	\$500.00
4125.00	Title I FY2025	\$8,843.98
5200.00	24.25 IDEA Para Pro Grant	\$944.36
6847.00	TITLE II, FY2024	\$487.00
8400.00	FOOD SERVICE PATRON ACCOUNTS	\$166.19
TOTAL OF ALL FUNDS		\$4,545,056.03

Totals by Clearing

9211	FEDERAL TAXES	\$53,304.10
9221	FICA	\$54,367.31
9231	STATE TAXES	\$22,263.85
9241	COUNTY TAXES	\$5,736.49
9270	MED,DEN,VSP RETIREE INS	\$2,373.03
9272	MEDICAL 1	\$37,481.80
9282	AMERICAN FUNDS 403B	\$33,075.66
9300	EDUCATION FOUNDATION of PTSC	\$148.00
9301	ED.F.PASS-THROUGH	\$78.00
9442	LIFE RETIREE INS	\$2,863.55
9452	VSP/EMPLOYEE PAY	\$11,197.70
9462	IN STATE CCU/CASS CNTY	\$2,819.96
TOTAL OF ALL CLEARING		\$225,709.45

GRAND TOTAL \$4,770,765.48

✓
125

07/01/2025 Sequenced by Date
03:41 PM Acct. Types: All Types
User: All Users

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

Date Range: 06/18/2025 - 07/10/2025 Pg. 11
Vouchers: 679671 - 679785 v1.0.0.0
Between Board: Included Epay Status: Any Status

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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.

July 1, 2025

CFO/Corporation Treasurer

Kathleen B. Smith
Kathleen B. Smith

ALLOWANCE OF VOUCHERS

We have examined the Vouchers listed on the foregoing Accounts Payable Register, consisting of 11 pages, and except for the vouchers not allowed on the register, such vouchers are hereby allowed in the total \$4,770,765.48 dated this 10th day of July, 2025.

BOARD OF EDUCATION

President

Vice President

Secretary

Member

Member

June 30, 2025

FINANCIAL REPORT

6.25 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>
EDUCATION -101.00, 101.02	\$ 1,376,777.99	\$ 1,356,159.37	\$ (20,618.62)			
101.01 Curricular Materials breakout	\$ 200,237.93	\$ 201,469.69	\$ 1,231.76			
TOTAL	\$ 1,577,015.92	\$ 1,557,629.06		46.75%	6/12	50%

Notes:

Ending Cash balance is 12.84% of 2025 Budget, including Curricular Materials
\$331,341.23 are PO's

DEBT SERVICE	\$ 626,971.80	\$ 1,145,894.68	\$ 518,922.88	50.19%	6/12	50%
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Notes:

OPERATION	\$ 642,431.68	\$ 1,942,258.43	\$ 1,299,826.75	42.40%	6/12	50%
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Notes:

Ending Cash balance is 32.04% of 2025 Budget
\$49,520.64 are PO's

RAINY DAY	\$ 642,818.29	\$ 643,197.12	\$ 378.83			
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Notes:

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

FOOD SERVICES 800.00, 800.01, 800.03	\$ 729,715.88	\$ 674,137.97	\$ (55,577.91)			
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Notes:

Patron Account \$5,341.36 - Balanced 6.30.25

TRECS - Trust Indiana - Debt Collections	\$ 1,137.02	\$ 1,494.51	\$ 357.49			
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Notes:

INVESTMENT - CD's	\$ -	\$ -	\$ -			
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Notes:

None at this time.

Percent of Education Revenue Transferred to Operations (by end of 2024 not more than 15%)
0.92%

PTSC Starting Salary - Minimum Salary of \$40,000
\$ 49,475.00

Percentage of Certified Salary to State Funding - 62% minimum
75.37%

Notes:

Respectfully submitted:
Kathleen B. Smith, CPA, CFO

6.25 Monthly Board.xls

07/02/2025
8:17 AM

Monthly Fund Balance Report
PORTER TOWNSHIP SCHOOL CORPORATION
From: 06/01/2025 | To: 06/30/2025
Form 9: Exclude Form 9

Pg. 1

Fund	Description	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	End Balance
0101.00	EDUCATION	\$1,376,777.99	\$891,027.45	\$911,646.07	\$0.00	\$0.00	\$1,356,159.37
0101.01	CURRICULAR MATERIALS	\$200,237.93	\$2,265.00	\$1,033.24	\$0.00	\$0.00	\$201,469.69
0101.02	24.25 David C Ford Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0200.00	DEBT SERVICE	\$626,971.80	\$3,454,092.36	\$2,935,169.48	\$0.00	\$0.00	\$1,145,894.68
0250.00	RETIREMENT/SEVERANCE BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0300.00	OPERATIONS	\$543,272.37	\$1,871,908.89	\$454,397.62	-\$18,525.21	\$0.00	\$1,942,258.43
0610.00	LOCAL RAINY DAY	\$642,818.29	\$378.83	\$0.00	\$0.00	\$0.00	\$643,197.12
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	\$2,226,942.97	\$6,515.69	\$75.20	\$0.00	\$0.00	\$2,233,383.46
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	\$15.91	\$0.00	\$0.00	\$0.00
0800.00	School Lunch	\$729,710.03	\$68,820.95	\$124,393.01	\$0.00	\$0.00	\$674,137.97
0800.01	SUPPLY CHAIN ASSISTANCE	\$5.85	\$0.00	\$5.85	\$0.00	\$0.00	\$0.00
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	\$6,390.45	\$6,390.08	\$0.00	\$0.00	\$0.00
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...	-\$10,950.01	\$35,154.26	\$21,066.08	\$0.00	\$3,138.17	\$0.00
1300.03	MSD Boone SPED portion of s...	-\$29,609.02	\$29,621.52	\$15,993.10	\$0.00	\$0.00	-\$15,980.60
1300.04	Union SPED portion of share...	-\$12,143.01	\$12,155.51	\$17,593.22	\$0.00	\$0.00	-\$17,580.72
1400.00	JOINT OPERATIONS- VOCATIONAL	\$199,771.19	\$0.00	\$1,174.30	\$0.00	\$0.00	\$198,596.89
1700.00	Digital Devices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1700.01	Digital Repairs	-\$12,399.45	\$1,896.15	\$0.00	\$0.00	-\$10,503.30	\$0.00
1700.02	Digital Accessories	-\$11,337.01	\$1,300.50	\$0.00	\$0.00	-\$10,036.51	\$0.00
1701.00	PERM STANLEY NATURE CENTER ...	\$316.80	\$0.00	\$0.00	\$0.00	\$0.00	\$316.80
1702.00	INCENTIVE PROGRAMS	\$0.00	\$0.00	\$0.00	\$3,138.17	\$0.00	\$3,138.17
1703.00	CB&T/FIDELITY ACCOUNT	\$2,014.60	\$0.00	\$0.00	\$0.00	\$2,014.60	\$0.00
1705.00	FOOD SERVICE LOCAL	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
1725.00	PLE WALMART GRANT	\$4,317.32	\$0.00	\$0.00	\$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	\$706.25	\$18.75	\$0.00	\$0.00	\$0.00	\$725.00
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	\$269.26	\$0.00	\$0.00	\$0.00	\$825.50
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	\$14,259.65	\$0.00	\$0.00	\$0.00	\$0.00	\$14,259.65
2001.03	PTSC Ed Foundation Awards/D...	-\$93.35	\$1,811.39	\$1,524.52	\$0.00	\$0.00	\$193.52

07/02/2025
8:17 AM

Monthly Fund Balance Report
PORTER TOWNSHIP SCHOOL CORPORATION
From: 06/01/2025 | To: 06/30/2025
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	\$146,855.31	\$0.00	\$19,093.52	\$0.00	\$0.00	\$127,761.79
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	-\$875.93	\$8,604.67	\$2,336.01	\$0.00	\$0.00	\$5,392.73
2302.00	STUDENT DRUG TESTING FEES	\$2,972.02	\$3,040.00	\$600.00	\$0.00	\$0.00	\$5,412.02
2310.00	TEACHER ACTIVITY FUND	\$1,430.57	\$0.00	\$0.00	\$0.00	\$0.00	\$1,430.57
2311.00	WELLNESS GRANT	\$3,699.98	\$0.00	\$312.25	\$0.00	\$0.00	\$3,387.73
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	\$4,309.70	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3198.25	COMMON SCHOOL FALL24 \$134,00	-\$122,720.09	\$0.00	\$2,670.00	\$0.00	\$0.00	-\$125,390.09
3199.25	COMMON SCH SPRING 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3250.00	MEDICAID REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$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	\$12,657.74	\$3,661.97	\$12,768.36	\$0.00	\$0.00	\$3,551.35
3780.00	STATE CONNECTIVITY GRANT	\$95,048.61	\$0.00	\$0.00	\$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	\$10,000.00	\$0.00	\$0.00	\$0.00
3957.02	Career Coaching - Staff/Stu...	\$4,780.12	\$0.00	\$285.18	\$0.00	\$0.00	\$4,494.94
4124.00	TITLE I FY2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4125.00	Title I FY2025	-\$8,851.55	\$13,273.54	\$8,843.98	\$0.00	\$0.00	-\$4,421.99
5200.00	24.25 IDEA Para Pro Grant	-\$521.70	\$0.00	\$2,119.11	\$0.00	\$0.00	-\$2,640.81
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	-\$792.00	\$0.00	\$155.47	\$0.00	\$0.00	-\$947.47
6460.00	Federal Medicaid	\$3,119.31	\$0.00	\$348.53	\$0.00	\$0.00	\$2,770.78
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	\$0.00	\$785.94	\$785.94	\$0.00	\$0.00	\$0.00
6847.00	TITLE II, FY2024	-\$456.19	\$4,584.06	\$4,127.87	\$0.00	\$0.00	\$0.00
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	\$43,180.09	\$1,092.07	\$38,930.80	\$0.00	\$0.00	\$5,341.36
8500.00	RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8502.00	TRECS DEBT COLLECTIONS	\$1,137.02	\$357.49	\$0.00	\$0.00	\$0.00	\$1,494.51
9999.00	Clearing Control	\$4,579.84	\$241,251.94	\$241,195.78	\$0.00	\$0.00	\$4,636.00
Totals:		\$6,910,737.71	\$6,660,278.64	\$4,835,050.48	-\$15,387.04	-\$15,387.04	\$8,735,965.87

June 1, 2025 - June 30, 2025 Fund Transfers

Fund	Operator	Post Date	Description	Doc. Type	Doc. #	Transfers
300	ksmith	6/12/2025	American Fidelity URM reimburse	TRF	1082	\$ 2,014.60
300	ksmith	6/19/2025	EOY Balance Transfers	TRF	1084	\$ (10,036.51)
300	ksmith	6/19/2025	EOY Balance Transfers	TRF	1083	\$ (10,503.30)
1300.02	ksmith	6/30/2025	Corrections to SPED shared Ser	TRF	1087	\$ (3,138.17)
1700.01	ksmith	6/19/2025	EOY Balance Transfers	TRF	1083	\$ 10,503.30
1700.02	ksmith	6/19/2025	EOY Balance Transfers	TRF	1084	\$ 10,036.51
1702	ksmith	6/30/2025	Corrections to SPED shared Ser	TRF	1087	\$ 3,138.17
1703	ksmith	6/12/2025	American Fidelity URM reimburse	TRF	1082	\$ (2,014.60)

Submitted to the Board for Approval on July 2, 2025.

Kathleen B Smith, CFO/Treasurer

Secretary

President

Member

Vice President

Member

07/02/2025
12:19 PM

PORTER TOWNSHIP SCHOOL CORPORATION
Educ & Operation Fund Transfers
Date Range: 7/1/2025 - 7/31/2025

Pg. 1
v1.0.0.0

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

No Education to Operation Transfers in July for June.

Submitted to Board for Approval on

July 2, 2025



Kathleen B Smith, CFO/Treasurer

Secretary

President

Member

Vice President

Member

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	\$ 893,292.45	\$ -	0.00%	\$ 133,993.87	\$ (133,993.87)	\$ 5,625,022.78	\$ 51,500.00	0.92%
7 July			#DIV/0!	\$ -	\$ -	\$ 5,625,022.78	\$ 51,500.00	0.92%
8 August			#DIV/0!	\$ -	\$ -	\$ 5,625,022.78	\$ 51,500.00	0.92%
9 September			#DIV/0!	\$ -	\$ -	\$ 5,625,022.78	\$ 51,500.00	0.92%
10 October			#DIV/0!	\$ -	\$ -	\$ 5,625,022.78	\$ 51,500.00	0.92%
11 November			#DIV/0!	\$ -	\$ -	\$ 5,625,022.78	\$ 51,500.00	0.92%
12 December			#DIV/0!	\$ -	\$ -	\$ 5,625,022.78	\$ 51,500.00	0.92%
	<u>\$ 5,625,022.78</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 6.30.25.xls

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

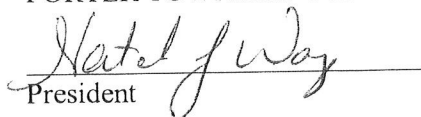
WHEREAS, HB 1009 required the governing body of each school corporation to establish an Operations Fund for the payment of expenses that are not allocated to student instruction and learning under IC 20-42.5, and

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

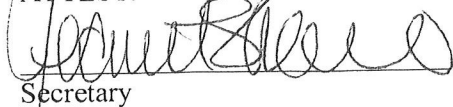
NOW THEREFORE, BE IT RESOLVED, that the Board of School Trustees of Porter Township School Corporation hereby approves and authorizes the Treasurer of Porter Township School Corporation to transfer an amount not to exceed fifteen percent (15%) of the monthly Education Fund revenues to the Operations 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

2025 Budget Calendar (for the 2026 Budget) - 2

- ∞ August 14: Budget Workshop
- ∞ By September 1: Gateway/website posting
- ∞ September 11: Budget Hearing
- ∞ October 9: Adoption of Budget

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
July 10, 2025

Building	Business Entity	Fees/Services	Contract Period	Total Amount
BGHS	National Restaurant Solutions, LLC	Culinary 1 & 2 Textbook Adoption	School Years 2025-2026 through 2031-2031	\$13,300.93

CS
7/12/25

Year 1



ServSafe Order Quotation

This is a ServSafe order quotation. Please note that this quotation expires on 8/31/2025 . If you wish to place this order, please visit the **Quote Management** page on ServSafe.com to submit your quote. Please note, for faster service, email your purchase order along with the quote number to PurchaseOrders@restaurant.org. To process your quote with payment, mail payment with quote to below remit-to address.

CUSTOMER ID #	SHIPPING METHOD	TODAY'S DATE	QUOTE EXPIRATION DATE	QUOTE #
25077843	UPS_GROUND	7/2/2025	8/31/2025	66683

QUANTITY	PRODUCT CODE	ITEM DESCRIPTION	PRICE	DISCOUNTED PRICE	AMOUNT
40	2020114151003	FRMCA 3e, Level 1 Ebook Code (Online Del...	\$34.68	\$34.68	\$1,387.20
20	2020214151003	FRMCA 3e, Level 2 Ebook Code (Online Del...	\$34.68	\$34.68	\$693.60
2	2020114541003	FRMCA 3e, Level 1 Textbook + Lab Manual	\$100.15	\$100.15	\$200.30
1	2020214541003	FRMCA 3e, Level 2 Textbook + Lab Manual	\$100.15	\$100.15	\$100.15
2	2020114201003	FRMCA 3e Level 1 Teacher Resources	\$161.10	\$161.10	\$322.20
1	2020214201003	FRMCA 3e Level 2 Teacher Resources	\$161.10	\$161.10	\$161.10

Quote Name: Porter Twnshp 3e

SHIPPING INFORMATION:

Full name: Michael Ross

Company:

Address: 260 S County Road 500 W

City: Valparaiso

State/Province: IN **Zip:** 46385

Phone: (219) 306-8600

FAX:

If you need any assistance or have any questions, visit **Customer Assistance** on ServSafe.com. Please see the below contact information and business hours for National Restaurant Association.

National Restaurant Association - Service Center

Business hours: 8:00 a.m. to 6:00 p.m. (CST)

Phone: (800) 765-2122 Ext. 36703

In Chicago area (312) 715-1010 ext. 36703

Email: ServiceCenter@restaurant.org

Remit-to Address (check payment with quote only)

National Restaurant Solutions, LLC

37020 Eagle Way

Chicago, IL 60678-1370

SUBTOTAL	\$2,864.55
SALES TAX	\$0.00
SHIPPING & HANDLING	\$32.38
GRAND TOTAL	\$2,896.93

EMAIL PO TO:

PurchaseOrders@restaurant.org

Service Enhancement Notice: In January 2009, invoices will be distributed via e-mail. In order to ensure that you receive these e-mails, you may need to add the domain address restaurant.org to your safe list or address book. Email questions to customer-service@restaurant.org with "Invoice" in your subject line.

RETURNS: All product returns must be made within 30 days from the date of invoice. All returned products must be in unopened original and resalable condition. Custom materials are not returnable. Online products are not refundable.

All returned material must have a Return Authorization (RA) Number assigned by NRA Solutions, LLC. RA number must be prominently written on the outside of every package returned.

To inquire or to obtain an RA number, contact NRA Solutions, LLC Customer Service at 800-765-2122, x 36703 (in Chicagoland 312-715-1010, x 36703; Monday through Friday 8:00 a.m. to 6:00 p.m. CST).

For faster service, please provide your order number when contacting NRA Solutions, LLC with order, shipment and billing inquiries. www.restaurant.org / www.servsafe.com

Thank you! We greatly appreciate your business!

Years 2-6

Total \$10,404.00

FOUNDATIONS

OF RESTAURANT MANAGEMENT & CULINARY ARTS

Foundations Order Quotation

This is a Foundations order quotation. Please note that this quotation expires on **8/31/2025**. If you wish to place this order, please visit **"MyQuotes"** under **"MyAccount"** on <https://textbooks.restaurant.org> to submit your quote. Please note, for faster service, email your purchase order with quote number to PurchaseOrders@restaurant.org. To process your quote with payment, mail payment with quote to below remit-to address.

CUSTOMER ID #	SHIPPING METHOD	TODAY'S DATE	QUOTE EXPIRATION DATE	QUOTE #
25077843	UPS_GROUND	7/2/2025	8/31/2025	66665

QUANTITY	PRODUCT CODE	ITEM DESCRIPTION	PRICE	DISCOUNTED PRICE	AMOUNT
40	2020114151003	FRMCA 3e, Level 1 Ebook Code (Online Del...	\$34.68	\$34.68	\$1,387.20
20	2020214151003	FRMCA 3e, Level 2 Ebook Code (Online Del...	\$34.68	\$34.68	\$693.60

Quote Name: Porter Township 3e yr 2

SHIPPING INFORMATION:

Full name: Michael Ross

Company:

Address: 260 S County Road 500 W

City: Valparaiso

Phone: (219) 306-8600

State/Province: IN **Zip:** 46385

FAX:

For questions about digital resources, ebooks, and online exams, please reach out directly to your sales rep, or email us at textbooks@restaurant.org. Please see the below contact information for National Restaurant Association.

National Restaurant Association - Service Center

Business hours: 8:00 a.m. to 6:00 p.m. (CST)

Phone: (800) 765-2122 Ext. 36703

In Chicago area (312) 715-1010 ext. 36703

Email: ServiceCenter@restaurant.org

Remit-to Address (check payment with quote only)

National Restaurant Solutions, LLC

37020 Eagle Way

Chicago, IL 60678-1370

SUBTOTAL	\$2,080.80
SALES TAX	\$0.00
SHIPPING & HANDLING	\$0.00
GRAND TOTAL	\$2,080.80

EMAIL PO TO:

PurchaseOrders@restaurant.org

Service Enhancement Notice: In January 2009, invoices will be distributed via e-mail. In order to ensure that you receive these e-mails, you may need to add the domain address restaurant.org to your safe list or address book. Email questions to customerservice@restaurant.org with "Invoice" in your subject line.

RETURNS: All product returns must be made within 30 days from the date of invoice. All returned products must be in unopened original and resalable condition. Custom materials are not returnable. Online products are not refundable.

All returned material must have a Return Authorization (RA) Number assigned by NRA Solutions, LLC. RA number must be prominently written on the outside of every package returned.

To inquire or to obtain an RA number, contact NRA Solutions, LLC Customer Service at 800-765-2122, x 36703 (in Chicago area 312-715-1010, x 36703, Monday through Friday 8:00 a.m. to 6:00 p.m. CST).

For faster service, please provide your order number when contacting NRA Solutions, LLC with order, shipment and billing inquiries. www.restaurant.org / www.serveSAFE.com

Thank you! We greatly appreciate your business!

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: July 2, 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, June 13, 2025. Applications were received for the following number of students per grade:

Grade 6:

1

Applications received with a deadline of Friday, June 20, 2025:

Grade 8:

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.

Additionally, I recommend approval of the following number of transfer students into kindergarten for the 2025-2026 school year:

KDG:

1

Fees for 2025.2026 School Year

Fee Costs / Totals		Description
Kindergarten		
Fee	\$2.00	Communicator Folder/Nicky's Folders
Fee	\$6.00	Art Supplies
Fee	\$2.00	PE
Fee	\$5.00	Kindergarten Projects
	\$15.00	
1st Grade		
Fee	\$2.00	Communicator Folder/Nicky's Folders
Fee	\$6.00	Art Supplies
Fee	\$2.00	PE
	\$10.00	
2nd Grade		
Fee	\$2.00	Communicator Folder/Nicky's Folders
Fee	\$6.00	Art Supplies
Fee	\$2.00	PE Supplies
	\$10.00	
3rd Grade		
Fee	\$2.00	Communicator Folder/Nicky's Folders
Fee	\$6.00	Art Supplies
Fee	\$2.00	PE Supplies
	\$10.00	
4th Grade		
Fee	\$6.00	Art Supplies
Fee	\$2.00	PE Supplies
Fee	\$3.00	Music - recorder
Fee	\$0.50	Music - sheet music
Fee	\$3.00	Assignment Book
	\$14.50	
5th Grade		
Fee	\$6.00	Art Supplies
Fee	\$2.00	PE Supplies
Fee	\$0.50	Music - sheet music
Fee	\$3.00	Assignment Book
	\$11.50	

6th Grade

Individual Classes

Fee	\$13.50 Band Instrument Music Book
Fee	\$8.00 Art Supplies
Fee	\$3.50 Choir Sheet Music

Entire 6th Grade

Fee	\$3.00 Assignment Book
Fee	\$2.00 PE Supplies
	\$5.00

7th Grade

Individual Classes

Fee	\$13.50 Band Instrument Music Book
Fee	\$8.00 Art Supplies
Fee	\$3.50 Choir Sheet Music

Entire 7th Grade

Fee	\$3.00 Assignment Book
Fee	\$2.00 PE Supplies
	\$5.00

8th Grade

Individual Classes

Fee	\$13.50 Band Instrument Music Book
Fee	\$8.00 Art Supplies
Fee	\$3.50 Choir Sheet Music

Entire 8th Grade

Fee	\$2.00 Science Lab Supplies
Fee	\$3.00 Assignment Book
Fee	\$2.00 PE Supplies
	\$7.00

High School

Individual Classes

Fee	\$15.50 Intro 2 D Art & Intro 3 D Art Supplies
Fee	\$30.50 Beginning Ceramics & Advanced Ceramics Supplies
Fee	\$20.50 Painting I Supplies
Fee	\$7.00 Choir Classes - Sheet Music
Fee	\$8.00 Band Classes - Sheet Music/Instrument Books
Fee	\$8.00 Freshman PE & Weights and Aerobics Classes Supplies
Fee	\$12.00 Science Class's Lab Supplies
Fee	\$10.00 Early Childhood I & II - Art Supplies
Fee	\$42.00 Early Childhood I - Uniform
Fee	\$100.00 Culinary I
Fee	\$100.00 Culinary II
Fee	\$35.00 Culinary & Hospitality

SPED

Individual Classes

None



MICHAEL D. SEARS
JACQUELYN S. PILLAR

CHERYL A. ZIC
RETIRED
STEVEN R. CRIST
1943-2019

July 9, 2025

Via Email – kathleen.smith@ptsc.k12.in.us
Ms. Kathleen Smith, CPA
PORTER TOWNSHIP SCHOOL CORPORATION
248 South 500 West
Valparaiso, Indiana 46385

Re: Proposed Fees for 2025-2026 School Year

Dear Ms. Smith:

I have reviewed the proposed fees for the 2025-2026 school year and agree that these are fees that relate to consumable items. As a result, they are appropriate under current legislation.

As always, if you have any questions, please feel free to contact me.

Very truly yours,

Jacquelyn S. Pillar

JSP/mls

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

TABLE OF CONTENTS

ENROLLMENT POLICY	1
Legal Residence	1
Compulsory Education Law	1
Kindergarten Entrance Requirements	1
Records	1
Parental Concern Procedure	1
COMPULSORY ATTENDANCE POLICY	2
Absences	4
Truancy	4
Habitual Absence	4
Chronic Absenteeism	4
Exempt Absences	4
Excused Absences	4
Parent/Guardian Verified	5
Unexcused Absences	5
Mandatory Attendance Conference	5
Chronic Illnesses	5
College Visits	5
Job Shadowing	5
Vacation	5
Tardy Policy	5
Good Attendance	6
HEALTH INFORMATION	6
Safety Protocols	6
Chronic Illnesses	6
Immunizations	7
Medications Given in School	7
Self-Administered Medication	7
Discarding Medications	8
Communicable Illnesses	8
Emergency/Student Illness	8
Student Insurance	8
EMERGENCY PROCEDURES	8
Fire Drills	8
Lockdown Drills	8
Evacuation Drills	8
Tornado Alert	8
Emergency Days Requiring Late Start or Early Release of School	9
School Closings/Emergencies	9
eLearning Days	9
POLICY STATEMENTS	9
Student Internet and Technology Responsible Use	9
Internet/ Technology	11
Computer, Technology, and Networks	12
Textbook Rental and Student Fees	12
Matters Regarding Instructional Materials	12
STUDENT CONDUCT	12
Grounds for Suspension / Expulsion	13
Effect of Suspension	13
Conduct Constituting an Interference with School Purposes	13
Unlawful Activity	14
Firearms/Destructive Device	15
Deadly Weapon	15
Drugs /Alcohol / Tobacco Policy	15
Fighting, Physical Assault, Battery, Endangering Safety of Others	16
Inciting or Planning a Fight	16
Disrespect to Staff	16
Lewd, Indecent, Offensive Behavior	16
Slander / Libel	16
Slurs	16
Taunting / Teasing / Spreading Rumors	17
Theft	17
Forgery / Impersonation	17
Destruction / Vandalism	17

Gang Activity.....	17
Search and Seizure.....	17
BULLYING.....	18
What is Bullying?.....	18
Reporting Bullying Behavior.....	18
Investigation of Report.....	18
Consequences.....	19
False Reporting.....	19
PERSONAL COMMUNICATION DEVICES.....	19
STUDENT PERSONAL COMMUNICATIONS DEVICE (PCD) RECORDINGS.....	20
VISITOR PERSONAL COMMUNICATION DEVICE (PCD) RECORDINGS.....	21
CCTV AND RECORDING CAMERA SYSTEM.....	21
CHILD ABUSE AND NEGLECT.....	21
COMPULSORY REPORTING.....	21
CONFIDENTIALITY.....	21
BRINGING INAPPROPRIATE ITEMS TO SCHOOL.....	22
Disruptive/Nuisance Items/Electronic Devices.....	22
ELASTIC CLAUSE.....	22
EMERGENCY CARDS/PERMISSION TO PICK-UP.....	22
DISTRIBUTING COMMERCIAL OR OTHER MATERIALS.....	22
LOSS OR DAMAGE OF PERSONAL PROPERTY.....	22
USE OF SECLUSION AND RESTRAINT WITH STUDENTS.....	22
TRESPASSING ON SCHOOL PROPERTY.....	22
PORTER TOWNSHIP COMPUTER FACILITIES, EQUIPMENT AND SOFTWARE PROCEDURES.....	23
Definition of Copyright.....	23
Rules and Regulations.....	23
Computer User Responsibilities.....	23
Legal Responsibilities.....	23
Libel.....	23
Penalties.....	24
INTERNET POLICY.....	24
FERPA POLICY.....	25
School and Student Records	25
CRIMINAL GANG & CRIMINAL GANG ACTIVITY POLICY.....	25
GRADING.....	26
PROGRESS REPORTS.....	26
GUN FREE SCHOOLS ACT.....	26
SEXUAL HARASSMENT.....	26
The Policy.....	26
Definition.....	26
Complaint Procedures.....	26
Sanctions for Misconduct.....	27
False Reporting.....	27
NONDISCRIMINATION ON BASIS OF GENDER, AGE, RACE, RELIGION, ETC.	27
HANDICAPPED NONDISCRIMINATION.....	27
CIVIL RIGHTS NON-DISCRIMINATION GRIEVANCE PROCEDURE.....	27
MAKEUP WORK.....	28
PARENT CONFERENCES.....	28
SAFETY AND SECURITY.....	29
SIGN IN/SIGN OUT.....	29
TIP LINE.....	29
VISITORS AND SCHOOL SAFETY CHALLENGES	29
PARENTAL/STUDENT RIGHTS IN IDENTIFICATIONS, EVALUATION AND PLACEMENT.....	30
SECTION 504 POLICY AND PROCEDURES FOR IDENTIFICATION, EVALUATION, AND PLACEMENT PROCEDURES.....	31
Referral.....	31
Evaluation.....	31
Conference.....	31
Reevaluation.....	32
Annual Review.....	32
Suspension and Expulsion.....	32
504 GRIEVANCE PROCEDURES.....	32
Complaint.....	32
Hearing.....	33
RESPONSE TO INTERVENTION (RTI).....	33

Academic Systems/Behavior Systems.....	34
SCHOOL NUTRITION PROGRAM.....	35
DRUG TESTING PROGRAM.....	37

ELEMENTARY SCHOOLS SUPPLEMENTAL SECTION

WELCOME.....	41
ARRIVAL & DISMISSAL PROCEDURE.....	42
Porter Lakes Elementary School Schedule/Attendance.....	42
Boone Grove Elementary School Schedule/Attendance.....	42
Bicycles.....	42
Bus Information.....	42
Walkers.....	43
Mid-Day Dismissal/End of Day Dismissal.....	43
Dismissal Notes.....	43
AFTER SCHOOL ACTIVITIES.....	43
At Teacher/Principal Request.....	43
Clubs, Sports, Programs, & Activities.....	43
GENERAL INFORMATION.....	43
Bookstore.....	43
Food Service Procedures.....	43
Lost and Found.....	44
Field Trips.....	44
Homework Policy.....	44
Physical Education.....	45
Recess.....	45
Student Assistance Personnel.....	45
Pets.....	45
Reporting Student Absence.....	45
Missed Assignments.....	45
REPORT CARDS/ACADEMIC PROGRESS.....	45
Report Cards.....	45
Progress Reports (Grades 1-5).....	45
Promotion, Assignment, and Retention.....	46
PORTER TOWNSHIP ELEMENTARY SCHOOL BEHAVIOR CODE.....	46
PROCEDURES.....	46
Classroom Procedures.....	46
Hallway Procedures.....	46
Cafeteria Procedures.....	46
Playground Procedures.....	46
Convocation Procedures.....	47
Student Dress.....	47
DISCIPLINARY ACTION.....	47
Academic Dishonesty, Cheating and Plagiarism.....	47
BUS DISCIPLINE AND PROCEDURES.....	48
OTHER SPECIAL SERVICES.....	49
Multidisciplinary Evaluation.....	49
Special Education Services.....	49
Financial Assistance/Other School Services.....	49

BOONE GROVE MIDDLE SCHOOL SUPPLEMENTAL SECTION

BOONE GROVE MIDDLE SCHOOL MISSION.....	51
ACADEMIC INFORMATION.....	51
Grading Formula.....	51
High Ability Class Grade Expectations.....	51
Changing Classes.....	51
Honor Roll.....	51
Academic Integrity.....	51
Retention.....	52
ATHLETICS / EXTRACURRICULAR ACTIVITIES.....	52
Attendance Affecting Athletic and Extracurricular Participation.....	52
ARRIVAL AND DISMISSAL.....	53
ATTENDANCE.....	53
Calling in Absences.....	53

Absences.....	53
eLearning Instructional Day Attendance.....	53
Days of Attendance	53
Field Trips (FTR).....	53
Tardy Policy.....	54
CLASSROOM RULES.....	54
CLASSWORK EXPECTATIONS.....	54
CONVOCATIONS / AWARD ASSEMBLIES.....	54
DANCES.....	54
DISCIPLINARY OPTIONS.....	54
BGMS PERSONAL CELL PHONE/ELECTRONICS POLICY.....	55
EARBUDS AND EARPHONES.....	55
DRESS CODE.....	55
BOOK BAGS.....	56
FOOD AND DRINKS IN CLASSROOMS.....	56
GUIDANCE COUNSELING OF STUDENTS.....	56
IN THE BUILDING AFTER HOURS.....	56
LOCKERS.....	56
MEDIA CENTER.....	56
SCHOOL IMPROVEMENT.....	57
POSTERS / LOCKER DECORATIONS.....	57
RULES FOR SCHOOL AREAS.....	57
SCHOOL CONTACT AND GENERAL INFORMATION.....	58
Corporation Activity Calendar.....	58
STUDENT BEHAVIOR GUIDELINES.....	58
Classroom Behavior (Minor Infractions).....	58
Habitual Disregard of School Guidelines/Authority.....	58
Leaving Class without Permission.....	58
Loitering/Trespassing.....	59
Obscenities (Gestures, Language, Pictures, Sounds).....	59
Passes.....	59
Romantic Relationships.....	59
STUDENT PLANNER / AGENDA BOOK.....	59

BOONE GROVE HIGH SCHOOL SUPPLEMENTAL SECTION

<u>Welcome.....</u>	61
Purpose of Student Handbook/Statement.....	61
Bell Schedule.....	61
<u>Academic Information:.....</u>	62
Academic Lettering.....	62
Class Rank.....	62
Latin GPA Recognition.....	62
Classification of Students.....	62
Course Retakes affecting the Academic Honors Diploma.....	62
Dual Credit or Rule 10.....	62
Final Exams.....	62
Senior Exemption.....	62
Grading System	63
Grade Calculations.....	63
Honor Roll.....	63
Incomplete Grades.....	63
Credits and Requirements.....	63
Core 40.....	64
Graduation Pathways.....	64
Scheduling	65
Schedule Changes.....	65
Alternative Course Work	65
Online Courses.....	65
Blended Online Class Requirements.....	66
Requirements for Blended Classes.....	66
Graduation Exercises.....	66
State Assessment.....	66
Valedictorian/Salutatorian.....	66
Mid-term Senior Graduation.....	66
Junior Graduation.....	66

<u>Attendance</u>	66
Absences	66
Online Instructional Day Attendance	66
Attendance Affecting Extra-Curricular and Athletic Events	66
Field Trips (FTR)	67
Finals Waiver Program	67
Tardy Policy	67
Truancy	67
Habitual Truancy	67
<u>Discipline & Behavior</u>	68
Statement	68
iPad Lockdown	68
Student Interaction Policy	68
Types of Discipline	68
Chronic Offenses	68
<u>Reasons for Disciplinary Action</u>	69
Academic Dishonesty, Cheating, and Plagiarism	69
Bullying	69
Cafeteria Conduct	69
Dress Code	70
Food/Beverage	70
Hallway Conduct	70
Harassment and Discrimination	70
Harassment	70
Horseplay	70
Language, Gestures, Behavior	70
Loitering	70
School Bus Regulations and Conduct	70
Bus Pass Procedures	70
Student Passes	71
Student Driving/Student Parking	71
Invalidation of Driver's License or Permit	71
Transportation for School Sponsored Events	71
<u>General Information</u>	71
Assemblies and Convocations	71
iPad Information	71
Dances	71
Distribution of Non-School Materials & Signs	71
Fundraisers	72
Locker Rooms	72
Teacher Assistants (TAs)	72
<u>Student Activities</u>	72
BGHS Student in Good Standing	72
Attendance	72
Grades	72
On Pace for Graduation	72
Behavior	72
Extra-Curricular Activities	72
Attendance Affecting Extra-Curricular and Athletic Events	72
Transportation	73
National Honor Society/Article 1-Selection of Member	73
<u>Athletics</u>	73
Statement of Philosophy	73
Objectives	73
Athletic Code	73
Enforcement Procedures	74
Penalties	74
IHSAA Eligibility Rules	74
Transportation	74
Athletic Awards	74
<u>Student Services</u>	75
Food Services	75
Media Center	75
Student Identification Card	75

Use of Water/Fluid Bottles at School.....	75
Students At-Risk.....	75

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 6th grade, 9th 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 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 21st 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:

1st Offense Recommendation for expulsion and referral to law enforcement where warranted.
Substance Abuse Education and Prevention Program

Consequences & Restorative Practice for item 2:

1st Offense 3-5 days suspension (ISS or OSS), referral to law enforcement where warranted for possible ticket
2nd 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:

1st Offense 1-3 days suspension (ISS or OSS)
2nd 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.

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

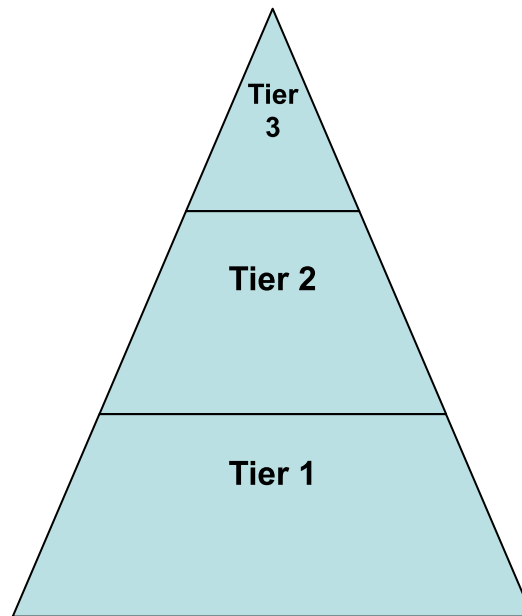
- Individualized intensive interventions supplemental to core curriculum
- Uniquely different instructional strategies; increased in length, frequency and/or duration
- More frequent progress monitoring

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, 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

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

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. 2nd 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:

- 1st Offense:** Redo the paper/project/assignment with a loss of 1 letter grade.
2nd 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 3.67 GPA
B+	87% - 89%	3.3 GPA 3.33 GPA
B	83% - 86%	3.00 GPA
B-	80% - 82%	2.7 GPA 2.67 GPA
C+	77% - 79%	2.3 GPA 2.33 GPA
C	73% - 76%	2.00 GPA
C-	70% - 72%	1.7 GPA 1.67 GPA
D+	67% - 69%	1.3 GPA 1.33 GPA
D	63% - 66%	1.00 GPA
D-	60% - 62%	.70 .67 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 (7th & 8th Boys) (6th grade, if needed)

Cross-Country (6th, 7th & 8th Coed)

Football (7th & 8th Boys)

Spell Bowl

Volleyball (6th, 7th & 8th Girls)

Cheerleading (Girls)

Softball (7th & 8th Girls) (6th Grade, if needed)

Winter

Basketball (6th, 7th & 8th Boys and Girls Teams)

Wrestling (6th, 7th & 8th Coed)

Cheerleading (Girls)

Boys Volleyball Club (7th & 8th Grade)(6th Grade, if needed)

Dance (Girls)

Spring

Academic Teams (Coed)

Track (6th, 7th & 8th 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 1st 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:

- 1st 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

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 3rd, 5th or 7th semester to be eligible for an initial Academic Letter.
2. A student may qualify for the academic award at the end of the 3rd, 5th, and 7th semester.
3. The qualifying student will receive for his/her 1st 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 7th 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 7th semester. Class rank is based on this average. Any student transferring into Boone Grove High School after the first week of the 5th 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	
English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12) 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>
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits <small>(College and Career Pathway courses recommended)</small>
40 Total State Credits Required	

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 2nd 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
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills (Students must complete <i>at least one</i> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience.
3) Postsecondary-Ready Competencies	• Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR

(Students must complete at least one of the following.)	<ul style="list-style-type: none"> ● ACT: College-ready benchmarks; OR ● SAT: College-ready benchmarks; OR ● ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR ● State- and Industry-recognized Credential or Certification; OR ● Federally-recognized Apprenticeship; OR ● Career-Technical Education Concentrator: 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 ● AP/IB/Dual Credit/Cambridge International courses for CLEP Exams: Must earn a C average or higher in at least three courses; OR ● Locally created pathway that meets the framework from and earns the approval of the State Board of Education.
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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 7th 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 7th 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

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.

1st -4th Truancy results in two (2) hour ISD with iPad lockdown.

5th Truancy, loss of driving privileges for ten (10) days and full day ISD.

6th 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.

- 1st Offense Driver will confer with student as a warning.
- 2nd 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.
- 3rd 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.*

Book	Policy Manual
Section	For Board review
Title	Revised Bylaw - Vol. 37, No. 2 - April 2025 - CONSENT AGENDA
Code	po0166.1
Status	
Adopted	June 21, 2001
Last Revised	March 21, 2013

Revised Bylaw - Vol. 37, No. 2 - April 2025

0166.1 - CONSENT AGENDA

The School Board shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board.

- A. minutes of prior meetings;
- B. bills for payment;
- C. hiring of personnel;
- D. resolutions that require annual adoption, such as bank signatories, Indiana High School Athletic Association membership, etc.;
- E. resignations and leaves;
- F. technical corrections;
- G. _____.

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings
Cross References	po0131.2 - TECHNICAL CORRECTIONS

Book	Policy Manual
Section	For Board review
Title	Revised Bylaw - Vol. 37, No. 2 - April 2025 - EXECUTIVE SESSION
Code	po0167.2
Status	
Adopted	June 21, 2001
Last Revised	October 8, 2020

Revised Bylaw - Vol. 37, No. 2 - April 2025

0167.2 - EXECUTIVE SESSION

The School Board may meet in an executive session, one closed to the public (except the Board may admit those persons determined to be necessary to carry out the purpose of the executive session) after giving proper notice, for the following purposes:

- A. where authorized by Federal or State statute
- B. discussion of strategy with respect to 1) collective bargaining, which does not include a discussion or meeting under I.C. 20-29-6-7, 2) initiation of litigation or litigation which is pending or has been threatened in writing, 3) implementation of security systems, 4) a real property transaction, including a purchase, a lease as a lessor, a lease as a lessee, a transfer, an exchange or a sale by the governing body, up to the time a contract or option is executed by the parties, 5) or school consolidation, providing that the strategy is necessary for bargaining or competitive reasons, and the meeting does not include the competitive bargaining adversaries
- C. for discussion of the assessment, design, and/or implementation of school safety and security measures, plans, and systems
- D. to receive information about, and interview, prospective employees
- E. with respect to any individual over whom the Board has jurisdiction, receive information concerning the individual's alleged misconduct, and to discuss, prior to determination, that individual's status as an employee, student, or independent contractor who is a physician or a school bus driver
- F. discussion of records classified as confidential by Federal or State statute
- G. discussion, before any placement decision, of an individual student's abilities, past performance, behavior, and needs
- H. discussion of an employee's job performance evaluation
- I. when considering the appointment of a public official, to develop a list of prospective appointees, to consider applications and make one (1) initial exclusion of prospective appointees from further consideration
- J. training of Board members by an outside consultant on performance of their role as public officials and/or discussion with or between county officials, Board members, and an outside consultant concerning the performance of Board members
- K. to discuss information and intelligence intended to prevent, mitigate, or respond to a threat of terrorism

A final action ~~must~~ shall be taken at a meeting open to the public.

The Board shall not conduct an executive session during a meeting, except as otherwise permitted by applicable statute. A meeting shall not be recessed and reconvened with the intent of circumventing this provision.

Requirements for minutes of an executive session shall be a specific reference to instance or instances from the above-listed purposes for an executive session. The Board shall certify by a statement in the minutes that no other business was discussed in the executive session other than the subject matter specified in the public notice.

In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.

I.C. 5-14-1.5-5 Open Door Law notice to the public and news media of executive sessions

I.C. 5-14-1.5-6.1 Executive sessions

I.C. 20-26-4-3 Regular, statutory and special meetings, including notice of meetings to Board members

I.C. 20-29-6-7

Cross Reference:

po0142.3 - VACANCIES AND APPOINTMENT OF BOARD MEMBERS

po0164 - NOTICE OF MEETINGS

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Legal

I.C. 5-14-1.5-5 Open Door Law notice to the public and news media of executive sessions

I.C. 5-14-1.5-6.1 Executive sessions

I.C. 20-26-4-3 Regular, statutory and special meetings, including notice of meetings to Board members

I.C. 20-29-6-7

Cross References

po0142.3 - VACANCIES AND APPOINTMENT OF BOARD MEMBERS

po0164 - NOTICE OF MEETINGS

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Vol. 37, No. 2 - April 2025 - DRESS AND APPEARANCE
Code	po1216
Status	
Adopted	July 14, 2022

Revised Policy - Vol. 37, No. 2 - April 2025

1216 - DRESS AND ~~GROOMING~~ APPEARANCE

The School Board believes that administrative staff members set an example ~~in dress and grooming~~ for their staff and students to follow.

The Board authorizes the development of standards for administrator dress and ~~grooming~~ appearance that promote a professional educational atmosphere that gives consideration to the impact on the educational process and the diversity of the School Corporation's administrators.

When assigned to Corporation duty, all administrators shall:

- A. be physically clean, ~~and neat, and well-groomed~~;
- B. dress in a manner consistent with their administrative responsibilities;
- C. dress in a manner that communicates pride in personal appearance;
- D. dress in a manner that does not cause damage to Corporation property;
- E. ~~be groomed~~ appear in such a way that does not disrupt the educational process or cause a health or safety hazard.

The established standards for dress and ~~grooming~~ appearance shall be upheld in a nondiscriminatory and uniform manner.

Book	Policy Manual
Section	For Board review
Title	REVISED: EMPLOYMENT OF THE SUPERINTENDENT
Code	po1220
Status	
Adopted	June 21, 2001
Last Revised	December 12, 2024

1220 - EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of the School Corporation in the Superintendent of Schools. The appointment of the Superintendent is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent of Schools becomes vacant, the Board shall appoint a Superintendent and fix their salary and term of employment, which shall be for a term of at least one (1) year and not more than three (3) years. However, a contract may be extended for not more than an additional five (5) years beyond the term of the original contract.

The Board shall not enter into a contract with a Superintendent on or after the date of the election of one or more members of the governing body until January 1 of the year immediately following the year of the election. This policy provision does not apply if the membership of the governing body does not change by more than one (1) member as a result of the particular election (I.C. 20-28-8-6).

If the contract contains a provision that establishes an amount the Board must pay to the Superintendent to buy out the contract, the amount may not be more than an amount equal to the lesser of:

- A. the Superintendent's salary for any one (1) year under the contract; or
- B. \$250,000.

A Superintendent's salary under clause (A) does not include benefits or any other forms of compensation that the Superintendent receives as payment under the contract other than the Superintendent's salary.

The contract between the Board and the Superintendent shall not provide for the awarding of a monetary bonus or other incentive that is based on the approval of a public question under I.C. 6-1.1-20 or I.C. 20-46 (referendum).

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. Recruitment procedures will be prepared in advance of the search and will include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this Corporation and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this Corporation;
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this Corporation unless they have signed an employment contract with the Board.

At least seven (7) days before a contract for employment is entered into between the Board and the Superintendent, the Board shall hold a public meeting on the proposed contract to hear objections to and support for and discuss, the proposed contract.

The Board Secretary shall submit notice of the meeting on the proposed contract for publication in a newspaper serving the Corporation in compliance with I.C. 5-3-1 and for posting on the newspaper's Internet website in compliance with I.C. 5-3-1-1.5 at least once no less than ten (10) days before the date of the meeting. The Board Secretary also shall direct that the published notice be posted on the Corporation's Internet website.

The notice shall:

- A. state that on a given day, time, and place, the Board will meet to discuss and hear objections to and support for the proposed contract; and
- B. set forth the details of the proposed contract, including the actual monetary value of the contract, benefits, and any additional forms of compensation for each year of the contract.

The name of the candidate for the position of Superintendent shall not be included in the notices or discussion of the proposed contract.

Such contract shall be in the basic form of the regular teacher's contract if the Superintendent holds a license under I.C. 20-28-5 and include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary ~~that which~~ the Superintendent will be paid and the intervals at which they will be paid;
- C. the benefits to which they are entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

See also Policy 8311 - Public Access to Employee Contracts for further posting requirements following the approval of an employment contract with the Superintendent.

Anti-Nepotism:

"Relatives" include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents of a Board member or the Superintendent.

Relatives of Board members may be employed by the Corporation as Superintendent, provided the member of the Board involved does not participate in any way in the discussion or vote on the relative's employment. Should the Corporation choose to employ a relative as herein defined, both the relative and the Board member must file a conflict of interest statement.

Relatives of the Superintendent may be employed by the Corporation, provided the staff member being employed is not placed in a position in which the relative staff member would be supervised directly by the Superintendent.

The Superintendent so appointed shall devote themselves to the duties of their office.

Any candidate's intentional misstatement of fact material to their qualification for employment or the determination of their salary shall be considered by this Board to constitute grounds for their dismissal.

The contract may be altered or rescinded for a new one at any time by mutual consent of the governing body and the superintendent. The consent of both parties must be in writing and must be expressed in a manner consistent with I.C. 20-28-8-6 and 7. If the Superintendent holds a license under I.C. 20-28-5, the rights of a Superintendent as a teacher under any other law are not affected by the contract unless those rights conflict with the terms of I.C. 20-28-8-6(b), in which case the provisions of I.C. 20-28-8-6(b) govern.

Revised 1/16/03

Revised 2/15/07

Revised 3/18/18
Revised 3/11/21
Revised 7/14/22

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Legal

I.C. 5-14-1.5-6.1(b)(5) and (9)

I.C. 20-28-8-6

I.C. 20-28-8-7

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Vol. 37, No. 2 - April 2025 - MANDATORY CURRICULUM
Code	po2221
Status	
Adopted	October 21, 2010
Last Revised	October 12, 2023

Revised Policy - Vol. 37, No. 2 - April 2025

2221 - MANDATORY CURRICULUM

In compliance with the Indiana Code and Federal law, the School Board directs the Superintendent to prepare, implement, and supervise courses of instruction in the following areas as stipulated in the Indiana Code and the regulations of the State Department of Education:

- A. the Constitution of the United States and Indiana in grades 6 through 12
- B. the system of government in Indiana and the United States, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and in elections in grades 6 through 12
- C. American History in high school
- D. safety education in grade 8
- E. the principles of hygiene and sanitary science in grade 5, at a minimum
- F. the spread of disease by rats, flies, and mosquitoes, and its effects, and of disease prevention by the proper selection and consumption of food
- G. the nature of alcoholic beverages, tobacco, prescription drugs, controlled substances, and their effects on the human system and society at large in grades K through 12
- H. Human Immunodeficiency Virus (HIV), and to the extent possible, instruction on other serious communicable diseases
- I. instruction on human sexuality or sexually transmitted diseases in grades 4 through 12, including: 1) abstinence from sexual activity outside of marriage as the expected standard for all school-age children, 2) abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, pregnancy, and other associated health problems, and 3) the best way to avoid sexually-transmitted diseases and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage

Instruction on human sexuality shall be provided only to students in grades 4 through 12. However, a School Corporation employee is not prohibited from responding to a question from a student in prekindergarten through grade 3 regarding human sexuality.
- J. instruction regarding breast and testicular cancer, including the significance of early detection through self-examination, and in the case of breast cancer, regularly-scheduled mammograms in high school
- K. career awareness and career development, employment matters, and work values in grades 1 - 12
- L. human organ donor program and blood donor program as part of the high school health education curriculum
- M. good citizenship instruction

- N. ~~personal financial responsibility in grades 6 through 12~~
- O. bullying prevention instruction not later than October 15 of each school year in grades 1 through 12 (see also Policy 5517.01)
- P. daily physical activity, which may include recess for students in full day kindergarten programs and other students in elementary school
- Q. dating violence instruction including warning signs, basic principles of prevention, and methods of parent education and outreach for grades 6 through 12 (see also Policy 5517.01)
- R. child abuse and child sexual abuse education for grades K through 12 by December 15 of each school year (see also Policy 8462)
- S. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications (see Policy 7540.03)
- T. the dangers inherent with the online disclosure of personally identifiable information (see Policy 7540.03)
- U. the consequences of unauthorized access (~~e.g.~~ e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online (see Policy 7540.03)
- V. morals instruction
- W. instruction in cardiopulmonary resuscitation and use of an automated external defibrillator as part of the high school health education curriculum
- X. instruction in Language Arts, Mathematics, Social Studies and Citizenship, Sciences, Fine Arts, Health Education and Physical Fitness, and Computer Science
- Y. a course in personal financial responsibility in high school for all students expected to graduate in 2028 or after
- Z. a course in personal financial responsibility in high school for students expected to graduate in 2026 or 2027 from schools that opt into the New Indiana Diploma, if the student elects to pursue the New Indiana Diploma requirements
- AA. Indiana studies as an elective course in high school
- AB. ethnic studies as an elective course in high school
- AC. civics in grade 6, 7, or 8 ~~for all students entering grade 6 beginning in the 2023-2024 school year~~

The Superintendent shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses and ensure that each teacher present his/her instruction with special emphasis on honesty, morality, courtesy, obedience to the law, respect for the national flag, the constitutions of the United States and Indiana, respect for parents and the home, the dignity and necessity of honest labor, and other lessons of a steadying influence, which tend to promote and develop upright and desirable citizenry.

The Superintendent is prohibited from offering, supporting, or promoting any student program, class, or activity that provides student instruction that is contrary to a curriculum required to be provided to students under I.C. 20-30-5, set forth above.

When required by law, the Board shall approve the course of instruction.

Before a school may provide a student with instruction on human sexuality, the school shall provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent of instruction pursuant to I.C. 20-5-30-17(c) and (d). Before a student can be administered a personal analysis, evaluation or survey by a third party vendor under I.C. 20-26-21, the school shall provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent of administration that complies with I.C. 20-26-21-4(b) and (c). Before a student can be administered a personal analysis, evaluation or survey by a school that meets the criteria listed in I.C. 20-30-5-17(b), the school shall provide the parent of the student or the student, if the student is an adult or emancipated minor, with a written request for consent of administration that complies with I.C. 20-30-5-17(b).

If the Corporation or a school uses a third party vendor in providing a personal analysis, evaluation, or survey that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings, the third party vendor and the Corporation or school may not record, collect, or maintain the responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student.

The parent of a student or the student, if the student is an adult or an emancipated minor, has the right to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys. The Superintendent shall establish procedures for a student's parent or the student, if the student is an adult or an emancipated minor, to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term includes teachers' manuals, curricular materials, films or other video materials, tapes, and other materials used in instruction. The term does not include academic tests or assessments.

A parent of the student or the student, if the student is an adult or an emancipated minor, may submit a complaint for a violation of policies and procedures related to personal analyses, evaluations, or surveys under the grievance procedures described in Policy 5710 - Student Complaints and Policy 9130 - Public Complaints and Concerns.

If the Corporation contracts with a third party vendor to provide a personal analysis, survey, or evaluation described above, the contract shall include a provision stating that if the third party vendor does not comply with the requirements in I.C. 20-26-21, the third party vendor has committed a breach of contract.

See also Policy 2414 - Reproductive Health and Family Planning and Human Sexuality Instruction and Policy 2416 - Student Privacy and Access to Parental Information.

The Superintendent shall establish and maintain procedures related to the provision of human sexuality instruction and the administration of personal analyses, evaluations, or surveys to students.

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Legal	I.C. 20-19-3-10 and 11
	I.C. 20-26-21
	I.C. 20-30-5
	I.C. 20-30-17
	511 IAC Article 6
	47 U.S.C. 254(h), (l), Communications Act of 1934, as amended (2003)
	15 U.S.C. 6551, Title II of the Broadband Data Improvement Act (aka Protecting Children in the 21st Century Act)
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 1232h
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	20 U.S.C. 6777
	20 U.S.C. 9134 (2003)
	20 U.S.C. 7131, Internet Safety
	34 C.F.R. 98.3
	47 C.F.R. Part 54

Cross References	po2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING AND HUMAN SEXUALITY INSTRUCTION
	po2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Book	Policy Manual
Section	For Board review
Title	REVISION: EDUCATIONAL OPTIONS
Code	po2370
Status	
Adopted	June 21, 2001

2370 - **EDUCATIONAL OPTIONS**

The School Board recognizes the need to provide alternative means by which students achieve the goals of the Corporation.

An optional plan to meet the recognized educational needs of a student shall be approved by the Superintendent. The Superintendent shall prepare a plan of educational options for use in meeting special needs.

Such options may include, but not be limited to, tutorial programs, independent study, correspondence courses, educational travel, mentorship programs, summer school, early college entrance, etc.

Credit will be granted to the student upon complete evaluation of the program.

The Corporation shall recognize the training and experience a student obtained in the United States Armed Forces in meeting high school graduation requirements. Examples include:

A. Basic Training - A maximum of four (4) credits may be recognized in the following areas:

1. Physical Education (two [2] credits); and
2. Health and Wellness (two [2] credits).

For basic training, a maximum of one (1) credit may be granted for every three (3) months of service

B. Service Training School - Credit may be granted in accordance with recommendations made by the American Council on Education in the publication Guide to the Evaluation of Education Experience in the Armed Forces.

C. Armed Services Institutes - Credit may be awarded for courses completed in the:

1. United States Armed Forces Institute;
2. Marine Corps Institute; and
3. Coast Guard Institute;

provided that the courses are validated by terminal examinations as recommended by the American Council on Education. Credit may be awarded in recognition of satisfactory achievement on examinations in established high school courses, not including GED tests, offered by the United States Armed Forces Institute and the American Council on Education.

D. Credit may be awarded for courses completed through accredited colleges and universities as recommended by the respective colleges and universities.

The credit shall be placed on the student transcript. The amount of credit counting toward graduation shall comply with the Corporation graduation requirements.

Book	Policy Manual
Section	For Board review
Title	REVISION: CAREER AND TECHNICAL EDUCATION PROGRAM
Code	po2421
Status	
Adopted	August 10, 2017

2421 - CAREER AND TECHNICAL EDUCATION PROGRAM

The School Board supports an education program designed to provide students with learning experiences to develop knowledge and skills to enter the labor force or career and technical post-secondary programs.

For purposes of this policy, "career and technical education" shall be defined as a program designed to provide educational experiences, work experiences, and guidance for students to plan and prepare for a future:

- A. in the labor market as employable individuals immediately after graduation with productive, saleable skills;
- B. in education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;
- C. in the world of work while continuing their education in order to help offset higher education expenses.

The Board shall provide, in cooperation with the Porter County Career Center, a career and technical education program which may include the following subject areas:

- A. Agricultural Education
- B. Business, Marketing, and Information Technology Education
- C. Engineering and Technology Education
- D. Family and Consumer Science
- E. Health Science Education
- F. Trade and Industrial Education
- G. Work Based Learning
- H. Career and Technical Education Pilot Programs (non-standard course waiver required)

Specific courses in each subject area are to conform with the prescribed courses outlined in the Indiana Department of Education State Approved Course Titles and Descriptions. All instructors shall meet the requirements established by State law for teaching a course for which graduation credit is awarded.

Students may receive dual credit for any course in the career and technical education program that has been approved for such credit and is in compliance with Indiana law and Policy 2271.

The Board directs that any efforts to recruit students to participate in a particular career and technical education program must include literature and comparable recruitment efforts for ~~disabled~~ students with disabilities in a format and context in which they can communicate.

The career and technical education program may include:

- A. a shared-time program outside of school;

B. a work-study program involving the employment of qualified students.

The work-study programs are available to students without regard for race, color, national origin, sex, age, or disability. The Superintendent is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided an assurance of nondiscrimination on the basis of race, color, national origin, sex, age, and disability prior to the time the students are selected and/or assigned.

Any course that meets the requirements of a career and technical education program under I.C. 20-43-8-7.5 may be taught virtually by a virtual provider if:

- A. the program of study leads to an industry recognized credential;
- B. the course was approved by the State board under I.C. 20-43-8-7.5; and
- C. all instruction required to be in person by the agency that receives, distributes, and accounts for all funds received for career and technical education under the Carl D. Perkins Vocational and Applied Technology Act (20U.S.C. 2301 et seq.) as described in I.C. 20-19-2-19 are conducted through:
 - 1. an employer provided work based learning program; or
 - 2. a career and technical education center.

Students entering high school beginning with the 2025-2026 school year shall have the opportunity to earn a diploma with an Employment Honors Seal when they choose to pursue those options.

To be eligible for an Employment Honors Seal, a student must:

- A. complete one (1) of the following:
 - 1. earn an industry recognized or a postsecondary credential. Only credentials designated as approved Employment Honors Seal credentials by the department may be used to satisfy this requirement;
 - 2. complete three (3) career and technical education courses in a program of study;
 - 3. complete a career scholarship account program approved under I.C. 20-51.4-4.5-6; or
 - 4. complete a locally created graduation pathway approved by the State board.
- B. complete at least 150 hours of work based learning;
- C. demonstrate communication and collaboration or work-ethic skills that have been verified by an individual or entity recognized by either the student's high school or the State board using the verification forms established by the department. The department shall establish model verification forms and other documentation requirements pertaining to the verification requirements specified in this subdivision; and
- D. complete one (1) of the following:
 - 1. at least one (1) school year with no more than three (3) days of unexcused absences; or
 - 2. at least 150 hours of work based learning experience with no more than three (3) unexcused absences.

If a student completes the requirements for one or more of these Indiana Diploma seals, the seal shall be specified in the student's high school transcript.

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Book	Policy Manual
Section	For Board review
Title	REVISION: STUDENT ASSESSMENT
Code	po2623
Status	
Adopted	June 21, 2001
Last Revised	December 12, 2024

2623 - STUDENT ASSESSMENT

The School Board, in compliance with law and rules of the State Board of Education, shall implement the State Board-approved statewide achievement test to assess student achievement and needs in English/language arts, mathematics, social studies, science, and other designated subjects in order to determine the progress of students and to assist them in attaining School Corporation and Indiana Department of Education (IDOE) goals.

Student test scores on statewide assessments may be utilized in making placement decisions; provided, however, a student's score on the state assessment may not be the primary factor or measure used to determine whether a student is eligible for a particular course or program.

Additionally, the Board shall administer any end of course exams as may be required by the State Board in grades 9 through 12.

The Board shall comply with the requirements of the State Board of Education in administering the Indiana Reading Evaluation and Determination (IREAD-3) Assessment to students enrolled in grade 2 and grade 3.

A student in grade 2 who is at risk of not being reading proficient as indicated on the IREAD-3 Assessment shall be offered summer school participation in reading remediation. In grade 3, the student will be administered the IREAD-3 Assessment again. A student in grade 3 who is not reading proficient as indicated on the IREAD-3 Assessment shall be offered summer school participation in reading remediation.

The student will be retained in grade 3 if the student has not achieved a passing score on the IREAD-3 Assessment after the student has had an opportunity to retake it in the summer unless:

- A. the student was subject to retention and has been retained in grade 3 for one (1) school year;
- B. the student has an intellectual disability or the student's individualized education program specifies that retention is not appropriate, and the student's case conference committee has determined that promotion to another grade is appropriate;
- C. the student is an English learner who has received services for fewer than two (2) years, and a committee consisting of the student's parent, a building level administrator or designee, a classroom teacher of service, an English learner teacher of record, if one exists, and an English learner Corporation administrator, if one exists, determines that promotion is appropriate based on the implementation of research based instructional practices outlined in the student's individual learning plan;
- D. the student received a score of proficient or above proficient in grade 3 math on Indiana's Learning Evaluation and Assessment Readiness Network (ILEARN);
- E. the student has received intensive intervention as determined by the IDOE in reading for two (2) or more years and was retained more than one (1) time throughout kindergarten, grade 1, or grade 2.

The parent of a student who has been retained in grade 3 pursuant to I.C. 20-32-8.5-2(a)(2)(A) because the student has not achieved a passing score on the IREAD-3 and who would not have been retained for other reasons may appeal the student's retention if the parent believes that one of the following exceptions applies:

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

The parent must submit the appeal in writing, along with supporting documentation, to the Principal prior to the beginning of the school year in which the student is to be retained. Once received, the Principal will consider the documentation submitted by the parent and issue a determination, in writing, within five (5) business days from receipt of the appeal about whether the student meets one of the criteria in A-E above that exempts the student from retention, which will be provided to the parent via electronic mail (if authorized by the parent), U.S. First Class mail, or hand delivery.

This determination is final, and the Board will not hear appeals from this determination.

The Superintendent shall develop and implement a plan that complies with guidelines established by the IDOE.

Revised 12/14/17

Revised 3/11/21

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Legal

I.C. 20-32-2

I.C. 20-32-8

I.C. 20-32-8.5

511 IAC 5

511 IAC 6.2-3.1

Book	Policy Manual
Section	For Board review
Title	Rescind Policy - Volume 37, No. 2 - April 2025 - ANNUAL PERFORMANCE REPORT
Code	po2700
Status	
Adopted	January 16, 2003
Last Revised	March 11, 2021

~~2700~~ ANNUAL PERFORMANCE REPORT

~~Each year, not earlier than March 15th or later than March 31st, the School Board shall publish in a newspaper in compliance with I.C. 5-3-1 a full annual performance report or a summary annual performance report. If a summary report is published, it shall contain the following data points: (1) student enrollment; (2) graduation rate and the graduation rate excluding students that receive a graduation waiver; (3) attendance rate; (4) all state standardized assessment scores, including the number and percentage of students meeting academic standards; (5) the school's performance category or designation of school improvement assigned by the state; (6) the percentage of graduates considered college and career ready; and (7) financial information and various school cost factors required by the office of management and budget. The summary report must direct the public to a location on the Internet where the full annual performance report may be viewed. The annual performance report shall be available on a prominent page of the School Corporation's website. It also shall provide a copy of the report free of charge to any person who requests it.~~

~~The report which is prepared by the Indiana Department of Education (IDOE) may contain information which is outlined in I.C. 20-20-8-8 and I.C. 20-42.5-3-5, including:~~

- ~~A. student enrollment;~~
- ~~B. graduation rate as defined in State law and the graduation rate excluding students that receive a graduation waiver under I.C. 20-32-4-4 or I.C. 20-32-4-4.1;~~
- ~~C. attendance rate;~~
- ~~D. the following test scores, including the number and percentage of students meeting academic standards: all State standardized assessment scores; scores for assessments under I.C. 20-32-5-21, if appropriate; for a freeway school, scores on a locally adopted assessment program, if appropriate;~~
- ~~E. average class size;~~
- ~~F. the school's performance category or designation of school improvement assigned under I.C. 20-31-8;~~
- ~~G. the number and percentage of students in the following groups or programs: alternative education (if offered); career and technical education; special education; high ability; remediation; limited English language proficiency; students receiving free or reduced price lunch under the national school lunch program or school flex program (if offered); and students in foster care;~~
- ~~H.~~
 - ~~1. test scores of all students taking the Scholastic Aptitude Test; test scores for students completing the Indiana diploma with a Core 40 with academic honors designation program; and the percentage of students taking the test;~~
 - ~~2. for advanced placement tests, the percentage of students scoring three (3), four (4), or five (5), and the percentage taking the test;~~
- ~~I. course completion, including the number and percentage of students completing the academic honors curriculum, the Core 40 curriculum, and career and technical programs;~~

- J. ~~the percentage of grade 8 students enrolled in algebra 1;~~
- K. ~~the percentage of graduates considered college and career ready in a manner prescribed by the State Board;~~
- L. ~~school safety, including the number of students receiving suspension or expulsion for the possession of alcohol, drugs, or weapons, and the number of incidents of a school employee being a victim of threat, intimidation, battery or harassment which were filed with a law enforcement agency (I.C. 20-33-9);~~
- M. ~~financial information and various school cost factors including expenditures per student, average teacher salary, and remediation funding;~~
- N. ~~interdistrict and intradistrict student mobility rates if that information is available;~~
- O. ~~the number and percentage of teachers who are certificated employees; the number and percentage of teachers who teach the subject area for which the teacher is certified and holds a license; the number and percentage of teachers with national board certification;~~
- P. ~~the percentage of grade 3 students reading at grade 3 level;~~
- Q. ~~the number of students expelled, including the number participating in other recognized education programs during their expulsion, and the percentage of students expelled disaggregated by race, grade, gender, free or reduced lunch status, eligibility for special education, and students in foster care;~~
- R. ~~chronic absenteeism, which includes the number of students who have been absent for ten percent (10%) or more of a school year for any reason; and habitual truancy, which includes the number of students who have been absent more than ten (10) days from school within a school year without being excused or without being absent under a parental request that has been filed with the school;~~
- S. ~~the number of students who have dropped out of school, including the reasons for dropping out, and the percentage of students who have dropped out disaggregated by race, grade, gender, free or reduced lunch status, eligibility for special education, and students in foster care;~~
- T. ~~the number of out of school suspensions assigned, including the percentage of students suspended disaggregated by race, grade, gender, free or reduced lunch status, eligibility for special education, and students in foster care;~~
- U. ~~the number of in school suspensions assigned, including the percentage of students suspended disaggregated by race, grade, gender, free or reduced lunch status, eligibility for special education, and students in foster care;~~
- V. ~~the number of student work permits revoked;~~
- W. ~~the number of students receiving an international baccalaureate diploma;~~
- X. ~~the percentage of expenditures for student academic achievement, student instructional support, overhead/operational expenses, and non operational expenses, and the trend line for each of the categories of expenditures during the previous school year;~~
- Y. ~~the number of instances in which either seclusion or restraint is used, including any seclusion or restraint implemented by a school resource officer;~~
- Z. ~~other indicators of performance as recommended by the education roundtable.~~

The information concerning each of these benchmarks will relate to the preceding three (3) years of operation and will provide a comparison of graduation rates, attendance rates and test scores from the applicable State mandated test(s) with the Corporation's performance-based accreditation status.

~~{YOU MUST CHOOSE THE FOLLOWING OPTION IF THE CORPORATION IS LOCATED IN A COUNTY HAVING A CONSOLIDATED CITY:}~~

~~{ }~~ The information reported in Sections A — Y above must be disaggregated by race, grade, gender, free or reduced lunch status, eligibility for special education, and students in foster care and must be made available on the internet in a separate report.

~~{END OF OPTION}~~

~~In addition, to the above described benchmarks, the report may provide information on:~~

- ~~A. (→) results of nationally recognized assessments of students under programs other than the applicable State-mandated test(s) which a school corporation uses to determine if students are meeting or exceeding academic standards in grades that are tested under the applicable State-mandated test(s);~~
- ~~B. (→) results of assessments of students under programs other than the applicable State-mandated test(s) that a school corporation uses to determine if students are meeting or exceeding academic standards in grades that are not tested under the applicable State-mandated test(s);~~
- ~~C. (→) the number and types of staff development programs;~~
- ~~D. (→) the number and types of partnerships with the community, businesses, or higher education;~~
- ~~E. (→) levels of parental participation.~~

~~[] The Board may provide for a public hearing, within sixty (60) days of publication of the report, at a designated Corporation facility for the purpose of presenting the report to the public and discussing its contents.~~

~~[] This hearing may be done at a regularly-scheduled Board meeting.~~

~~The Superintendent shall ensure that a copy of the published report is submitted to the State Department of Education and is published prominently on the Corporation's website.~~

ADDITIONAL REPORT REQUIREMENTS FOR TITLE I PURPOSES

~~In any year that the Corporation receives Title I funding, its annual report also must meet the following requirements:~~

~~Reports must be concise and presented in an understandable and uniform format that is developed in consultation with parents and accessible to persons with disabilities and, to the extent practicable, in a language that parents can understand. **[Drafting Note: The Corporation must make the report meaningfully accessible to parents and stakeholders who are limited English proficient.]**~~

~~The report must include: 1) an overview section; and 2) a detail section. Reports must begin with a clearly labeled overview section that is prominently displayed. The overview section of Corporation reports must include information on key metrics of State, Corporation, and school performance and progress and is intended to help parents and other stakeholders quickly access and understand such information and provide context for the complete set of data included in the report.~~

~~The overview section of the annual report must include, for the Corporation as a whole and each school, if appropriate, the following information:~~

- ~~A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the Corporation compares to the State as a whole and, for each school in the Corporation, how that school compares to the Corporation and the State as a whole;~~
- ~~B. English language proficiency of English learners (i.e., the number and percentage of English learners achieving English language proficiency as measured by the State's English proficiency assessment);~~
- ~~C. performance on each measure within the Academic Progress indicator used by the State for elementary schools and secondary schools that are not high schools;~~
- ~~D. high school graduation rates, including the four (4) year adjusted cohort and the extended year adjusted cohort;~~
- ~~E. performance on other indicators of school quality or student success used by the State;~~
- ~~F. school identifying information, including, at a minimum, the name, address, phone number, email, student membership count, and Title I participation status;~~
- ~~G. summative determination for each school;~~
- ~~H. whether the school was identified for comprehensive support and improvement or targeted support and improvement, and the reason(s) for such identification.~~

Report cards must include student achievement data overall and by grade, including the percentage of students at each level of achievement as determined by the State for all students and disaggregated by each major racial and ethnic group, gender, disability status, migrant status, English proficiency status, status as economically disadvantaged, status as a homeless student/youth, status as a child in foster care, and status as a student with a parent who is a member of the Armed Forces on active duty (which includes full time National Guard duty). Data for these subgroups must be included in the detail section of report cards if it is not included in the overview section.

The detail section of the Corporation report card must include the remaining information required in the statute and applicable regulations. The Corporation need not include information in the detail section of the report if it includes such information in the overview section. The annual report detail section must include, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the Corporation compares to the State as a whole and, for each school in the Corporation, how that school compares to the Corporation and the State as a whole;
- B. percentages of students assessed and not assessed in each subject (i.e. participation rates on required assessments);
- C. the extent alternate assessments aligned with alternate academic achievements standards were used for students with the most significant cognitive disabilities (i.e., the number and percentage of students assessed using alternate academic achievement standards, by grade and subject);
- D. as applicable, number and percentage of recently arrived English learners exempted from one administration of the reading/language arts assessments or whose results are excluded from certain State indicators;
- E. high school graduation rates, including the four (4) year adjusted cohort, and the extended year adjusted cohort;
- F. postsecondary enrollment rates for each high school;
- G. information collected and reported in compliance with the Civil Rights Data Collection (CRDC) under 20 U.S.C. 3413(c)(1), including rates of in-school suspensions, out-of-school suspensions, expulsions, school-related arrests, referrals to law enforcement, chronic absenteeism (excused and unexcused), incidences of violence (including bullying and harassment) and the number and percentage of students enrolled in preschool programs and accelerated coursework to earn postsecondary credit while still in high school, such as Advanced Placement and International Baccalaureate courses and examinations, and dual or concurrent enrollment programs;
- H. progress toward State designed long-term goals for academic achievement, graduation rates, and English learners achieving English language proficiency (including measurements of interim progress);
- I. level of performance on each indicator included in State accountability system including, as applicable, results on each individual measure within each indicator not already included in the school overview section;
- J. information on educator qualifications, including the number and percentage of inexperienced teachers, principals and other school leaders, teachers teaching with emergency or provisional credentials, and teachers who are not teaching in the subject or field for which the teacher is certified or licensed;
- K. information on per-pupil expenditures (i.e., actual personnel and actual non-personnel for the Corporation as a whole and each school);

[Note: The Corporation and school report cards must include per-pupil expenditures of Federal and State/local funds, disaggregated by source of funds, Corporation expenditures not allocated to public schools, and the web address to the procedures for calculation.]

- L. results on State academic assessments in reading and mathematics in grades 4 and 8 of the National Assessment of Educational Progress compared to the national average of such results;
- M. description and results of State accountability system (the Corporation may provide the web address or URL of, or a direct link to, a State plan or other location on the State Department of Education's website to meet this requirement);
- N. additional information best suited to convey the progress of each school;

[Note: Corporation report cards must include the following NAEP data: 1) the percentage of students at

~~each NAEP achievement level (below basic, basic, proficient, and advanced) in the aggregate, 2) participation rate for students with disabilities, and 3) participation rate for English learners.]~~

O. other information as required by the State Department of Education.

~~When presenting data on a report card, the Corporation shall protect the privacy of individuals and the privacy of personally identifiable information contained in students' education records in accordance with the Family Educational Rights and Privacy Act (FERPA).~~

~~The Corporation's annual report card information must be made publicly available through such means as posting on the Corporation's website and distribution to local media and public agencies. [Note: If the Corporation does not operate a website, the Corporation must make the report available to the public in another manner determined by the Board.]~~

~~The Board will provide the school level overview directly to all parents in each school served by the Corporation annually. [Note: The Corporation may send the report card overview to the parents of students enrolled in each school in the Corporation directly through the U.S. mail, via email, or through other means such as sending the report card overview home to parents in the child's backpack or distribute the report card during parent-teacher conferences.]~~

~~The data from the local report card is to be used by each of the schools and the Corporation as a whole in revising and upgrading school and Corporation improvement plans.~~

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I.C. 5-3-1

I.C. 20-20-8-3, -4, -5, -6, -8

I.C. 20-26-13-6

I.C. 20-42.4-3-4, -5

513 IAC 1-2-7(e)

20 U.S.C. 6311-6314, Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act

34 C.F.R. Part 200

Book	Policy Manual
Section	For Board review
Title	REVISION: EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Adopted	June 21, 2001
Last Revised	July 14, 2022

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The School Board recognizes that it is vital to the successful operation of the Corporation that positions created by the Board ~~are~~ be filled with highly qualified and competent personnel.

The Board shall approve the employment, ~~of~~ and also, when not covered by the terms of a negotiated agreement, fix the compensation and establish the term of employment for each professional staff member employed by this Corporation.

Individuals employed by the Corporation who contribute to the Teacher's Retirement shall be considered members of the professional staff.

- A. Such approval shall be given only to those candidates for employment recommended by the Superintendent.
- B. Such approval shall be given only to those candidates for building principals employment chosen by the Board from a group selected by the Superintendent.

Relatives of staff members may be employed by the Corporation, provided the relative being employed is not placed in a position in which the relative would be supervised directly by the staff member.

Any professional staff member's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall ~~be considered by this Board to~~ constitute grounds for dismissal.

The conditional employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

Positions shall be filled by properly-licensed professionals.

No candidate for employment as a professional staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification. Such certification must indicate all of the areas in which the candidate has been certified. No deletions are acceptable.

The Superintendent shall review, in accordance with any applicable terms of the negotiated agreement, a candidate's previous teaching experience at a college, university, or certified nonpublic school in determining his/her position on the salary schedule.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the Corporation in writing ~~that s/he is a volunteer firefighter,~~ the Corporation may not discipline the staff member for:

- A. ~~absence being absent~~ from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty;

- B. leaving ~~his/her duty station~~ to respond to a fire or an emergency call if the staff member ~~s/he~~ has prior supervisor authorization ~~from his/her supervisor~~ to leave duty in response to a call received after reporting ~~s/he has reported~~ to work;

However, when an emergency call is received while the staff member is on duty, the staff member should notify the principal before leaving so coverage ~~for his/her class~~ can be arranged.

- C. an injury or ~~absence being absent~~ from work because of an injury that occurs while the staff member is engaged in emergency firefighting or other emergency response, provided the staff member's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

The Corporation may require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence ~~confirming~~ ~~indicating~~ the staff member was engaged in an emergency call at the time of the ~~his/her~~ absence.

The Corporation may require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority ~~confirming~~ ~~showing~~ treatment for the injury at the time of the ~~his/her~~ absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

REQUIREMENTS FOR TITLE I TEACHERS

All teachers hired after the first day of the 2002-2003 school year for a Title I supported program must be "highly qualified."

"Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
 - 1. at least a bachelor's degree;
 - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
 - 1. at least a bachelor's degree, and
 - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
 - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;
- D. for elementary, middle, or secondary school teachers with prior experience, this also requires:
 - 1. at least a bachelor's degree, and
 - 2. meets standards for new teachers (above), or
 - 3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS GENERALLY

The highly qualified status requirements under the No Child Left Behind Act have been replaced by the requirements of the Every Student Succeeds Act (ESSA). Although the reporting of highly qualified teacher status by the Corporation is no longer required, teachers in Title I programs must be highly qualified. Additionally, ESSA requires teachers be "properly licensed." In order to ensure teachers are properly licensed, refer to <https://www.doe.in.gov/licensing/what-can-i-teach-my-indiana-license> for the most recent "assignment code" language.

Although the requirements concerning highly qualified teachers have been removed from the IDEA and Article 7 regulations, the requirement that students be taught by teachers appropriately licensed to teach the subject area remains.

A special education teacher must hold the appropriate licensure based on a student's disability to be assigned as the student's teacher of record. A special education teacher may teach a core academic subject only if the student is being taught to alternate achievement standards. A teacher who holds any special education license is properly licensed to teach any applied course

Revised 1/16/03

Revised 12/22/05

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I.C. 20-23-4-21.6

I.C. 20-26-5-4

I.C. 35-44.1-1-4

I.C. 36-8-12-10.5

511 IAC 7-36-2

511 IAC 7-36-3

20 U.S.C. 7801

Book	Policy Manual
Section	For Board review
Title	REVISION: PUBLIC HEARING BEFORE COMMENCEMENT OF COLLECTIVE BARGAINING AND PUBLIC MEETING BEFORE RATIFICATION OF TENTATIVE AGREEMENT
Code	po3120.11
Status	
Adopted	December 16, 2021
Last Revised	December 8, 2022

3120.11 – PUBLIC HEARING BEFORE COMMENCEMENT OF COLLECTIVE BARGAINING AND PUBLIC MEETING BEFORE RATIFICATION OF TENTATIVE AGREEMENT

The School Board establishes the following policy for the public hearing that State law requires to be held prior to the commencement of collective bargaining with the exclusive representative of the School Corporation's teachers.

A. Before the Corporation may negotiate privately with the exclusive representative of its teachers regarding teacher compensation, a public hearing shall be held that meets the following criteria:

1. The public hearing shall not take place prior to the expiration of the current collective bargaining agreement;
2. The Corporation employer and the exclusive representative shall jointly determine the time and place of the public hearing;
3. Written notice of the public hearing that meets the requirements of the Open Door Law shall be provided to the public;
4. The public hearing shall be held in a room large enough to accommodate the number of attendees reasonably expected to attend;
5. One representative from both the Corporation employer and the exclusive representative shall host the public hearing;
6. At the public hearing, the parties should begin the meeting with an opening statement explaining the purpose and procedure of the meeting;
7. The parties must then take public testimony, either written or oral, to discuss matters relating to teacher compensation and collective bargaining in the Corporation and preserve the testimony to provide it to the Board;
8. The Corporation employer and/or the exclusive representative do not need to comment or answer questions during the public hearing.

B. The public hearing may take place at a regular or special meeting of the Board.

C. The Corporation shall not engage in formal collective bargaining with the exclusive representative of the Corporation's teachers until after a public hearing is held that meets the requirements of Section A above.

D. A public hearing need not be held in the second year of a two (2) year contract if the parties do not open the contract for bargaining in the second year of the budget biennium.

Board members may not participate in the public hearing by means of electronic communication. Caution should be taken when multiple Board members attend the public hearing as it could then constitute a Board meeting.

Members of the public may not participate in the public hearing by means of electronic communication.

In addition to the public hearing described above, that is required prior to the commencement of collective bargaining, the Board must conduct a public meeting to discuss a tentative collective bargaining agreement at least seventy-two (72) hours before it is ratified by the Board. The Board must allow for public comment by members of the public who are physically present at the meeting at which a tentative collective bargaining agreement is ratified.

Board members may not participate in the public meeting by means of electronic communication unless otherwise authorized by Bylaw 0164.6.

Members of the public may not participate in the public meeting by means of electronic communication.

A ratified collective bargaining agreement shall include a provision specifying the date on which the public hearing and the public meeting described above occurred as well as an attestation signed by both parties attesting that the public hearing and the public meeting described above occurred on the dates specified in the ratified collective bargaining agreement. The Board shall indicate as part of the attestation whether Board members or members of the public were allowed to participate in the public hearing or public meeting by means of electronic communication.

Not later than fourteen (14) business days after the parties have reached an agreement, the Board shall post the contract upon which the parties have agreed on the Corporation's website.

Revised 10/8/20
Revised 12/16/21
Revised 4/14/22

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Legal I.C. 20-29-6-1(b)
I.C. 20-29-6-19

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Volume 37, No. 2 - April 2025 - CANCELLATION OF A TEACHING CONTRACT
Code	po3142
Status	
Adopted	June 21, 2001
Last Revised	April 14, 2016

Revised Policy - Volume 37, No. 2 - April 2025

3142 - CANCELLATION OF A TEACHING CONTRACT

The School Board recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of its students. This policy and Policy 3131 – Reduction in Force ("RIF") in Certificated Staff address this obligation, and the Board will continue to employ only those "probationary", "professional", and "established" teachers who meet the performance standards established in the evaluation plan adopted by the Board.

Probationary Teacher:

"Probationary teacher" shall mean a teacher serving under contract as a teacher in the School Corporation who:

A. either:

1. receives two (2) consecutive ratings of ineffective, as determined by the Corporation, on an annual evaluation under I.C. 20-28-11.5; or
2. is in the teacher's first or second year of full-time teaching in a classroom; and

B. has not at any time before July 1, 2012, entered into a teaching contract for further service with the Corporation.

Professional Teacher:

"Professional teacher" shall mean a teacher who is not a probationary teacher and enters into a contract under I.C. 20-28-6-2 with the Corporation.

Established Teacher:

"Established teacher" shall mean an individual who:

A. serves under contract as a teacher in the Corporation before July 1, 2012; and

B. at any time before July 1, 2012, enters into a teacher's contract for further service with the Corporation.

An employment contract may be terminated, upon a majority vote of the Board, for violation of the policies of the Board or for reasons set forth in law. In such cases, the Board shall abide by due process procedures ~~and~~ and such terms as may be set forth in a negotiated agreement.

It will be the responsibility of the Superintendent to establish administrative guidelines ~~which~~ that ensure that the proper standards have been applied and the proper procedures have been followed when a principal makes a preliminary determination that a teacher's contract should be canceled.

In acting on a principal's preliminary determination that a teacher's contract be canceled, the Board will be guided by the procedure set out in I.C. 20-28-7.5.

I.C. 20-28-6-7.5
I.C. 20-28-6-8
I.C. 20-28-7.5-1
~~I.C. 20-28-7.5-2~~

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Legal I.C. 20-28-6-7.5
I.C. 20-28-6-8
I.C. 20-28-7.5

Book	Policy Manual
Section	For Board review
Title	REVISION: STAFF DRESS AND GROOMING
Code	po3216
Status	
Adopted	June 21, 2001
Last Revised	July 14, 2022

3216 - **STAFF DRESS AND APPEARANCE ~~GROOMING~~**

The School Board believes that professional staff members set an example for their students to follow.

The Board authorizes the development of standards for staff dress and appearance ~~grooming~~ that promote a professional educational atmosphere that gives consideration to the impact on the educational process and the diversity of the School Corporation's staff.

When assigned to Corporation duty, all staff members shall:

- A. be physically clean and neat;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students pride in personal appearance;
- D. dress in a manner that does not cause damage to Corporation property;
- E. appear in such a way that does not disrupt the educational process nor cause a health or safety hazard.

The established standards for dress and appearance ~~grooming~~ shall be upheld in a nondiscriminatory and uniform manner.

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Vol. 37, No. 2 - April 2025 - EMPLOYMENT OF SUPPORT STAFF
Code	po4120
Status	
Adopted	June 21, 2001
Last Revised	July 14, 2023

Revised Policy - Vol. 37, No. 2 - April 2025

4120 - EMPLOYMENT OF SUPPORT STAFF

The School Board recognizes that it is vital to the successful operation of the School Corporation that positions created by the Board ~~be~~ are filled with qualified and competent staff.

The Board shall approve the employment and establish the term of employment for each support staff member employed by this Corporation.

All support staff employees not covered by the terms of a negotiated agreement are "at-will" employees. Their employment can be terminated with or without cause at any time. ~~No other representative of the Corporation~~ Only the Board has the authority to enter into any agreement for employment for any specified period of time with a support staff employee.

Anti-Nepotism

"Relatives" include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents/living in the same residence of a staff member.

Relatives of staff members may be employed by the Corporation, provided the relative being employed is not placed in a position in which the relative would be supervised by the staff member.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all support staff.

VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the Corporation in writing ~~that s/he is a volunteer firefighter~~, the Corporation may not discipline the staff member for:

- A. ~~being absent~~ absence from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty;
- B. leaving ~~his/her duty station~~ to respond to a fire or an emergency call if ~~s/he has prior~~ the staff member has prior supervisor authorization from his/her supervisor to leave duty in response to a call received after ~~s/he has reported~~ reporting to work;

However, when an emergency call is received while the staff member is on duty, the staff member shall notify the principal before leaving so coverage ~~for his/her class~~ can be arranged.

- C. an injury or ~~being absent~~ absence from work because of an injury that occurs while the staff member is engaged in emergency firefighting or other emergency response, provided the staff member's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

The Corporation may require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence ~~indicating~~ confirming the staff member was engaged in an emergency call at the time of ~~his/her~~ the absence.

The Corporation may require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority ~~showing~~ confirming treatment for the injury at the time of ~~his/her~~ their absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

Targeted Assistance Plan (TAP) signifies that Title I funds are used to provide services to a select group of students who have been identified as failing or most at risk of failing to meet the State's challenging content and student performance standards.

Schoolwide Programs (SWP) permit a school to use ~~funds from~~ Title I funds to upgrade the entire educational program of the school in order to raise academic achievement for all students.

Newly hired paraprofessionals – All paraprofessionals hired for a Title I supported TAP or SWP shall have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment (ParaPro Assessment):
 - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
 - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
- D. One (1) year or 1,000 hours of previous employment experience in a school or working with children;
- E. Passed annual school-level evaluations;
- F. Completed forty-eight (48) credit hours of college level classes;
- G. Child Development Associate (CDA) Credentials;
- H. Completed Local Educational Agency (LEA) required professional development modules/training;
- I. Completed other requirements (LEAs may request approval from IDOE).

Existing paraprofessionals - All current paraprofessionals working for a Title I supported program shall:

- A. have a secondary school diploma or its recognized equivalent;
- B. not later than January 8, 2006, meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or duties that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

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I.C. 20-26-5-4

I.C. 35-44.1-1-4

I.C. 36-8-12-10.5

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Vol. 37, No. 2 - April 2025 - SUPPORT STAFF DRESS AND APPEARANCE
Code	po4216
Status	
Adopted	June 21, 2001
Last Revised	July 14, 2022

Revised Policy - Vol. 37, No. 2 - April 2025

4216 - SUPPORT STAFF DRESS AND ~~GROOMING~~ APPEARANCE

The School Board believes that support staff members set an example for the students in the School Corporation to follow.

The Board authorizes the development of standards for staff dress and ~~grooming~~ appearance that promote a professional educational atmosphere that gives consideration to the impact on the educational process and the diversity of the School Corporation's staff.

[] When assigned to Corporation duty, all staff members shall:

- A. be physically ~~clean, neat, and well-groomed~~ clean and neat;
- B. dress in a manner consistent with their support responsibilities;
- C. dress in a manner that communicates to others pride in personal appearance;
- D. dress in a manner that does not cause damage to Corporation property;
- E. ~~be groomed~~ appear in such a way that does not disrupt the educational process or cause a health or safety hazard.

The established standards for dress and ~~grooming~~ appearance shall be upheld in a nondiscriminatory and uniform manner.

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Vol. 37, No. 2 - April 2025 - USE OF MEDICATION
Code	po5330
Status	
Adopted	June 21, 2001
Last Revised	July 14, 2023

Revised Policy - Vol. 37, No. 2 - April 2025

5330 - USE OF MEDICATION

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours shall be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child student has a disability and requires medication to benefit from his/her educational program.

For purposes of this policy, ~~"medication" shall include all medicines, including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.~~ the following definitions shall be used:

Administering means the direct application of a drug to the body of a person by injection, inhalation, ingestion, or any other means.

Drug means:

- A. articles or substances recognized in the official United States Pharmacopeia, official National Formulary, official Homeopathic Pharmacopeia of the United States, or any supplement to any of them;
- B. articles or substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or animals;
- C. articles other than food intended to affect the instruction or any function of the body of man or animals; or
- D. articles intended for use as a component of any article specified in subdivisions (1) through (3) and devices.

Medication shall include all drugs, including those prescribed by a physician, and any nonprescription (over-the-counter) drugs, preparations, and/or remedies.

Nonprescription drug means a drug that may be sold without a prescription and that is labeled for use by a patient in accordance with State and Federal laws.

Practitioner shall include any physician, veterinarian, dentist, podiatrist, optometrist, physician assistant licensed under I.C. 25-27.5, who is delegated prescriptive authority under I.C. 25-27.5-5-6, and an advanced practice registered nurse who meets the requirements of I.C. 25-23-1-19.5, who is licensed in Indiana.

Treatment refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization or intravenous or intramuscular injection.

~~Prescription Medication~~ **Administering Prescription Drugs by School Staff**

Before any prescribed ~~medication~~-drug or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's ~~physician~~practitioner, accompanied by the written authorization of the parent. This document shall be kept on file in the office of the school nurse, and made available to the persons authorized to administer the ~~medication~~-drug or treatment. The prescription must be in its original container and labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the ~~physician's~~practitioner's prescription unless the prescribed dosage exceeds the permissible dosage for such ~~medication~~-drug, in which case the maximum permissible dosage shall be administered the parent shall be contacted to come to school to administer a dosage greater than the maximum permissible dosage.

All prescription drugs shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the drug is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such drug by the student in school is not prohibited by law or regulation.

Both the physician and the parent also must authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

~~Non-prescription (Over-the-Counter) Medication~~Administering Nonprescription (Over-the-Counter) Drugs by School Staff

~~The Board requires the prior written consent of the parent before any nonprescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the _____.~~
~~Except in the case of authorized self medication, all forms of medication shall be administered by the School Corporation in accordance with the Superintendent's guidelines.~~Nonprescription drugs may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the nurse's office. Substances, that are not FDA approved (i.e., natural products, food supplements) will require the written instruction of a practitioner, and the written consent of the parent will not be administered by Corporation staff. Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients recommended therapeutic dosage in a legible format, and the student's name. If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. Any dosage of nonprescription drugs other than that listed on the nonprescription drug's packaging must be authorized in writing by a practitioner.

A student may possess and use a topical, non-aerosol sunscreen product while on Corporation property or at a Corporation sponsored event or activity without being required to

A. have a physician's note or prescription; or

B. store the topical, non-aerosol sunscreen product in a specific location

if the product is regulated by the U.S. Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.

Corporation personnel may but are not required to assist a student in applying a topical, non-aerosol sunscreen product if the school has written permission from the student's parent or guardian.

Staff members are to administer drugs or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer drugs or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the Corporation's policy and procedures and the administration of drugs or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All drugs shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any drug requiring intravenous or intramuscular injection or the insertion of a device into the body when both the drug and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines.

Student Possession of Medication

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

High school students may possess and self-administer their own nonprescription drugs and prescription drugs at school if the appropriate medication authorization form is filled in the school office, provided the student is in possession and self-administers in compliance with the relevant Corporation policies and administrative guidelines. Responsible students in grades K-8 may be permitted to possess and self-administer nonprescription drugs and prescription drugs after consultation with the Principal, school nurse, and parent. If granted permission by the Principal, a medication management plan must be written and signed by all parties. Permission must be obtained every school year.

Emergency Medications

Pursuant to I.C. 20-34-4.5-0.2, "emergency medication" includes:

- A. Albuterol;
- B. Epinephrine and
- C. Naloxone.

Additionally, the Board authorizes students to maintain at school other emergency medications that have the same use as Albuterol (i.e., other inhaled medications to treat asthma and similar conditions), Epinephrine (i.e., other medications used to treat allergic reactions), or Naloxone (i.e., other overdose administration drugs).

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma or before exercise to prevent the onset of asthma symptoms while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines if the following conditions are met:

- A. there is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen [18]) to possess and use the inhaler
and
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian
and
- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and their parent/legal guardian. The plan shall contain specific instructions on the student's needs, including what to do in the event of an emergency.

Students with a need for emergency medication may be allowed to self-possess and self-administer such medication provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

Students who may require administration of an emergency medication may have such medication stored in the nurses office and administered in accordance with this policy. However, if authorization for self-medication has been provided by the parent and physician that complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered ~~medications~~ medication.

Emergency Stock Medication

Pursuant to I.C. 20-34-4.5-0.4, "emergency stock medication" means emergency medication to which both of the following apply:

- A. The prescription for the emergency medication is filled by the Corporation or a school in the Corporation; and
- B. The emergency medication is stored at a school in the Corporation pursuant to one of the options below.

Corporation or School Prescription for Albuterol/Administration of Albuterol by School Nurse

The Corporation or a school in the Corporation may fill a prescription for Albuterol and store the Albuterol in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Albuterol for the school or Corporation. The school shall store the Albuterol in a safe location ~~in~~ to which only school employees have access.

A school nurse may administer Albuterol obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- A. students at the school
- B. Corporation employees
- C. visitors at the school

Administration of Albuterol by Corporation Employees

Corporation employees may administer Albuterol obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

- A. The Corporation employee has voluntarily received training in:

- 1. recognizing a life-threatening emergency;
- 2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

- B. The individual to whom Albuterol is being administered is:

- 1. a student at the school;
- 2. a Corporation employee; or
- 3. a visitor at the school.

Corporation or School Prescription for Epinephrine/Administration of Epinephrine by School Nurse

The Corporation or a school in the Corporation may fill a prescription for auto-injectable epinephrine and store the auto-injectable epinephrine in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for auto-injectable epinephrine for the school or Corporation. The school shall store the auto-injectable epinephrine in a safe location ~~in~~ to which only school employees have access. Injectable epinephrine that is filled and used in accordance with this policy must have an expiration date of not less than twelve (12) months from the date that the pharmacy dispenses the injectable epinephrine to the school or Corporation.

A school nurse may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- A. students at the school
- B. Corporation employees
- C. visitors at the school

Administration of Epinephrine by Corporation Employees

Corporation employees may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

- A. The Corporation employee has voluntarily received training in:

- 1. recognizing a life-threatening emergency;
- 2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

- B. The individual to whom the epinephrine is being administered is:

- 1. a student at the school;
- 2. a Corporation employee; or
- 3. a visitor at the school.

Corporation or School Prescription for Naloxone/Administration of Naloxone by School Nurse

The Corporation or a school in the Corporation may fill a prescription for Naloxone and store the Naloxone in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Naloxone for the school or Corporation. The school shall store the Naloxone in a safe location ~~in~~ to which only school employees have access.

A school nurse may administer Naloxone obtained via a prescription written for the Corporation or a school in the Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available

- A. students at the school
- B. Corporation employees
- C. visitors at the school

and the school nurse is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

Administration of Naloxone by Corporation Employees

Corporation employees may administer Naloxone obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The Corporation employee has voluntarily received training in:

1. recognizing a life-threatening emergency;
2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

B. The individual to whom the Naloxone is being administered is:

1. a student at the school;
2. a Corporation employee; or
3. a visitor at the school

and the Corporation employee is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

The Corporation shall:

- A. annually register with either the State ~~department~~ Department or local health department in the county where the Corporation is located in a manner prescribed by the State Department of Health;
- B. provide education and training on drug overdose response and treatment, including the administration of an overdose intervention drug; and
- C. provide drug addiction treatment information and referrals to drug treatment programs, including programs in the local area and programs that offer medication-assisted treatment that includes a federal Food and Drug Administration-approved long-acting, nonaddictive medication for the treatment of opioid or alcohol dependence.

A school nurse or Corporation employee shall:

- A. make a report when an emergency stock medication is administered; and
- B. submit the report to the Indiana Department of Education in an electronic format not later than ten (10) school days after the emergency stock medication is administered.

Returning Medication to the Home

Medication that is possessed by a school for administration during school hours or at school functions may be released 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.

A school may send home medication that is possessed by a school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

Errors in Administering ~~Medications~~ Drugs

In the event of an error in administering a ~~medication~~ drug, the individual responsible for administering the ~~medication~~ drug at the time the error occurred must file an incident report as documentation of the error and follow procedures outlined for medication errors.

The correct ~~medication~~ drug shall be administered to the correct student at the correct time (within thirty [30] minutes before or after the prescribed dose is ordered), in the correct dosage, by the correct method, with accurate documentation. Deviation from this standard constitutes a medication error. A dose that is missed (omitted) for whatever reason is a

medication error.

Examples of medication errors include but are not limited to the following:

- A. administering the wrong ~~medication~~ drug;
- B. administering the wrong dose of the ~~medication~~ drug;
- C. administering the ~~medication~~ drug at the wrong time;
- D. administering the ~~medication~~ drug in the wrong way (e.g. ear drops placed in the eye); and
- E. administering the ~~medication~~ drug to the wrong student.

Upon realizing an error has occurred, the individual administering the ~~medication~~ drug shall notify the school nurse, the individual's immediate supervisor, and the Principal. If the individual administering the ~~medication~~ drug was not the school nurse, the individual administering the ~~medication~~ drug shall find and accompany the student to a location where the student can be observed by a staff member until the student's health and safety are assured.

The principal and school nurse shall follow the procedures outlined in the administrative guidelines for medication errors.

A student's refusal to take ~~medication~~ a drug does not constitute a medication error. The refusal shall be documented on the daily medication log, and the parent(s) shall be notified of the refusal.

~~Other~~General Provisions

No student is allowed to provide or sell any type of ~~medication~~ drug to another student.

Violations of this rule may be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

The Corporation and its personnel are immune from civil and criminal liability related to the administration or non-administration of drugs/medications to the extent set forth in applicable State law.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with the Corporation's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

I.C. 16-42-19-5
I.C. 16-42-27
I.C. 20-33-8-13
I.C. 20-34-3-18
I.C. 20-34-3-22
I.C. 20-34-4.5
I.C. 25-26-13-2
~~I.C. 34-30-2-85.6~~
I.C. 34-30-12
I.C. 34-30-14
511 IAC 7-36-9

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Legal	I.C. 16-42-19-5
	I.C. 16-42-27
	I.C. 20-33-8-13
	I.C. 20-34-3-18
	I.C. 20-34-3-22
	I.C. 20-34-4.5

I.C. 25-26-13-2

I.C. 34-30-12

I.C. 34-30-14

511 IAC 7-36-9

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Vol. 37, No. 2 - April 2025 - PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	
Adopted	June 21, 2001
Last Revised	December 12, 2024

Revised Policy - Vol. 37, No. 2 - April 2025

5410 - PROMOTION, PLACEMENT, AND RETENTION

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

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

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

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

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

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

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

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

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

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

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

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

Good cause exemptions that may be considered are:

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

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

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

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

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I.C. 20-32-8.5

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

511 IAC 6.2-3.1-3

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

Cross References

po2623 - STUDENT ASSESSMENT

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Vol. 37, No. 2 - April 2025 - DRESS AND APPEARANCE
Code	po5511
Status	
Adopted	June 21, 2001
Last Revised	July 14, 2022

Revised Policy - Vol. 37, No. 2 - April 2025

5511 - DRESS AND ~~GROOMING~~ APPEARANCE

The School Board recognizes that each student's mode of dress and ~~grooming~~ appearance is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the School Corporation.

Accordingly, the Superintendent shall establish such ~~grooming~~ dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or ~~grooming~~ appearance practices which:

- A. present a hazard to the health or safety of the student or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to Corporation property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the Corporation as described.

In enforcing the dress code, the following procedures shall be used:

- A. the Principal shall serve as the final arbiter of student dress and appearance within the building or at school-sponsored events or activities;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the Principal shall determine whether the item constitutes protected speech insofar as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two (2) that does not require separate explanation.

~~The Superintendent shall develop administrative guidelines to implement this policy which:~~

- A. ~~(-) designate the principal as the arbiter of student dress and grooming in his/her building;~~
- B. ~~(-) invite the participation of (-) staff (-) parents (-) students [END OF OPTION] in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale of prohibition established by Board policy;~~

C. ~~(-) instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;~~

D. ~~(-) ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.~~

Expressive dress may not be protected speech if it involves:

A. obscenity;

B. language or depictions intended to incite violence or foment hatred of others.

Dress that is protected speech still may be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuits.

No protected speech may be prohibited on the basis of disagreement by Corporation officials with the specific point of view expressed if the topic is otherwise permitted (e.g., permitting depictions of support for one political party but prohibited depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent.

The established dress code shall be upheld in a nondiscriminatory and uniform manner.

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Legal

I.C. 20-33-8-12

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Volume 37, No. 2 - APRIL 2025 - BULLYING
Code	po5517.01
Status	
Adopted	December 22, 2005
Last Revised	May 9, 2024

Revised Policy - Volume 37, No. 2 - APRIL 2025

5517.01 - BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and shall not be tolerated. At all times, the safety of the victim of bullying shall be a priority. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board shall not tolerate any gestures, comments, threats, or actions ~~which~~ that cause or threaten to cause bodily harm or personal degradation. Engaging in "cyberbullying," which is bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes but is not limited to such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes they have been or are currently the victim of bullying shall immediately report the situation to the building principal, ~~or~~ assistant principal, or the Superintendent. The student also may report concerns to a teacher or counselor who shall be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be investigated promptly and documented according to the timeline established by the Superintendent's administrative guidelines. At all times, the safety of the victim of bullying shall be a priority. Bullying incidents shall be reported to the parents of both the targeted student and the alleged perpetrator in an expedited manner, that is not less than five (5) business days after the incident is reported, by the Principal, Assistant Principal or Superintendent to whom the bullying incident initially was reported or by their designee.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator shall report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment or Policy 2266 - Discrimination on the Basis of Sex in Education Programs or Activities, as applicable.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the ~~reported bully~~ alleged perpetrator shall be notified of the alleged bullying incident at the beginning of the investigation (no later than five [5] business days after the incident is reported), the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or shall be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the ~~bully~~ alleged perpetrator, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and shall not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. Suspected retaliation shall be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble similarly is prohibited and shall not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516 - Student Hazing.

The Corporation shall maintain a link on its internet website to the internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

Confidentiality

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

Discipline Rules

As required by State law, the Superintendent shall require that any discipline rules adopted by the Corporation's schools shall prohibit bullying and include:

- A. provisions concerning education, parental involvement, and intervention;
- B. a detailed procedure for the expedited investigation of incidents of bullying that includes:
 - 1. appropriate responses to bullying behaviors, wherever the behaviors occur;
 - 2. provisions for anonymous and personal reporting of bullying to a teacher or other school staff;
 - 3. provisions that require a school to prioritize the safety of the victim;
 - 4. timetables for reporting of bullying incidents to the parents of both the targeted student and the alleged perpetrator in an expedited manner that is not later than five (5) business days after the incident is reported;
 - 5. timetables for reporting of bullying incidents to school counselors, school administrators, the Superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
 - 6. discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and
 - 7. discipline provisions for false reporting of bullying; and
- C. a detailed procedure outlining the use of follow-up services that includes:
 - 1. support services for the victim; and
 - 2. bullying education for the alleged perpetrator.

The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

The discipline rules shall prohibit bullying through the use of data or computer software that is accessed through a:

- A. computer;
- B. computer system;
- C. computer network; or
- D. cellular telephone or other wireless or cellular communications device.

The discipline rules shall include policies to allow a parent of a child in the Corporation to review any materials used in any bullying prevention or suicide prevention program.

Pursuant to I.C. 20-33-8-13.5, this section may not be construed to give rise to a cause of action against a person or the Corporation based on an allegation of noncompliance with this section. Likewise, noncompliance with this section may not be used as evidence against the Corporation in a cause of action.

Each school in the Corporation shall document acts of bullying and abusive behaviors:

- A. against a victim; and
- B. committed by a verified perpetrator.

Pursuant to I.C. 20-33-8-13.5, a record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under I.C. 5-14-3.

Documentation

The Corporation shall document acts of bullying and ~~abuse~~ abusive behaviors against a victim that are committed by a verified perpetrator.

Parent Access to Materials

The parent of a child attending a school in the corporation shall be allowed to review any materials used in any bullying prevention or suicide prevention program.

Safe School Committee

In accordance with State law, there shall be a Safe School Committee in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

- I.C. 5-2-10.1
- I.C. 20-20-8-8
- I.C. 20-30-5-5.5
- I.C. 20-33-8-0.2
- I.C. 20-33-8-13.5
- I.C. 20-33-8-35
- I.C. 20-334-6-1

Cross References

- po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
- po5517 - ANTI-HARASSMENT
- po8400 - SCHOOL SAFETY INFORMATION

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Legal	I.C. 5-2-10.1
	I.C. 20-20-8-8
	I.C. 20-30-5-5.5
	I.C. 20-33-8-0.2
	I.C. 20-33-8-13.5
	I.C. 20-33-8-35
	I.C. 20-34-6-1
Cross References	po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
	po5517 - ANTI-HARASSMENT
	po8400 - SCHOOL SAFETY INFORMATION

Book	Policy Manual
Section	For Board review
Title	Replacement Policy - Volume 37, No. 2 - April 2025 - THE SCHOOLS AND GOVERNMENTAL AGENCIES
Code	po5540
Status	
Adopted	June 21, 2001
Last Revised	April 14, 2022
Last Reviewed	April 14, 2022

Replacement Policy - Volume 37, No. 2 - April 2025

~~5540~~ **THE SCHOOLS AND GOVERNMENTAL AGENCIES**

~~The School Board is committed to protect students from individuals not associated with the School Corporation seeking access to students at school, but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Child Services (DCS).~~

~~When an agency such as DCS requests permission to interrogate a student at school, the principal or designee shall () attempt to inform the student's parents, unless directed not to do so by the representative of the agency. () request that the agency inform a parent unless the parent is the target of the investigation. [END OF OPTION]~~

~~When DCS states a legitimate purpose, such as exigent circumstances as defined by State law, for questioning or examining a student while the student is entrusted to the Corporation, the principal or designee shall be present throughout the proceedings, unless ordered not to be present by a representative of the agency (DCS) or a court of law. The Principal shall not interfere with the interview or examination if present during the interview or examination.~~

~~If, the DCS makes a request to interview a student at school alone, this request will only be granted under the following circumstances:~~

- ~~A. the DCS employee presents their official credentials as a department caseworker, or other proof of employment with the department upon arrival at the school; and~~
- ~~B. the DCS employee has a written statement that the DCS has parental consent or a court order, or exigent circumstances consistent with State law () and AG 5540A — Relationship With Governmental Agencies [END OF OPTION] to interview a student at school. This statement shall not disclose any of the facts of the allegations or evidence and therefore may be transmitted to the Corporation electronically.~~

~~If an electronic statement is submitted regarding need for a DCS employee to interview a student at school, this statement shall not be maintained in the student's file and the Corporation shall protect the student and the student's family's confidentiality regarding the written statement and the interview.~~

~~Law enforcement agencies shall be discouraged from interviewing students on school property unless they are investigating an alleged crime that occurred on school property. If a law enforcement agent interrogates a student on school property, no school representative shall be present during the interview. Rather, any such interrogation shall be considered a law enforcement issue handled by the law enforcement agency.~~

[SELECT OPTION 1 OR OPTION 2]

[OPTION 1]

~~[] If a student is interrogated by a law enforcement officer on school property and regarding an investigation in which the student may be a suspect,~~

[OPTION 2]

~~[] If a student is interrogated by a law enforcement officer on school property,~~

[END OF OPTIONS]

~~the principal or designee must make an effort to immediately notify the student's parent of the interrogation. If immediate notification is not possible, the principal or designee must notify the student's parent not later than twelve (12) hours after the interrogation occurs.~~

~~When an agency or law enforcement official removes a student from school, the principal or designee shall notify the student's parent and the Superintendent before the time the student would normally arrive home on that day.~~

~~No student shall be released to an agency, other than a law enforcement agency or CPS, without written parental permission, except in the event of emergency or for the protection of life or property as determined by the~~

~~_____.~~

~~As used in this policy, "student" means any person enrolled in classes other than adult education classes, and is not limited to persons under eighteen (18) years of age.~~

~~The Superintendent shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.~~

~~I.C. 31-9-2-44.1~~

~~I.C. 31-30.5-1~~

~~Ind. R. Evid. 617~~

5540 - THE SCHOOLS AND LAW ENFORCEMENT AGENCIES

The School Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to comply with the law and its need for assistance from law enforcement in certain circumstances.

The School Corporation utilizes with respect to a Memorandum of Understanding with the local law enforcement agency one or more School Resource Officers (SROs).

When law enforcement agents, including the U.S. Immigration and Customs Enforcement (ICE), request permission to interview a student at school or on School Corporation premises, the Superintendent or Principal shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat to the school, its staff or students or the officer is in possession of a valid judicial warrant. A judicial warrant shall be deemed valid if executed by a judge or magistrate of a State or Federal Court and describes the school premises that are or the individual who is the subject of the judicial warrant.

If a law enforcement agent interrogates a student on school property, no school representative shall be present during the interview. Rather, any such interrogation shall be considered a law enforcement issue handled by the law enforcement agency.

If a student is interrogated by a law enforcement agent on school property, the Principal must make an effort to immediately notify the student's parent of the interrogation. If immediate notification is not possible, the Principal must notify the student's parent not later than twenty-four (24) hours after the interrogation occurs.

When an agency or law enforcement agent removes a student from school, the Principal shall notify the student's parent and the Superintendent before the time the student would normally arrive home on that day.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of Corporation administration due to suspicion of a violation of school policy that also may be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.

Different procedures are to be followed in each instance as outlined below:

A. By law enforcement agents, on request of Corporation authorities

1. An administrator may exercise discretion in determining whether to request the assistance of law enforcement in investigating a crime, or allegation of a crime, committed in the administrator's school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency, and the administrator shall remain the primary investigator with assistance from law enforcement. **When determining whether to contact law enforcement, the Principal shall consider the mandatory reporting requirements of I.C. 31-33-5, in the case of suspected child abuse or neglect, I.C. 20-33-8-16(g), with respect to a student who brings a firearm or destructive device to school or on school property or is in possession of a firearm or destructive device on school property, and I.C. 20-33-9, with respect to a threat made to, the intimidation of, battery of, or harassment of a school employee.** However, any time a law enforcement agent interrogates a student on school property, no school representative shall be present during the interview, including the administrator primarily responsible for the investigation. Rather, any such interrogation shall be considered a law enforcement issue handled by the law enforcement agency.
2. If the administrator requests assistance, a law enforcement officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The student may request representation, such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s), and the student will be placed in the custody of the law enforcement agency. The administrator shall attempt to contact the parent(s) of any student prior to questioning by law enforcement. A decision whether to take a student into custody is the decision of the law enforcement agent.
3. If the investigation focuses on a particular student as a prime suspect of a crime, the administrator and the law enforcement agent shall abide by the guidelines with respect to any interrogation, search, and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the student's constitutionally protected rights are respected during the investigation process is the law enforcement agent's responsibility.
4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with Corporation responsibility to maintain the confidentiality of student records under State and Federal law.

B. By law enforcement agents without the request of Corporation authorities

1. Law enforcement agents, including the U.S. Immigration and Customs Enforcement (ICE), will be asked to make every effort to interview students outside of school hours and outside of the school setting in those cases where assistance has not been requested by Corporation authorities. This procedure will not apply to circumstances where a serious crime may be involved, where imminent threats to persons or property may be involved, or where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.
2. If law enforcement deems it absolutely necessary to interview a student at school, the law enforcement agent shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require law enforcement to investigate within the school and obtain the administrator's approval to interview a student during school hours. The law enforcement agent shall not commence an investigation until such approval is obtained. The law enforcement personnel may appeal to the Corporation Administrator if it is deemed that approval was unreasonably withheld. Provided, however, that prior approval by the administrator is not required if the law enforcement agent has a valid judicial warrant.

Except in the case of an emergency or where the law enforcement agency has a judicial warrant, all law enforcement agents must follow the procedures for school visitors as established by the Superintendent pursuant to po9150 – School Visitors and any administrative guidelines.

The administrator shall make every effort to maintain the privacy of the student.

3. Accordingly, the administrator shall do the following:
 - a. require the law enforcement agent to sign in upon arrival at the school and complete a form stating the reasons why questioning may not wait until after school hours. If the agent indicates it is a confidential investigation, school officials shall allow access;
 - b. request that every attempt be made to schedule questioning during a time the student is not in class;
 - c. request that the student be pulled out of class by a school administrator, rather than a law enforcement officer, if necessary;

- d. notify the law enforcement officer that the school official will be attempting to contact the student's parent prior to questioning, unless specifically requested not to because such contact would unduly impede the investigation.
4. If law enforcement agent is in possession of **a valid judicial warrant**, school officials shall in no way interfere with the officer's execution of the warrant. A judicial warrant shall be considered "valid" if executed by a judge or magistrate of a State or Federal Court and describes the school premises that are or the individual who is the subject of the judicial warrant. Corporation officials shall not attempt to evaluate the sufficiency of probable cause upon which the judicial warrant is based.

In the event a law enforcement agent seeks to execute a judicial warrant on school grounds, the agent is to be directed to building administration. The administration shall attempt to assist in executing the judicial warrant by directing the student to report to the office. The school administration shall then: 1) contact the student's parent if the student is a minor; and 2) contact the Corporation Administrator. This process shall be followed unless the law enforcement agent states that the agent has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the judicial warrant.

Release of Records

Attempts to notify the parents regarding investigations by law enforcement shall be documented.

No school official may release personally identifiable student information in education records to law enforcement without the prior written permission of the parent, a lawfully-issued subpoena, a court order, or in the event of a health or safety emergency. (See Board Policy 8330).

Removal of Student

No student shall be released to a law enforcement agency without written parental permission or a judicial warrant, except in the event of an emergency or for the protection of life or property as determined by the Superintendent.

As used in this policy, "student" means any person enrolled in classes other than adult education classes, and is not limited to persons under eighteen (18) years of age.

I.C. 20-33-8-16
I.C. 20-33-9
I.C. 31-9-2-44.1
I.C. 31-30.5-1
I.C. 31-33-5
Ind. R. Evid. 617

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Legal	I.C. 20-33-8-16
	I.C. 20-33-9
	I.C. 31-9-2-44.1
	I.C. 31-30.5-1
	I.C. 31-33-5
	Ind. R. Evid. 617

Book	Policy Manual
Section	For Board review
Title	New Policy - Volume 37, No. 2 - April 2025 - INVESTIGATIONS BY THE DEPARTMENT OF CHILD SERVICES (DCS)
Code	po5540.01
Status	

New Policy - Volume 37, No. 2 - April 2025

5540.01 - INVESTIGATIONS BY THE DEPARTMENT OF CHILD SERVICES

The School Board is committed to protecting students from individuals not associated with the School Corporation seeking access to students at school but also recognizes its responsibility to comply with the law regarding access to the school premises and its students by the Department of Child Services (DCS).

When DCS requests permission to interview a student at school, the Principal shall attempt to inform the student's parents unless directed not to do so by the DCS representative.

When DCS states a legitimate purpose for questioning or examining a student while the student is entrusted to the Corporation, such as exigent circumstances as defined by State law, the Principal shall be present throughout the proceedings unless ordered not to be present by a DCS representative or a court of law. The Principal shall not interfere with the interview or examination if present during the interview or examination but shall only observe.

If the DCS makes a request to interview a student at school alone, this request will be granted only under the following circumstances:

- A. the DCS employee presents their official credentials as a DCS caseworker or other proof of employment with the DCS upon arrival at the school; and
- B. the DCS employee produces a written statement that the DCS "has parental consent or a court order, or exigent circumstances exist as defined by I.C. 31-9-2-44.1 to interview _____ **[insert child's name]**." This statement shall not disclose any of the facts of the allegations or evidence and may be transmitted to the Corporation electronically.

If a written statement is produced or emailed regarding the need for a DCS employee to interview a student at school, this statement shall not be maintained in the student's file, and the Corporation shall protect the student and the student's family's confidentiality regarding the written statement and the DCS interview.

Except in the case of an emergency or where DCS has a judicial warrant, all DCS representatives must follow the procedures for school visitors as established by the Superintendent pursuant to po9150 – School Visitors and any administrative guidelines .

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Legal	I.C. 31-9-2-44.1
	I.C. 31-33-8

Book	Policy Manual
Section	For Board review
Title	New Policy - Volume 37, No. 2 - April 2025 - THE SCHOOLS AND GOVERNMENTAL AGENCIES
Code	po5540.02
Status	

New Policy - Volume 37, No. 2 - April 2025

5540.02 - THE SCHOOLS AND GOVERNMENTAL AGENCIES

The School Board is committed to protecting students from individuals not associated with the School Corporation seeking access to students at school, but also recognizes its responsibility to comply with the law regarding access to the school premises and its students by Federal, State, and local governmental agencies. **[NOTE: This policy does not apply to investigations by law enforcement agencies, including the U.S. Immigration and Customs Enforcement (ICE). Rather, PO 5540 – The Schools and Law Enforcement Agencies applies to law enforcement investigations on Corporation property. Likewise, this policy does not apply to investigations by the Department of Child Services (DCS). Rather, PO 5540.01 – Investigations by the Department of Child Services (DCS) applies to DCS investigations on Corporation property.]**

Access to a student's education records shall not be provided to a governmental agency unless the agency representative produces a court order requiring access or one of the exceptions contained in 34 C.F.R. 99.31 applies. School administration must comply with PO 8330 – Student Records with respect to providing access and maintaining records of access to a student's education records by a governmental agency.

When a governmental agency requests permission to interrogate a student at school, the principal or designee shall attempt to inform the student's parents, unless directed not to do so by the representative of the agency.

When the governmental agency states a legitimate purpose for questioning or examining a student while the student is entrusted to the Corporation, the Principal shall be present throughout the proceedings, unless ordered not to be present by a representative of the governmental agency or a court of law. The Principal shall not interfere with the interview or examination if present during the interview or examination.

If the governmental agency makes a request to interview a student at school alone, this request will be granted only under the following circumstances:

- A. the employee of the governmental agency presents their official credentials or other proof of employment with the governmental agency upon arrival at the school; and
- B. the employee of the governmental agency provides written parental consent or a court order to interview a student at school.

If written parental consent or a court order is provided to the Corporation for an employee of a governmental agency to interview a student at school, it shall be maintained in the student's file in compliance with po8330 – Student Records.

Except in the case of an emergency or where the governmental agency has a judicial warrant, all governmental agency employees must follow the procedures for school visitors as established by the Superintendent pursuant to po9150 – School Visitors and any administrative guidelines.

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Book	Policy Manual
Section	For Board review
Title	Revision of INTERNAL CONTROL STANDARDS AND PROCEDURES
Code	po6111
Status	
Adopted	August 10, 2017
Last Revised	December 12, 2024

6111 - INTERNAL CONTROL STANDARDS AND PROCEDURES

The Superintendent shall establish, document, and maintain effective internal control standards and procedures for all funds received by the School Corporation, including financial grants and awards from Federal or State sources, that provide reasonable assurance that the Corporation is managing the program and funds in compliance with that U.S. Constitution, Federal, and State statutes, Federal and State regulations, and the terms and conditions of grants and awards made to the Corporation.

The Corporation shall have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

These internal controls should comply with the guidance in "Standards for Internal Control of the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal control standards and procedures must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal and State reports; maintain accountability for all funds, property, and assets; and demonstrate compliance with Federal and State statutes, Federal and State regulations, and the terms and conditions of grants and awards.

The internal control standards and procedures also must provide reasonable assurance that these transactions are executed in compliance with Federal and State statutes, Federal and State regulations, and the terms and conditions of grants and awards that could have a direct and material effect on any grant or award, as well as any other Federal and State statutes and regulations that are identified in the Federal Compliance Supplements and/or directives of the State Board of Accounts (SBOA).

Additionally, the Corporation's internal control standards and procedures must provide reasonable assurance that all Federal and State funds, property, and other assets are safeguarded against loss, damage, theft, fraud, unauthorized use, or unauthorized disposition.

Further, erroneous or irregular material variances, losses, shortages, or thefts of any amount of Corporation funds or property whose source is a Federal grant or award are considered material and therefore are to be reported immediately to the SBOA as required by Federal and State law.

~~Other than with respect to Corporation funds or property whose source is a Federal grant or award, any erroneous or irregular material variances, losses, shortages, or thefts of Corporation funds or property in excess of:~~

If the Corporation is declared to be unaudited by the Indiana State Board of Accounts because it failed to reconcile accounts, records, files, or reports, the Corporation shall bring its accounts into an auditable condition within ninety (90) days.

Other than with respect to Corporation funds or property whose source is a Federal grant or award, any erroneous or irregular variances, losses, shortages, or thefts of Corporation funds or property in excess of the following: with respect to cash funds \$500.00 in any fund; with respect to assets other than cash funds any asset valued in excess of \$500.00 are considered material and therefore are to be reported immediately to the SBOA as required by State law.

The Corporation shall:

- A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal grants and awards;
- B. comply with State statutes and regulations related to the management and control of all funds received by the Corporation;
- C. evaluate and monitor its compliance with the U.S. Constitution, statutes, regulations, and the terms and conditions of Federal grants and awards and State and local funds received;
- D. investigate all variances, losses, shortages, or thefts of Corporation funds or property, document the investigation and its results, and maintain a record of the investigation and its results;
- E. take prompt action when instances of noncompliance are identified;
- F. report all misappropriations of Corporation funds or property to the SBOA and the county prosecuting attorney whenever a Corporation employee has actual knowledge of or reasonable cause to believe that a misappropriation has occurred;
- G. provide, upon employment and periodically thereafter, training concerning the internal control standards and procedures established for the Corporation for any personnel whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the Federal government, State government, the Corporation, or other governmental entities; and
- H. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the Corporation considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

PII is defined at 2 C.F.R. 200.1 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. "

The definition of PII is not attached to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Suggested resources:

- A. *Standards for Internal Control in the Federal Government* issued by the Comptroller General of the United States;
- B. *Internal Control Integrated Framework* (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. *Circular A-110 Compliance Supplement* issued by the U.S. Office of Management and Budget;
- D. *Circular A-133 Compliance Supplement* issued by the U.S. Office of Management and Budget; and
- E. Internal control guidance issued by the U.S. Department of Education.

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Legal
I.C. 5-11-1-27
2 C.F.R. 200.1
2 C.F.R. 200.203

2 C.F.R. 200.303

State Examiner Directive 2015-6 (SBOA 11-18-15)

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Vol. 37, No. 2 - April 2025 - TIME AND EFFORT REPORTING
Code	po6116
Status	
Adopted	August 10, 2017

Revised Policy - Vol. 37, No. 2 - April 2025

6116 - TIME AND EFFORT REPORTING

As a recipient of Federal funds, the School Corporation shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of Title 2 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects, as well as internal controls. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services also may include fringe benefits, which are addressed in 2 C.F.R. 200.431 Compensation—fringe benefits. Anticipated employee compensation amounts, including hourly costs and/or stipends, shall be approved by the School Board before any costs are incurred. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- A. is reasonable for the services rendered, conforms to the Corporation's established written policy, and is consistently applied to both Federal and non-Federal activities; and
- B. follows an appointment made in accordance with the Corporation's written policies and meets the requirements of Federal statute, where applicable.

Time and Effort Reports

The reports:

- A. are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. are incorporated into the official records of the Corporation;
- C. reasonably reflect the total activity for which the employee is compensated by the Corporation, not exceeding 100% of the compensated activities;
- D. encompass both Federally assisted and other activities compensated by the Corporation on an integrated basis;
- E. comply with the Corporation's established accounting policies and practices;
- F. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The Corporation also shall follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The Payroll Office is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data shall be made available only to authorized auditors.

Reconciliations

Budget estimates are not used as support for charges to Federal awards. However, the Corporation may use budget estimates for interim accounting purposes. The system used by the Corporation to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the Corporation and entered into the Corporation's records in a timely manner.

The Corporation's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

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2 C.F.R. 200.430, 200.431

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Volume 37, No. 2 - April 2025 - DISPOSITION OF REAL PROPERTY
Code	po7300
Status	
Adopted	March 12, 2020
Last Revised	April 14, 2022
Last Reviewed	April 14, 2022

Revised Policy - Volume 37, No. 2 - April 2025

7300 - DISPOSITION OF REAL PROPERTY

The School Board believes that the efficient administration of the School Corporation requires the disposition of property ~~and goods~~ no longer necessary for the maintenance of the educational program or the operation of the Corporation.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes ~~moveable~~ movable machinery and equipment.

The Board shall direct the periodic review of all Corporation property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy 7310 - Disposition of Surplus Property. Furthermore, the sale or disposal of real property must comply with I.C. 36-1-11.

All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.

All property considered for disposition (sale) shall be subjected to two (2) current, outside, professional appraisals prior to the solicitation of offers.

All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board Finance Committee. The Board shall give final approval of all contracts.

In consideration of the best interest of the Corporation and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms, except offers from charter schools and State educational institutions.

Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer. In the case of charter schools and State educational institutions, a resolution must be adopted by the charter school or State educational institution stating that the covered school building can be operated within the charter school's or State educational institution's budget.

Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

Money derived from the sale or exchange of property that is no longer needed for school purposes shall be placed in any school fund established by law that the Board considers appropriate.

Lease or Sale of Property to Charter Schools and/or State Educational Institutions:

Except as specified below, before the Board may dispose of real property previously used for instruction, the Board shall make available for lease or purchase any school building owned by the Corporation or any other entity that is related in any way to or created by the Corporation or the Board, including but not limited to a building corporation, that is vacant and unused and previously was used for classroom instruction to any charter school in order for the charter school to conduct ~~kindergarten-prekindergarten~~ through grade 12 classroom instruction or to a State educational institution to use for an academic purpose.

~~No later than ten (10) days after passing a resolution or taking other official action to close, no longer use, or no longer occupy a school building that previously was used for classroom instruction, the Board shall:~~ No later than thirty (30) days after the date a governing body of a school corporation determines at a public meeting to cease using a covered school building for classroom instruction on student instructional days for a school year, the Board shall:

- A. notify the State Department of Education (SDOE) of the official action and the effective date that the school building will be closed, no longer used, or no longer occupied;
- B. make the school building available for inspection by a charter school or State educational institution that notifies the SDOE that it is interested in leasing or purchasing the school building; and
- C. make the following information available to the interested charter school(s) or State educational institution(s):
 1. Estimates of the operating expenses for the school building for the past three (3) years.
 2. Written information regarding the condition of the building, including the age of the roof and the HVAC system, and any known conditions which, in the Board's opinion, require prompt repair or replacement.
 3. A legal description of the property.

Throughout the process of the sale, lease, or disposal of Corporation school buildings, the Corporation is responsible for the maintenance of the vacant or unused school building until the building has been sold or leased to a charter school, state educational institution, an accredited nonpublic school or postsecondary educational institution or otherwise is eligible for sale or disposal pursuant to the provisions of this policy and state law. This maintenance includes protection against theft or vandalism; fire protection; and protection from damage during adverse weather conditions. The Corporation will maintain the physical condition of the vacant or unused school building as it was on the last day it was used for classroom instruction. The Corporation is financially responsible for any damage or destruction to the vacant or unused school building prior to the lease or purchase.

The Corporation shall lease the school building to a charter school or State educational institution for \$1 per year for as long as the charter school uses the school building for classroom instruction or the State educational institution uses the facility for an academic purpose for a term at the charter school/State educational institution's discretion, including the option to purchase the school building for \$1, or sell the school building for \$1 if the charter school/State educational institution does the following:

- A. Within ~~thirty (30)-~~ninety (90) days of receiving notice from the SDOE, a charter school or State educational institution must submit a preliminary request to purchase or lease the school building.
- B. Within ninety (90) days of receiving the SDOE's notice, a charter school or State educational institution must submit to the Corporation the following information:
 1. The name of the charter school or State educational institution that is interested in leasing or purchasing the vacant or unused school building.
 2. A time frame, which may not exceed ~~two (2)-~~three (3) years from the date that the school building is to be closed, no longer used, or no longer occupied, in which the charter school or State educational institution intends to begin providing classroom instruction in the vacant or unused school building.
 3. A resolution, adopted by the board of the charter school or State educational institution stating that the board has determined that, after the charter school or State educational institution has made any necessary repairs or modifications, the school building will be sufficient to meet the charter school's or State educational institution's needs and can be operated within the charter school's budget.

~~4. If the vacant or unused school building is more than 200,000 gross square feet, then in addition to the information provided above, a charter school shall submit the following:~~

- ~~a. The charter school's projected enrollment when all of the grade levels are added.~~
- ~~b. A letter from the charter school's authorizer or prospective authorizer that indicates that the charter school's authorizer or prospective authorizer has reviewed the items described in subsections 2 and 3 and that the projected enrollment of the charter school when all of the grade levels are added or fully implemented will be at least sixty percent (60%) of the maximum annual student enrollment of the school building during the past twenty five (25) years as validated by records maintained or created by the SDOE.~~

~~Not later than fifteen (15) days after the Board passes a resolution to sell, exchange, lease, demolish, hold without operation, or dispose of a school building to a charter school or state educational institution, the Board shall submit an application to the State Attorney General to obtain a certification that the Board is in compliance with the requirements of I.C. 20-26-7.1.~~ Not later than fifteen (15) days after the date the Indiana Department of Education (IDOE) receives a notice from a school corporation that has determined to cease using a covered school building for classroom instruction on instructional days, the IDOE shall provide written notice to all interested persons regarding the notice from the school corporation.

Upon receipt of the SDOE's notification that it has not received any preliminary requests to purchase or lease the school building, the Corporation may sell or otherwise dispose of the school building in accordance with I.C. 36-1-11, I.C. 20-25-4-14, I.C. 20-26-5-4(a)(7), and I.C. 20-26-7.1-8. Provided, however, that not later than fifteen (15) days after the Board passes a resolution to sell, exchange, lease, demolish, hold without operation, or dispose of a school building, the Board shall submit an application to the State Attorney General to obtain a certification that the Board is in compliance with the requirements of I.C. 20-26-7.1.

If a Corporation school building is sold to a charter school or State educational institution pursuant to this procedure, and the charter school or State educational institution, or any subsequent owner, subsequently sells or transfers the school building to a third party, the charter school or State educational institution or subsequent owner must transfer an amount equal to the gain in the property minus the adjusted basis (including costs of improvements to the school building) to the Corporation. Gain and adjusted basis shall be determined in the manner prescribed by the Internal Revenue Code and the applicable Internal Revenue Service regulations and guidelines.

A charter school or State educational institution that purchases a school building from the Corporation assumes total control of the school building and must maintain the school building, including utilities, insurance, maintenance, and repairs. In the event a charter school or State educational institution does not use the school building for classroom instruction within two (2) years after acquiring the school building, the school building shall revert to the Corporation, which may sell or otherwise dispose of the school building under I.C. 36-1-11.

During the term of a lease, the charter school or State educational institution is responsible for the direct expenses related to the school building leased, including utilities, insurance, maintenance, repairs, and remodeling. If the lease involves co-locating charter schools or State educational institution, the obligations under the lease of the school building shall be joint and several. The Corporation is responsible for any debt incurred for or liens that ~~attached~~ attach to the school building before the charter school or State educational institution leased the school building.

Exceptions:

The procedure described above does not apply to:

- A. A school building that has been vacated to renovate the building for future use by the Corporation;
- B. A school building that has been vacated to demolish the building and build a new school building on the same site;
- C. An emergency manager of a distressed school corporation under I.C. 6-1.1-20.3.
- D. A school corporation that has had a designation as a distressed political subdivision under I.C. 6-1.1-20.3 within the previous three (3) years.

A lease entered into by the Board under I.C. 20-26-5-4(a) (7) prior to January 1, 2019, with an accredited nonpublic school shall remain in full force and effect. The Board may, during or at the expiration of the term of such lease, sell the school building leased under I.C. 20-26-5-4(a)(7) to the nonpublic school at a purchase price mutually agreed to by the Board and the nonpublic school.

~~Sale of Building with 200,000 Gross Square Feet or Less:~~

~~This section applies to a school building with a gross square footage of 200,000 square feet or less.~~

~~If the Corporation receives notification from the SDOE that it has not received any preliminary requests to purchase or lease a vacant or unused school building with a gross square footage of 200,000 square feet or less or a charter school or State educational institution has not met the requirements for purchase or lease, the Corporation must sell the school building to an accredited nonpublic school or postsecondary educational institution that sends a letter of intent to the Corporation to purchase the vacant or unused school building for an amount not more than the minimum bid for the vacant or unused school building determined in accordance with I.C. 36-1-11, or an amount agreed to by both parties.~~

~~The accredited nonpublic school or postsecondary educational institution must submit its letter of intent to purchase the school building within thirty (30) days of the date the Corporation passes a resolution or takes other official action to close, no longer use, or no longer occupy a school building that previously was used for classroom instruction. However, in the event that a charter school or State educational institution has submitted a preliminary request to purchase or lease a school building, the accredited nonpublic school or postsecondary educational institution may send a letter of intent to purchase or lease the school building within ninety (90) days of the date that the Corporation passed a resolution or took official action to close, no longer use, or no longer occupy a school building.~~

~~Within forty five (45) days of notice of the minimum bid, the accredited nonpublic school or postsecondary educational institution must provide a binding offer to the Corporation to purchase the property in its current condition and provide a nonrefundable down payment equal to five percent (5%) of the minimum bid or an amount agreed to by both parties. In the event that two (2) or more binding offers are submitted to the Corporation, the Corporation may select which offer to accept.~~

~~If the sale of the property does not close within 180 days of the Corporation's receipt of the binding offer, and the delay in closing is not caused by the Corporation or its representatives, the Corporation may refund the down payment and sell or otherwise dispose of the school building under I.C. 20-25-4-14, I.C. 20-26-5-4(7), or I.C. 36-1-11.~~

~~Sale of Building with More than 200,000 Gross Square Feet:~~

~~This section applies to the sale of a vacant or unused school building with more than 200,000 gross square feet under I.C. 36-1-11.~~

~~In determining whether to accept a proposal to purchase and redevelop the school building and any adjacent property, the Board must ensure that a charter school that is located within one (1) mile of the site to be redeveloped and has notified the Board in writing of its interest in locating the charter school on the redeveloped site is provided with the opportunity to lease adequate facilities on the redeveloped site at fifty percent (50%) or less than the current market rate for the redeveloped property or a rate agreed upon by the parties.~~

~~In the event that a charter school does not enter into a lease for the appropriate facilities as part of the initial development of the school building parcel, this section shall no longer be binding on the Corporation or the purchaser of the property, which shall not be required to make the space available for use by another charter school.~~

~~[NOTE: The following section applies only to a consolidated school corporation.]~~

Limitations on Disposal of Property Received from City, Town, or Township

When a consolidated school corporation decides that property acquired from a city, town or township is no longer needed for school purposes, the Board shall offer the property as a gift to the city, town or township that owned the property before the school was consolidated.

If the property contains a structure that the Board wishes to demolish, the Board shall give written notice of the proposed demolition to the city, town or township, as applicable. Within ninety (90) days after receiving the notice, the city, town or township shall inform the Board in writing as to whether it wishes to retain the structure. If the city, town or township wishes to retain the structure, the Board may not demolish the structure before transferring the property.

If the city, town or township accepts the offer, the Board shall give it a quitclaim deed to the property. If the city, town or township refuses the offer, the Board may sell the property pursuant to I.C. 20-23-6-9(e).

The Attorney General has broad authority to investigate complaints that a Corporation has not complied with the provisions established regarding the lease, sale, destruction or disposal of a school building.

Legal

I.C. 20-23-6-9

I.C. 20-26-5-4

I.C. 20-26-7.1

I.C. 36-1-11

2 C.F.R. 200.78, 200.85

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Volume 37, No. 2 - April 2025 - SAFETY STANDARDS
Code	po7430
Status	
Adopted	June 21, 2001

Revised Policy - Volume 37, No. 2 - April 2025

7430 - SAFETY STANDARDS

The School Board believes that the employees and students of this School Corporation, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees and students.

In accordance with State law, the Board will designate safe areas and comply with disaster protection guidelines. The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences.

The Superintendent shall, with the approval of the Board, designate an individual to serve as the school safety specialist for the ~~School~~ Corporation.

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

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

The Superintendent shall ascertain that the employees and students of this Corporation are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper guidelines and records are maintained to meet the requirements of the law.

I.C. 5-2-10.1-9
I.C. 16-41-21.2
I.C. 20-34-3-19
511 IAC 2-4-1

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I.C. 5-2-10.1-9

I.C. 16-41-21.2

I.C. 20-34-3-19

Book	Policy Manual
Section	For Board review
Title	Revision of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01
Status	
Adopted	October 21, 2010
Last Revised	August 19, 2021

7440.01 - ELECTRONIC MONITORING AND RECORDING

In order to protect School Corporation property, promote security, and protect the health, welfare and safety of students, staff and visitors, the School Corporation authorizes the use of video and audio monitoring equipment on Corporation property, and on school buses. Information obtained through video and audio monitoring may be used to identify intruders and persons violating the law, Board policy, or the Student Code of Conduct. No representation shall be made that the monitoring system is capable of insuring protection of persons or property.

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

The Superintendent is responsible for approving where and when to install and operate fixed-location monitoring equipment. The building principals and administrators responsible for other facilities shall be responsible for recommending use of monitoring in those facilities. Monitoring equipment may be placed in common areas in Corporation facilities. Common areas include hallways, entryways, offices where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries, parking lots and other outside areas, and in school buses. Except in extraordinary circumstances such as a response to possible bullying, hazing, harassment, personal injury, property damage, or theft, and only with the written authorization of the Superintendent, monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). In assessing whether extraordinary circumstances exist, the Superintendent shall consult with Corporation legal counsel before authorizing placement of monitoring equipment in private areas in which privileged communications occur (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times. Access to live monitoring or recordings made in private areas will be based on the need for access to respond to the information obtained. The Board authorizes security personnel to use body-worn monitoring equipment while on duty.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

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

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

evidence in any forum in which its use would assist in the search for the truth concerning the recorded event. Recording that focuses on and follows a specific student or staff member may become a part of the student's education record or the staff member's personnel file.

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

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

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

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

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

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

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

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

Monitoring and recording equipment will not be used for the purpose of routine staff appraisal/evaluation. However, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation, subject to discussion with the exclusive representative of the Corporation's teachers prior to adoption of this policy.

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform his/her job responsibilities through means of a live-stream that includes both video and audio, provided the employee is afforded advanced notice of the observation, subject to discussion with the exclusive representative of the Corporation's teachers prior to adoption of this policy.

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation, subject to discussion with the exclusive representative of the Corporation's teachers prior to adoption of this policy.

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

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

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

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

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

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

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FERPA, 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521

Book	Policy Manual
Section	For Board review
Title	Revision of ACCOUNTING SYSTEM FOR FIXED ASSETS
Code	po7455
Status	
Adopted	December 22, 2005
Last Revised	August 19, 2021

7455 - ACCOUNTING SYSTEM FOR FIXED ASSETS

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

- A. the preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
- B. adequate insurance coverage
- C. control and accountability

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

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

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

Capital assets shall be classified as follows:

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

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

Capital assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition. The method(s) to be used to estimate such price or market value shall be established by the Superintendent.

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

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

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

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

The Superintendent shall develop administrative guidelines to ensure proper purchase, transfer, and disposal of capital assets. The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. date purchased

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Volume 37, No. 2 - April 2025 - VOLUNTEERS
Code	po8120
Status	
Adopted	February 21, 2008
Last Revised	December 8, 2022

Revised Policy - Volume 37, No. 2 - April 2025

8120 - VOLUNTEERS

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the implementation of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not compatible with the School Corporation's needs.

Volunteer Coaches

Before allowing an individual to serve as a volunteer coach, the Corporation shall conduct an expanded criminal history check (as defined in I.C. 20-26-2-1.5) on the volunteer coach. ~~With respect to all other volunteers:~~

~~**[SELECT EITHER OPTION #1 OR OPTION #2]**~~

~~**[] [OPTION #1]**~~

~~Each volunteer who is in direct contact with students will be required to submit a Limited Criminal History Record Check.~~

~~**[] [OPTION #2]**~~

Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association-recognized sport, the Corporation must take the following steps:

A. ask the individual:

1. whether the individual is or has been accredited by the association; and
2. if the individual is or has been accredited by the association, whether the individual's accreditation has ever been suspended or revoked;

B. request references from the individual;

C. contact the references that the individual provides to the Corporation; and

D. contact the association to determine whether the individual's accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if a volunteer coach has engaged in suspected child abuse or neglect.

The Corporation shall report to the association when a volunteer coach accredited by the association has been convicted of an offense described in I.C. 20-28-5-8(c) or of a known comparable offense in another state. These offenses include:

- A. A sex crime under I.C. 35-42-4 (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).
- B. Kidnapping (I.C. 35-42-3-2).
- C. Criminal Confinement (I.C. 35-42-3-3).
- D. Incest (I.C. 35-46-1-3).
- E. Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).
- F. Dealing in methamphetamine (I.C. 35-48-4-1.1)
- G. Manufacturing methamphetamine (I.C. 35-48-4-1.2)
- H. Dealing in a Schedule I, II, or III controlled substance (I.C. 35-48-4-2).
- I. Dealing in a Schedule IV controlled substance (I.C. 35-48-4-3).
- J. Dealing in a Schedule V controlled substance (I.C. 35-48-4-4).
- K. Dealing in a counterfeit substance (I.C. 35-48-4-5).
- L. Dealing in marijuana, hash oil, hashish, or salvia as a felony (I.C. 35-48-4-10).
- M. An offense under I.C. 35-48-4 involving the manufacture or sale of a synthetic drug (as defined in I.C. 35-31.5-2-321), a synthetic drug lookalike substance (as defined in I.C. 35-31.5-2-321.5 (before its repeal on July 1, 2019)) under I.C. 35-48-4-10.5 (before its repeal on July 1, 2019), a controlled substance analog (as defined in I.C. 35-48-1-9.3), or a substance represented to be a controlled substance (as described in I.C. 35-48-4-4.6).
- N. Homicide (I.C. 35-42-1).
- O. Voluntary manslaughter (I.C. 35-42-1-3).
- P. Reckless homicide (I.C. 35-42-1-5).
- Q. Battery as any of the following: (i) A Class A felony (for a crime committed before July 1, 2014) or a Level 2 felony (for a crime committed after June 30, 2014). (ii) A Class B felony (for a crime committed before July 1, 2014) or a Level 3 felony (for a crime committed after June 30, 2014). (iii) A Class C felony (for a crime committed before July 1, 2014) or a Level 5 felony (for a crime committed after June 30, 2014).
- R. Aggravated battery (I.C. 35-42-2-1.5).
- S. Robbery (I.C. 35-42-5-1).
- T. Carjacking (I.C. 35-42-5-2) (before its repeal).
- U. Arson as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (I.C. 35-43-1-1(a)).
- V. Burglary as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 1, Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (I.C. 35-43-2-1).
- W. Human trafficking (I.C. 35-42-3.5).
- X. Dealing in a controlled substance resulting in death (I.C. 35-42-1-1.5).
- Y. Attempt under I.C. 35-41-5-1 to commit an offense listed in this subsection.
- Z. Conspiracy under I.C. 35-41-5-2 to commit an offense listed in this subsection.
- AA. Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in I.C. 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person

or another person, or being at least eighteen (18) years of age, with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.

The Corporation shall report suspected misconduct by a volunteer coach that may constitute a crime to local law enforcement.

Without conferring the rights of an employee on a volunteer coach, the Corporation shall comply with I.C. 22-5-3-1 (Indiana's blacklisting law) regarding a volunteer coach, including the provisions for civil immunity regarding disclosures made about a volunteer coach.

Other Volunteers

With respect to all other volunteers:

To protect students and staff members, the Board requires an inquiry into the personal background of each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer.

Each volunteer who is in direct contact with students will be required to submit to ~~an Expanded Criminal History Record Check~~ a background check which shall include:

- A. an expanded criminal history check ~~(as as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification;~~
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3;
- C. () an expanded child protection index check in other states;
- D. search of the national sex offender registry maintained by the United States Department of Justice;
- E. beginning July 1, 2017, a search of the State child abuse registry;

~~{END OF OPTIONS}~~

~~{DRAFTING NOTE: The following provision is optional. I.C. 20-26-5-10(k) prohibits school corporations from hiring, continuing to employ, contracting with, or continuing to contract with an individual who has been convicted of an offense requiring license revocation under I.C. 20-28-5-8(c). The Board should select this option if it wants to apply the same criteria to volunteers.}~~

Background Checks, Including Expanded Criminal History and Expanded Child Protection Index

The Board requires that an expanded criminal history check be conducted for each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer before or not later than thirty (30) days after the start of their volunteer service.

If a third party vendor is used to provide an expanded criminal history check, and the vendor offers more than one type of expanded criminal history check, the Board shall evaluate all available types of criminal history checks to select and employ the expanded criminal history check that would best protect the Corporation's students.

The Board requires that an Indiana expanded child protection index check be conducted for each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer before or not later than sixty (60) days after the start of their volunteer service.

~~{ }~~ The Board shall prohibit volunteer service by ~~a person~~ an individual who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) unless the conviction has been reversed, vacated, or set aside on appeal.

~~{END OF OPTION}~~

The Board also shall prohibit volunteer service by an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the volunteer service of an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b) unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may prohibit volunteer service by or terminate the volunteer service of an individual who is the subject of a substantiated report of child abuse or neglect.

~~The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.~~

~~Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association-recognized sport, the Corporation must take the following steps:~~

~~A. ask the individual:~~

~~1. whether the individual is or has been accredited by the association; and~~

~~2. if the individual is or has been accredited by the association, whether the individual's accreditation has ever been suspended or revoked;~~

~~B. request references from the individual;~~

~~C. contact the references that the individual provides to the Corporation; and~~

~~D. contact the association to determine whether the individual's accreditation has ever been suspended or revoked.~~

~~The Corporation shall make a report to the Department of Child Services if a volunteer coach has engaged in suspected child abuse or neglect.~~

~~The Corporation shall report to the association when a volunteer coach accredited by the association has been convicted of an offense described in I.C. 20-28-5-8(c) or of a known comparable offense in another state. These offenses include:~~

~~A. A sex crime under I.C. 35-42-4 (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).~~

~~B. Kidnapping (I.C. 35-42-3-2).~~

~~C. Criminal Confinement (I.C. 35-42-3-3).~~

~~D. Incest (I.C. 35-46-1-3).~~

~~E. Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).~~

~~F. Dealing in methamphetamine (I.C. 35-48-4-1.1).~~

~~G. Manufacturing methamphetamine (I.C. 35-48-4-1.2).~~

~~H. Dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2).~~

~~I. Dealing in a schedule IV controlled substance (I.C. 35-48-4-3).~~

~~J. Dealing in a schedule V controlled substance (I.C. 35-48-4-4).~~

~~K. Dealing in a counterfeit substance (I.C. 35-48-4-5).~~

~~L. Dealing in marijuana, hash oil, hashish, or salvia as a felony (I.C. 35-48-4-10).~~

~~M. An offense under I.C. 35-48-4 involving the manufacture or sale of a synthetic drug (as defined in I.C. 35-31.5-2-321), a synthetic drug lookalike substance (as defined in I.C. 35-31.5-2-321.5 (before its repeal on July 1, 2019)) under I.C. 35-48-4-10.5 (before its repeal on July 1, 2019), a controlled substance analog (as defined in I.C. 35-48-1-9.3), or a substance represented to be a controlled substance (as described in I.C. 35-48-4-4.6).~~

~~N. Homicide (I.C. 35-42-1).~~

~~O. Voluntary manslaughter (I.C. 35-42-1-3).~~

~~P. Reckless homicide (I.C. 35-42-1-5).~~

~~Q. Battery as any of the following: (i) A Class A felony (for a crime committed before July 1, 2014) or a Level 2 felony (for a crime committed after June 30, 2014). (ii) A Class B felony (for a crime committed before July 1, 2014) or a~~

~~Level 3 felony (for a crime committed after June 30, 2014), (iii) A Class C felony (for a crime committed before July 1, 2014) or a Level 5 felony (for a crime committed after June 30, 2014).~~

R. ~~Aggravated battery (I.C. 35-42-2-1.5).~~

S. ~~Robbery (I.C. 35-42-5-1).~~

T. ~~Carjacking (I.C. 35-42-5-2) (before its repeal).~~

U. ~~Arson as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (I.C. 35-43-1-1(a)).~~

V. ~~Burglary as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 1, Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (I.C. 35-43-2-1).~~

W. ~~Human trafficking (I.C. 35-42-3.5).~~

X. ~~Dealing in a controlled substance resulting in death (I.C. 35-42-1-1.5).~~

Y. ~~Attempt under I.C. 35-41-5-1 to commit an offense listed in this subsection.~~

Z. ~~Conspiracy under I.C. 35-41-5-2 to commit an offense listed in this subsection.~~

AA. ~~Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in I.C. 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person or another person, or being at least eighteen (18) years of age, with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.~~

~~The Corporation shall report suspected misconduct by a volunteer coach that may constitute a crime to local law enforcement.~~

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the volunteer:

A. is the subject of a substantiated report of child abuse or ~~neglect~~-neglect; or

B. has been charged with or convicted of ~~one (1) of the following crimes:~~ an offense requiring license revocation per I.C. 20-28-5-8(c); or

C. has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b)

1. ~~Murder (I.C. 35-42-1-1).~~

2. ~~Causing suicide (I.C. 35-42-1-2).~~

3. ~~Assisting suicide (I.C. 35-42-1-2.5).~~

4. ~~Voluntary manslaughter (I.C. 35-42-1-3).~~

5. ~~Reckless homicide (I.C. 35-42-1-5).~~

6. ~~Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~

7. ~~Aggravated battery (I.C. 35-42-2-1.5).~~

8. ~~Kidnapping (I.C. 35-42-3-2).~~

9. ~~Criminal confinement (I.C. 35-42-3-3).~~

10. ~~A sex offense under I.C. 35-42-4 (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).~~

11. ~~Carjacking (I.C. 35-42-5-2) (before its repeal).~~
12. ~~Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
13. ~~Incest (I.C. 35-46-1-3).~~
14. ~~Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
15. ~~Child selling (I.C. 35-46-1-4(d)).~~
16. ~~Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
17. ~~An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
18. ~~An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
19. ~~An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
20. ~~An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
21. ~~Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.~~
22. ~~Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person or another person, or being at least eighteen (18) years of age with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.~~
23. ~~An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.~~

The Superintendent is to inform each volunteer that the volunteer:

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of the volunteer's services;
- D. ~~()~~ will be required to report any ~~arrests~~, arrest or the filing of criminal charges against the volunteer, ~~or convictions for a crime while serving as a volunteer;~~
- E. will be required to report any convictions for a crime while serving as a volunteer;
- F. ~~()~~ will be required to report any substantiated report of child abuse or neglect of which the volunteer is the subject.

The Superintendent also shall ensure that each volunteer is properly informed of the Corporation's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

~~Without conferring the rights of an employee on a volunteer coach, the Corporation shall comply with I.C. 22-5-3-1 (Indiana's blacklisting law) regarding a volunteer coach, including the provisions for civil immunity regarding disclosures made about a volunteer coach.~~

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Legal	I.C. 5-2-22
	I.C. 10-13-3
	I.C. 20-26-2-1.3
	I.C. 20-26-2-1.5
	I.C. 20-26-5-10, -11 and -11.5
	I.C. 20-26-14-2.5
	I.C. 20-26-14-8
	I.C. 20-26-14-9
	I.C. 20-28-5-8(c)
	I.C. 22-5-3-1

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Volume 37, No. 2 - April 2025 - PERSONAL BACKGROUND CHECK - CONTRACTED SERVICES
Code	po8121
Status	
Adopted	February 21, 2008
Last Revised	December 8, 2022

Revised Policy - Volume 37, No. 2 - April 2025

8121 - PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES

To protect students and staff members, the School Board requires an inquiry into the personal background of each contractor, subcontractor, and employee of a contractor or subcontractor who is likely to have direct, ongoing contact with children within the scope of their contracted service or employment.

The Superintendent shall establish the necessary procedures to provide that (1) individuals serving as contractors or subcontractors submit to a background check and (2) entities operating as contractors or subcontractors conduct an inquiry into the background information of their employees who are likely to have direct, ongoing contact with children, that shall include the following:

- A. an expanded criminal history check as defined by I.C. 20-26-2-1.5
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. ~~verification of enrollment in and use of the Federal E-Verify program to check eligibility to be employed (all employees)~~

Eligibility

~~Personally identifiable information reported to the School Corporation in the implementation of this policy shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.~~ Each contractor and subcontractor shall require that their employees certify under penalty of perjury their eligibility to be employed by the contractor/subcontractor as a United States citizen or a qualified alien as a condition of any contract with the School Corporation.

Background Checks, Including Expanded Criminal History and Expanded Child Protection Index

The Board requires that an expanded criminal history check be conducted for each contractor or subcontractor who is likely to have direct, ongoing contact within the scope of their contract before or not later than thirty (30) days after the start of the contract. Likewise, the Board requires that each entity operating as a contractor or subcontractor conduct an expanded criminal history check for each employee who is likely to have direct, ongoing contact with children within the scope of their employment before or not later than thirty (30) days after the start of their employment.

If a third party vendor is used to provide an expanded criminal history check, and the vendor offers more than one type of expanded criminal history check, the Board shall evaluate all available types of criminal history checks to select and employ the expanded criminal history check that would best protect the Corporation's students.

The Board requires that an Indiana expanded child protection index check be conducted for each contractor or subcontractor who is likely to have direct, ongoing contact with children within the scope of their contract before or not later than sixty (60) days after the start of the contract. Likewise, the Board requires that each entity operating as a contractor or subcontractor conduct an Indiana expanded child protection index check for each employee who is likely to have direct, ongoing contact with children within the scope of their employment before or not later than sixty (60) days after the start of their employment.

The Board shall not contract with ~~a person~~ an individual who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall cease contracting with or terminate the contract of ~~a person~~ an individual who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) unless the conviction has been reversed, vacated, or set aside on appeal. If the contract is with an entity, no employee of that contractor who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) may provide services under the contract with the School Corporation unless the conviction has been reversed, vacated, or set aside on appeal.

The Board also shall not contract with an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the contract of an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b) unless the conviction has been reversed, vacated, or set aside on appeal. If the contract is with an entity, no employee of that contractor who has been convicted of an offense listed in I.C. 20-26-5-11.2(b) may provide services under the contract with the Corporation, unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may refuse to contract with or terminate the contract of an individual who is the subject of a substantiated report of child abuse or neglect. If the contract is with an entity, the Corporation may refuse to contract with the entity or terminate the contract with the entity if it employs or contracts with an individual who is the subject of a substantiated report of child abuse or neglect.

Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the contractor or subcontractor.

Information and records obtained from inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with any mandatory State reporting requirements.

Mandatory Reporting

Each contractor and subcontractor providing services to the Corporation and each employee of a contractor or subcontractor providing services to the Corporation shall notify the Superintendent within two (2) business days of the:

- A. arrest and/or filing of criminal charges against the contractor, subcontractor, or an employee of the contractor or subcontractor and the disposition of such arrest or filing of charges;
- B. conviction of the contractor, subcontractor, or an employee of the contractor or subcontractor in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(c);
- C. conviction of the contractor, subcontractor, or an employee of the contractor or subcontractor ~~for a crime~~ in Indiana or another jurisdiction for an offense listed in I.C. 20-26-11.2(b) or I.C. 20-26-11.2(c); and
- D. substantiated report of child abuse or neglect of which the contractor, subcontractor, or employee of the contractor or subcontractor is the subject.

Each individual serving as a contractor or subcontractor who is likely to have direct, ongoing contact with children in the course of providing services to the Corporation shall be required to report the arrest and the filing of criminal charges against the contractor or subcontractor, conviction of the contractor or subcontractor for a crime, and substantiated report of child abuse or neglect of which the contractor or subcontractor is the subject. Compliance with this requirement shall be verified by either:

- A. inclusion of the requirement as a material term of the contractor's or subcontractor's contract; or
- B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Corporation's files.

Each individual servicing as a contractor or subcontractor who is likely to have direct, ongoing contact with children in the course of providing services to the Corporation shall be required to report the arrest and the filing of criminal charges against the contractor or subcontractor, conviction of the contractor or subcontractor for a crime, and substantiated report of child abuse or neglect of which the contractor or subcontractor is the subject. Compliance with this requirement shall be verified by either:

- A. inclusion of the requirement as a material term of the contractor's or subcontractor's contract; or
- B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Corporation's files.

Each contractor and subcontractor providing services to the Corporation shall screen all employees who are likely to have direct, ongoing contact with children in the course of providing services to the Corporation. Screening shall be required only one (1) time during the period of the current contract with the Corporation as long as the contractor has continuously screened new hires, required the same of its subcontractors, and required that these employees report the arrest and the filing of criminal charges against the employee, conviction of the employee ~~for a crime~~, in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(c), I.C. 20-26-11.2(b), or I.C. 20-26-11.2(c), and substantiated report of child abuse or neglect of which the employee is the subject. Compliance with this requirement shall be verified by either:

- A. inclusion of the requirement as a material term of the contractor's or subcontractor's contract; or
- B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Corporation's files.

Non-compliance with these requirements shall be a breach of a material term of any contract between a contractor/subcontractor and the Corporation.

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the ~~applicant or employee~~ contractor, subcontractor, or employee of a contractor or subcontractor:

- A. is the subject of a substantiated report of child abuse or neglect or
- B. has been charged with or convicted of ~~one (1) of the following crimes:~~ an offense requiring license revocation per I.C. 20-28-5-8(c); or

- C. has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b).

1. ~~Murder (I.C. 35-42-1-1).~~
2. ~~Causing suicide (I.C. 35-42-1-2).~~
3. ~~Assisting suicide (I.C. 35-42-1-2.5).~~
4. ~~Voluntary manslaughter (I.C. 35-42-1-3).~~
5. ~~Reckless homicide (I.C. 35-42-1-5).~~
6. ~~Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
7. ~~Aggravated battery (I.C. 35-42-2-1.5).~~
8. ~~Kidnapping (I.C. 35-42-3-2).~~
9. ~~Criminal confinement (I.C. 35-42-3-3).~~
10. ~~A sex offense under I.C. 35-42-4 (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).~~
11. ~~Carjacking (I.C. 35-42-5-2) (before its repeal).~~
12. ~~Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~

13. ~~Incest (I.C. 35-46-1-3).~~
14. ~~Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
15. ~~Child selling (I.C. 35-46-1-4(d)).~~
16. ~~Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
17. ~~An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
18. ~~An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
19. ~~An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
20. ~~An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.~~
21. ~~Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.~~
22. ~~Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person or another person, or being at least eighteen (18) years of age with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.~~
23. ~~An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.~~

The Superintendent shall develop administrative guidelines to implement this policy. These procedures shall provide for the review of each reported arrest and/or criminal charge, **[END OF OPTION]** criminal conviction of a contractor, subcontractor, or employee of a contractor or subcontractor in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(c), I.C. 20-26-11.2(b), or I.C. 20-26-11.2(c), and substantiated report of child abuse or neglect of which the contractor, subcontractor, or employee of a contractor or subcontractor is the subject and for a response to the reported information that protects members of the school community from persons who may be dangerous to them. Failure of a contractor or subcontractor to remove an employee from direct contact with students, upon request from the Superintendent, shall be considered to be a material breach of the contractor's or subcontractor's contract with the Corporation.

I.C. 5-2-22
 I.C. 9-30-5
 I.C. 10-13-3
 I.C. 20-26-2-1.3
 I.C. 20-26-2-1.5
 I.C. 20-26-5-10, ~~11~~, and ~~11.5~~
 I.C. 20-26-5-11
 I.C. 20-26-5-11.5
 I.C. 20-28-5-8
 I.C. 35-42-2-1
 I.C. 35-42-2-1.3
 I.C. 35-46-1-8
 I.C. 35-47
 I.C. 35-47.5
 I.C. 35-48.4

Legal

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

I.C. 20-26-5-10

I.C. 20-26-5-11

I.C. 20-26-5-11.5

I.C. 20-28-5-8

I.C. 35-42-2-1

I.C. 35-42-2-1.3

I.C. 35-46-1-8

I.C. 35-47

I.C. 35-47.5

I.C. 35-48.4

Book	Policy Manual
Section	For Board review
Title	Revision of ENVIRONMENTAL HEALTH AND SAFETY ISSUES - INDOOR AIR QUALITY, ANIMALS IN THE CLASSROOM, AND IDLING VEHICLES ON SCHOOL PROPERTY
Code	po8405
Status	
Adopted	December 14, 2017
Last Revised	March 11, 2021
Prior Revised Dates	3/12/2020

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

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

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

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

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

ANIMALS IN CLASSROOMS

Live animals shall be allowed in the classroom for educational purposes with the prior approval of the Principal ~~principal~~.

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

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

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

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

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

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

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

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

INDOOR AIR QUALITY (IAQ)

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

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

Criteria established by the ISDH are as follows:

- A. Carbon dioxide levels shall never exceed seven hundred (700) ppm over the outdoor carbon dioxide concentration.
- B. Outdoor air shall be supplied to classrooms when occupied.
- C. Heating facilities shall be capable of and operated during periods of student occupancy to maintain a temperature not less than sixty-eight (68) degrees Fahrenheit in all instructional rooms, offices, locker rooms, and cafeteria; sixty-five (65) degrees Fahrenheit in activity rooms and shops; and sixty (60) degrees Fahrenheit in interior toilet rooms.

- D. When air conditioning is being provided, the system shall be capable of providing and operating during times of student occupancy to maintain a temperature not to exceed seventy-eight (78) degrees Fahrenheit and sixty-five percent (65%) relative humidity.
- E. The school corporation shall establish and maintain a written procedure for routine maintenance of the heating, ventilating and air conditioning system (HVAC). This procedure shall include the following items:
1. a schedule for inspecting the HVAC system, including annual inspection
 2. ensuring that all supply and return air pathways in the HVAC system are unobstructed and perform as required
 3. a schedule for cleaning the HVAC coils at least annually
 4. a schedule for inspecting and changing filters

This written procedure for routine maintenance, as well as a log verifying the maintenance was completed in a timely manner including the logging of cleaning and filter changes of the HVAC system, shall be made available for the State inspector's review and maintained for a minimum of three (3) years.

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

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

Contributing factors to excessive moisture levels include the following:

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

As preventative measures, the Corporation shall do the following:

- A. address prevention of water intrusion as a priority IAQ issue and implement strategies toward its elimination

When a water leak or intrusion is discovered, corrective action shall be taken within forty-eight (48) hours.

- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems which shall include, but not limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to health hazards to employees and students by degrading the quality of indoor air

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

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

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

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

SCHOOL BUS AND OTHER VEHICLE IDLING

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

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

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

The staff will be informed of this policy at the start of each school year. Parents and students will be informed of this policy at the start of each school year at annual orientations or through student/parent handbooks.

POLLUTION CONTROL AND PREVENTION

In an effort to comply with environmental policy and applicable regulations, the Corporation shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution.

DRINKING WATER TESTING

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

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

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

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

- A. eliminating the source of the lead in the drinking water; or

B. installing a water filtration system that will reduce the level of lead in the drinking water to a level below the action level for lead. The water filtration system must meet the requirements of I.C. 16-41-21.2-4(e) and (f).
The Superintendent shall seek any State and Federal grant money available for lead sampling or testing, including any money available under the lead sampling program for school buildings and child care facilities conducted by the Indiana finance authority.

~~SEE ALSO THE FOLLOWING RELATED POLICIES:~~

~~Policy 8420—Emergency Evacuation of Schools~~

~~Policy 8431—Chemical Management and Preparedness for Toxic or Asbestos Hazard~~

~~Policy 8432—Pest Control and Use of Pesticides Policy 8442—Reporting Accidents~~

~~Policy 8450—Control of Casual Contact Communicable Diseases~~

~~Policy 8453—Control of Noncasual Contact Communicable Diseases Policy 8453.01—Control of Blood Borne Pathogens~~

~~Policy 8615—Idling School Buses and Other Idling Vehicles on School Property~~

Revised 3/12/20

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Legal

Indiana Department of Health Model Policies

I.C. 16-19-3-5, 16-41-37.5

410 IAC 33-4-1 through 8

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Volume 37, No. 2 - April 2025 - PARASITIC INFESTATION (HEAD LICE)
Code	po8451
Status	
Adopted	June 11, 2015
Last Revised	July 14, 2023

Revised Policy - Volume 37, No. 2 - April 2025

8451 - ~~PEDICULOSIS~~ PARASITIC INFESTATION (HEAD LICE, BED BUGS)

~~Head lice is~~ Infestations of parasitic insects are a universal problem, present in the community at all times, and is particularly prevalent among elementary school-age children. ~~Head lice are a nuisance, but do~~ Parasitic infestation is a nuisance but does not spread disease. Control of ~~lice~~ infestation is best handled by adequate treatment of the infested person and their immediate household and other close personal contacts. ~~Contracting head lice~~ Parasitic infestation is not an indicator of uncleanliness or socioeconomic status. ~~Head lice~~ Parasitic infestations are spread most commonly by direct head-to-head (hair-to-hair) contact. However, much less frequently they are spread by sharing clothing or belongings onto which ~~lice~~ parasitic insects have crawled or nits attached to shed hairs may have fallen.

Communication from the school to parents directly and through parent and classroom education to the students help increase the awareness for both parents and child. Parents need to check their child's head, body, and belongings on a regular basis for signs of ~~head lice~~ parasitic infestation and treat any infestation adequately and appropriately as necessary. Control depends on ~~prompt case finding and effective treatment~~ promptly finding and effectively treating infestations.

The school nurse or their designee shall be the only ones authorized to conduct examinations of students for head lice.

If a student in the Corporation is found to have ~~head lice~~ an infestation, the school nurse or designee shall notify the parent and recommend ~~to pick up~~ picking up the student immediately. In the case of a pediculosis capitis (lice) infestation, ~~The the~~ parent shall be advised to administer an FDA-approved ~~lice~~ treatment (e.g., pediculicide/ovicide), ~~treatment~~ by a qualified healthcare ~~provider, or~~ provider or seek treatment at a clinic specializing in ~~lice and nit~~ parasitic insect removal. If a student ~~with live lice~~ is not able to be picked up immediately, the student may remain in the classroom for the remainder of the school day. In the case of a bed bug infestation, the student's belongings shall be sealed and provided to the parent, and the parent shall be provided information on the treatment of bites, control of the infestation, and the need to use a professional exterminator service in the home.

After treatment and upon returning to school, the student will be examined by the school nurse or designee, ~~which~~ who may include the principal. The Corporation practices a policy of "no live ~~lice~~ insects" as the criterion for the return to school.

The Superintendent shall prepare administrative guidelines to provide for the implementation of this policy.

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Book	Policy Manual
Section	For Board review
Title	Revision of WELLNESS
Code	po8510
Status	
Adopted	July 26, 2006
Last Revised	July 14, 2023

8510 - **WELLNESS**

As required by law, the School Board establishes the following wellness policy for the School Corporation as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits with respect to eating and exercise..

The Board sets the following goals in an effort to enable students to establish good health and healthy nutrition, and physical activity habits:

~~nutrition habits:~~

A. With regard to nutrition education:

1. Nutrition education shall be included in the health curriculum at all grade levels so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.
3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
4. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
5. The standards and benchmarks for nutrition education shall be behavior focused.
6. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
7. Nutrition education posters will be displayed in the cafeteria.
8. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
9. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies

10. The Corporation shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

B. With regard to physical activity:

1. Physical Education

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- c. Planned instruction in physical education shall promote participation in physical activity outside the regular school day
- d. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- e. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- f. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- g. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- h. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education
- i. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.

2. Physical Activity

- a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- b. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- c. All students in grades K-5 shall be provided with a daily recess period.
- d. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives
- e. All students in grades 6-12 shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.

C. With regard to other school-based activities:

1. The schools shall provide at least twenty (20) minutes daily for students to eat
2. The school shall provide attractive, clean environments in which the students eat
3. Students at PTSC are permitted to have bottled water only in the classroom unless granted permission from the building principal.

4. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
 5. The schools shall demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
 6. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
 7. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- D. With regard to nutrition promotion any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the Corporation shall:

1. encourage students to increase their consumption of healthful foods during the school day;
2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:
 - a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
 - b. a variety of vegetables daily to include five (5) specific subgroups outlined in the Dietary guidelines for Americans and promoted in the MyPlate materials (dark green, red/orange, beans/peas/lentils, starchy, and other)
~~specific subgroups as defined by dark green, red/orange, legumes, and starchy~~
 - c. ~~whole grain products — half of all grains need to be whole grain rich upon initial implementation and all grains must be whole grain rich within two (2) years of implementation~~ whole grain, including whole and whole grain-rich products that meet school lunch and breakfast program requirements and, if offered, Smart Snack in School standards
 - d. ~~fluid milk that is fat free (unflavored and flavored) and low fat (unflavored)~~ (unflavored and flavored) at program lunch and breakfast meals with one (1) choice being unflavored
 - e. require students to select a fruit or vegetable as part of a complete reimbursable meal
 - f. require that all foods and beverages sold as fundraisers on the school campus during the school day shall meet the USDA Competitive Food Regulations;
 - g. (discourage rewarding children in the classroom with candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance;

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. All food sold in the food service will meet the USDA and Smart snack requirements.
- C. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- D. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students à la carte in the dining area, foods or beverages sold from vending machines, and foods and beverages provided by the school or school staff for classroom parties or holiday celebrations are subject to this prohibition.

- E. All foods that are provided, not sold, on the school campus during the school day, including foods and beverages provided for classroom parties or holiday celebrations, shall comply with food and beverage standards approved by the Superintendent.
- F. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- G. All food items and beverages available for sale to students for consumption on campus between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans, including, but not limited to, competitive foods that are available to students à la carte in the dining area, as well as food items and beverages from vending machines, school stores, or fund-raisers by student clubs and organizations, parent groups, or boosters clubs.
- H. All foods available to students in Corporation programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
- I. Any food items sold for consumption on campus from midnight until thirty (30) minutes, after the school day ends in a fundraiser by approved student clubs and organizations and Corporation support organizations, shall meet the current USDA Dietary Guidelines for Americans.
- J. The food service program shall be administered by a qualified nutrition professional.
- K. Continuing professional development shall be provided for all staff of the food service program.

The Board designates the Superintendent as the individual charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy.

The Superintendent shall appoint a Corporation wellness committee that includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), school health professionals, the School Board, school administrators, and members of the public to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The Superintendent shall be an ex officio member of the committee.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

The wellness committee shall:

- A. assess the current environment in each of the Corporation's schools;
- B. measure the implementation of the Corporation's wellness policy in each of the Corporation's schools;
- C. review the Corporation's current wellness policy;
- D. recommend revision of the policy, as appropriate; and
- E. present the wellness policy, with any recommended revisions, to the Board for approval or re-adoption if revisions are recommended.

Before the end of each school year, the wellness committee shall submit to the Superintendent and Board their report in which they describe the environment in each of the Corporation's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the Corporation, their evaluation of wellness policy implementation Corporation-wide, and the areas for improvement, if any, that the committee identified. The committee also shall report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

The Superintendent also shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall:

- A. distribute information at the beginning of the school year to families of school children

B. include information in the student handbook and post the wellness policy on the Corporation's website

The Corporation shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the Corporation are in compliance with the Corporation policy, the extent to which the Corporation policy compares to model wellness policies, and the progress made in attaining the goals of the Corporation Wellness Policy. To ensure continuing progress, the Corporation will evaluate implementation efforts and their impact on students and staff using the following tool:

http://www.doe.in.gov/sites/default/files/nutrition/evaluation-checklist_0.pdf

Nondiscrimination Statement

In accordance with Federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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/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. E-mail:
program.intake@usda.gov

This institution is an equal opportunity provider.

The above nondiscrimination statement complements the Corporation's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Revised 2/15/07

Revised 4/9/15

Revised 8/10/17

Revised 12/14/17

Revised 6/10/21

Revised 7/14/22

Legal

I.C. 20-26-9-18

42 U.S.C. 1751 et seq.

42 U.S.C. 1758b

42 U.S.C. 1771 et seq.

7 C.F.R. Parts 210 and 220

Book	Policy Manual
Section	For Board review
Title	Rescind Policy - Vol. 37, No. 2 - April 2025 - VENDING MACHINES
Code	po8540
Status	
Adopted	June 21, 2001
Last Revised	August 10, 2017

Rescind Policy - Vol. 37, No. 2 - April 2025

8540 - VENDING MACHINES

~~The School Board recognizes that vending machines can produce revenues that are useful to augment programs and services to students and staff. It will, therefore, authorize their use in Corporation facilities provided that the following conditions are satisfied:~~

- ~~A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.~~
- ~~B. The Corporation's share of the revenues is managed by the Treasurer in accordance with relevant Board policies and administrative guidelines.~~
- ~~C. No products are vended between 12:00 am midnight and thirty (30) minutes following the end of the school day that would conflict with or contradict information or procedures contained in the Corporation's educational programs on health and nutrition or with Policy 8510 — Wellness.~~
- ~~D. Food items and beverages available for sale to students in vending machines for consumption on campus between 12:00 am midnight and thirty (30) minutes following the end of the school day shall comply with the current USDA's Dietary Guidelines for Americans and Smart Snacks for Schools regulations.~~

~~The Superintendent shall develop and implement administrative guidelines that require that these conditions are adhered to on a continuing basis and that the proper procedures are established regarding location, operation, and maintenance of the equipment as well as for the dispensing of products.~~

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Legal	42 U.S.C. 1779
	7 C.F.R. 210.11(a)(5)

Book	Policy Manual
Section	For Board review
Title	Rescind Policy - Vol. 37, No. 2 - April 2025 - TRANSPORTATION FOR FIELD AND OTHER CORPORATION-SPONSORED TRIPS
Code	po8640
Status	
Adopted	June 21, 2001
Last Revised	October 21, 2010

Rescind Policy - Vol. 37, No. 2 - April 2025

8640 - TRANSPORTATION FOR FIELD AND OTHER CORPORATION-SPONSORED TRIPS

~~It shall be the policy of the School Board to use regular or special purpose school vehicles for transportation on field and other Corporation-sponsored trips.~~

~~The transportation for all field and other Corporation sponsored trips is to be by vehicles owned or approved by the Corporation and driven by approved drivers. Exceptions must have the approval of the Superintendent.~~

~~The Corporation shall assume transportation costs for () all field trips. () a certain number of approved field trips as specified in the Superintendent's administrative guidelines.~~

~~It will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.~~

~~It will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid () by the sponsoring organization. () from the designated fund.~~

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

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

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

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

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

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

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

Book	Policy Manual
Section	For Board review
Title	Copy of SCHOOL VISITORS
Code	po9150
Status	
Adopted	June 21, 2001
Last Revised	December 8, 2022

9150 - **SCHOOL VISITORS**

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 School 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. See also po5540 - The Schools and Law Enforcement Agencies regarding the presence of law enforcement agents at school for law enforcement purposes; see also po5540.01 - Investigations by the Department of Child Services (DCS) regarding the presence of DCS representatives at school for investigations; and see also po5540.02 - The School and Governmental Agencies regarding the presence of employees of governmental agencies other than law enforcement and DCS at school for investigations

Visits by persons other than parents, including but not limited to outside therapists, doctors or other service providers, are not permitted in classroom settings unless approved by the principal.

Persons who have been entered into the State Sex and Violent Offender Registry or the equivalent Federal registry will not be permitted access to school grounds, except as otherwise required to comply with State or Federal law.

Persons who meet the definition of Serious Sex Offender under Indiana law will not be permitted access to school grounds, except as otherwise required to comply with State or Federal law.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

Revised 7/14/22

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I.C. 20-26-5-4

I.C. 35-42-4-14

Book	Policy Manual
Section	For Board review
Title	Revision of PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160
Status	
Adopted	March 14, 2019

9160 - **PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The School Board welcomes the attendance of members of the community at athletic, musical and other events open to the public held by the schools in the Corporation, but the Board also acknowledges its duty to maintain order and preserve the facilities of the School Corporation during such events.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations, does not conform conduct to acceptable community standards as requested or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

If a person is asked to leave or is removed from a school event, no admission fees shall be refunded.

Further, if a person is asked to leave or removed from a school event more than one (1) time in a school year, or if the severity of the incident leading to removal warrants, the Superintendent may, after either meeting with the person or offering to meet with the person but the person refuses to meet or fails to respond to the offer to meet, ban them him/her from attending school events for a commensurate period of time. The person may seek prior approval from the Superintendent to attend a special event, for instance, in support of a family member who attends one of the schools in the Corporation during this period. The person may appeal that decision to the Board President for consideration by the Board. The Board's decision in the matter shall be final.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed, nor any betting occur, at any function occurring on Corporation premises.

Raffles and similar forms of fund-raising by Corporation-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - Corporation Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the Corporation's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the Corporation will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Corporation is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

Individuals with disabilities have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go (see also Policy 8390 and AG 8390).

Individuals attending school events are permitted to record or live-stream audio and video without restriction if the performance does not include copyrighted material. If the performance includes copyrighted material, recording or live-streaming shall be permitted only if the appropriate license authorizing such recordings has been secured in advance by the Corporation. If the performance is of copyrighted material and the necessary license has not been secured in advance by the Corporation, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, and live-streams are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of noncorporation audio/visual recording and live-streaming equipment at any Corporation-sponsored event or activity. ~~Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.~~

Any person or organization seeking to record or live-stream ~~film~~ students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that notices and other communications about school events provide that the activity site is fully- accessible and that any person requiring further accommodation should contact the Superintendent at the School Corporation's central office.

For any school-related activity at which tickets for admission are sold, the Superintendent is authorized to allocate a certain number of tickets to be available at no charge or at a reduced fee determined by the Superintendent for use by Board members, members of the staff, and senior citizens who are residents in the Corporation.

Such tickets shall be distributed on priority basis established by the Superintendent.

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I.C. 20-26-8-1

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended