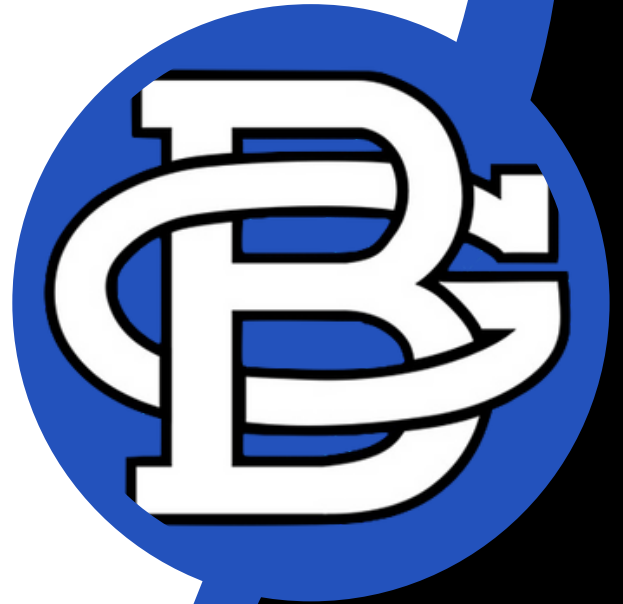


PORTER TOWNSHIP SCHOOL CORPORATION

THURSDAY, AUGUST 21, 2025

Board of School Trustees
Meeting
5:30 PM CST

Executive Session to follow



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, AUGUST 21, 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, 7.10.25 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 Reports
 - D. Budget Workshop Presentation
6. **BUSINESS**
 - A. **PLE Project Update** – The Skillman Corporation
 - B. **Approve Transfer Students for the 2025-2026 School Year** – Dr. Schmidt
Motion _____ Second _____
 - C. **Accept Donations** – Dr. Schmidt
Motion _____ Second _____
 - D. **Authorize Pre-Payment of Waste Management Invoices** – Mrs. Smith
Motion _____ Second _____
 - E. **Approve Name Changes for Textbook Rental Funds** – Mrs. Smith
Motion _____ Second _____
 - F. **Approve Updated Facility Use Procedures** – Mr. Parrish
Motion _____ Second _____
 - G. **Approve the 2nd Reading and Adoption 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

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



2. Revised Bylaw 0167.2 – Executive Session
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. **ASSISTANT SUPERINTENDENT REPORT** – Mr. Parrish

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



9. ADJOURNMENT

Motion_____Second_____

EXECUTIVE SESSION – 6:00 pm

IC 5-14-1.5-6.1(b)(9)

To discuss a job performance evaluation, employee specific compensation, or employment matters of individual employees. This subdivision does not apply to a general discussion of the salary, compensation, or benefits of employees during a budget process.



Porter Township School Corporation
School Board Meeting
August 21, 2025
Personnel Report Page 1 of 1

Appointments

Certified

Name	Position	Location	Effective Date
Desenberg, Page	5th Grade Teacher	BGE	2025-2026 School Year
Travis, Tracey	Resource Room Teacher	PLE	2025-2026 School Year

Classified

Balaz, Brittany	Special Ed Paraprofessional	BGE	8/13/2025
Hoaks, Abbagale	Special Ed Paraprofessional	BGE	8/13/2025
Kissee, Bridgette	Cafeteria Operations Coordinator	PTSC	8/4/2025
Niemeyer, Michele	Cafeteria Manager/Cook	BGE/BGMS	8/6/2025
Shimkus, Lesley	School Nurse	PLE	8/11/2025

Extra-Curricular

Aguayo, Brad	MS Football Assistant Coach, Volunteer	BGMS	2025-2026 School Year
Baacke, Greg	MS Baseball Assistant Coach, Volunteer	BGMS	2025-2026 School Year
D'Angelo, Jim	Football, Head Coach	BGMS	2025-2026 School Year
Davis, Kelly	7th Grade Volleyball, Head Coach	BGMS	2025-2026 School Year
Harretos, Caden	Girls Volleyball Assistant Coach, Volunteer	BGHS	2025-2026 School Year
Mendoza, Chris	MS Baseball Assistant Coach, Volunteer	BGMS	2025-2026 School Year
Sabo, Jon	MS Football Assistant Coach, Volunteer	BGMS	2025-2026 School Year
Skibbie, Joe	MS Football Assistant Coach, Volunteer	BGMS	2025-2026 School Year
Tanner, Chad	Varsity Football Assistant Coach	BGHS	2025-2026 School Year
Warren, Nick	Football Assistant Coach, Volunteer	BGMS	2025-2026 School Year

Position Changes

Certified

Sperry, Jillian	From Applied Skills Aide to Sped Preschool Teacher	PLE	2025-2026 School Year
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Resignations

Certified

Gutowski, Mary	Title I Teacher	BGE	5/30/2025
Sherman, Kathy	Media Specialist	BGHS	5/30/2025
Zormier, Judith	School Nurse	PLE	5/30/2025
Kreiger, Melissa	ECA Bus Driver	PTSC	7/29/2025
Smith, Nicole	Cafeteria Worker	BGMS	5/30/2025

Superintendent-Initiated

Unpaid Furlough Days for

Expenditure Reductions

Certified

Schmidt, Stacey	Superintendent	PTSC	2.5 Days
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Minutes of the Regular School Board Meeting, Porter Township School Corporation Board of School Trustees
July 10, 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, Ben Parrish, Assistant Superintendent, Kathleen Smith, CFO, Laura Grayam, Executive Assistant, and Jacquelyn Pillar, Corporation Attorney

Staff Members Absent: None

There were no 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 removed agenda item 6B “Contract Considerations”

3. PUBLIC COMMENT | There were no public comments

4. CONSENT AGENDA – Dr. Schmidt

A. Personnel Report

B. Board Minutes, 6.12.25 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

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
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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

A motion to approve the Consent Agenda was made by Mary Harlow, seconded by Lilann Sgougos. 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

D. 2026 Budget Calendar

6. BUSINESS

A. PLE Project Update – ~~Mr. Chris Muvceski~~, The Skillman Corporation

Mr. Scott Cherry from the Skillman Corporation provided an update on the PLE project, including progress photos of the cafeteria and kitchen demolition, footings and foundational supports, event parking lot, and the new water line. Mr. Cherry answered questions from the board.

~~B. Contract Considerations – Dr. Schmidt~~

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

Dr. Schmidt recommended approval of transfer students for the 25-26 school year, as presented in the board packet. A motion to accept transfer students was made by Eric McGinty, seconded by Jeannette Skibbie. There was no discussion and the motion carried 5-0.

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

Dr. Schmidt recommended approval of 25-26 student fees, as listed in the board packet. A motion to approve these fees was made by Mary Harlow, seconded by Eric McGinty. There was no discussion and the motion carried 5-0.

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

Mr. Parrish recommended approval of revisions to and adoption of the PTSC Student Handbook. A motion to approve the PTSC Student Handbook was made by Jeannette Skibbie, seconded by Lilann Sgouros. There was no discussion and the motion carried 5-0.

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**
- 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
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30. Revised Policy 8121 – Personal Background Check – Contracted Services
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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

Mr. Parrish recommended approval of the listed board policy revisions, replacement policies, and new policies in order to remain compliant. A motion to approve this first reading and waive the reading of the list of policies was made by Eric McGinty, seconded by Mary Harlow. There was no discussion and the motion carried 5-0.

7. SUPERINTENDENT REPORT – Dr. Schmidt

Dr. Schmidt shared an update with the board from her week in DC with AASA, meeting with members of Congress and staffers to advocate for the release of \$7B of appropriated funds that are currently being held. Just this morning, Dr. Schmidt received word that their advocacy led to the release of \$2B for summer and after-school care. While this doesn't directly impact dollars that PTSC receives, it does directly impact other schools.

8. ADJOURNMENT

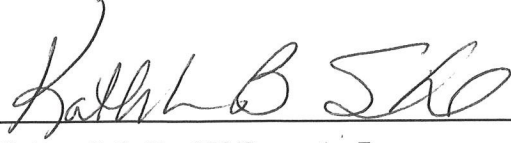
**Please note: The August Board of School Trustees Meeting will be held on Thursday, August 21, 2025 at 5:30 pm CST*

Payroll Calc. Summary

Checkdate 07/18/2025 - 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, \$340,043.48, dated this 15th day of July 2025.

VBS

President -

Vice President -

Secretary -

Member -

Member -

Payroll Calc. Summary

Checkdate 07/18/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
Earnings			
Contract	\$280,635.22	\$16,103.34	\$296,738.56
Salary	\$0.00	\$12,569.70	\$12,569.70
Hourly	\$952.96	\$29,467.66	\$30,420.62
Extra Curr.	\$164.60	\$0.00	\$164.60
Other	\$150.00	\$0.00	\$150.00
Taxes			
Federal Wages	\$253,316.76	\$53,160.09	\$306,476.85
Federal Taxes	\$21,270.77	\$4,048.52	\$25,319.29
Social Security Wages	\$264,421.21	\$54,168.49	\$318,589.70
Social Security	\$16,394.12	\$3,358.41	\$19,752.53
Medicare Wages	\$264,421.21	\$54,168.49	\$318,589.70
Medicare	\$3,834.13	\$785.43	\$4,619.56
State & County Wages	\$253,316.76	\$53,160.09	\$306,476.85
State (IN)	\$7,565.17	\$1,591.09	\$9,156.26
County	\$1,875.31	\$514.62	\$2,389.93
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	\$242,333.96	\$0.00	\$242,333.96
TRF - TRF Post 1996 Brd. Benefit	\$7,269.99	\$0.00	\$7,269.99
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	\$1,482.44	\$379.91	\$1,862.35
Ann - AMERICAN FUNDS 403B01.09	\$8,832.01	\$392.65	\$9,224.66
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 **	\$28,586.02	\$5,154.61	\$33,740.63
Post-Tax Deductions			
Ann - SEC BENEFIT ROTH 403B	\$2,307.93	\$1,302.70	\$3,610.63
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
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 **	\$4,878.89	\$3,040.12	\$7,919.01
Board-Paid Benefits			
Ann - NC MATCH VALIC 401A	\$0.00	\$384.29	\$384.29
Ann - ADMN 3% VALIC 401A	\$651.03	\$0.00	\$651.03
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. - VSP	\$1,995.94	\$317.87	\$2,313.81
Misc. Ded. - DENTAL S125	\$3,381.98	\$950.38	\$4,332.36
Misc. Ded. - LIFE CORP PAID	\$1,171.04	\$257.27	\$1,428.31
Ret. - TRF - 003	\$482.45	\$0.00	\$482.45
Ret. - TRF - 004	\$7,269.99	\$0.00	\$7,269.99
Ret. - TRF - 008	\$695.17	\$0.00	\$695.17
** Board-Paid Benefit Totals **	\$83,091.33	\$21,186.33	\$104,277.66
Taxable Fringe			

Payroll Calc. Summary

Checkdate 07/18/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
Fringe - AUTO FRINGE BENEFIT	\$0.00	\$174.00	\$174.00
** Taxable Fringe Totals **	\$0.00	\$174.00	\$174.00
Absences			
PERS - Days Used	2.00	2.50	4.50
HOLIDAY - Days Used	0	38.00	38.00
VAC - Days Used	16.00	22.50	38.50
SICK - Days Used	0	5.00	5.00
FUNERAL - Days Used	0	1.00	1.00
Employees Summary			
Employees	110	34	144
Earnings	\$281,902.78	\$58,140.70	\$340,043.48
Lost Pay	\$0.00	\$0.00	\$0.00
Gross Pay	\$281,902.78	\$58,140.70	\$340,043.48
Taxes	\$50,939.50	\$10,298.07	\$61,237.57
Annuities	\$13,412.38	\$2,311.10	\$15,723.48
Miscellaneous Deductions	\$19,684.19	\$4,841.99	\$24,526.18
Total Garnishments	\$368.34	\$1,041.64	\$1,409.98
Retirement	\$0.00	\$0.00	\$0.00
Net Pay	\$197,498.37	\$39,647.90	\$237,146.27

Payroll Calc. Summary

Checkdate 08/05/2025 - Run #* - 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, \$336,926.99, dated this 31st day of July 2025.

✓KBS

President -

Vice President -

Secretary -

Member -

Member -

Payroll Calc. Summary

Checkdate 08/05/2025 - Run #* - All Locations - All Pay Groups

Description	Certified	Classified	Total
Earnings			
Contract	\$276,635.42	\$18,186.71	\$294,822.13
Salary	\$0.00	\$12,569.70	\$12,569.70
Hourly	\$1,007.01	\$28,971.58	\$29,978.59
Extra Curr.	\$164.60	\$0.00	\$164.60
Other	\$715.00	\$0.00	\$715.00
Taxes			
Federal Wages	\$249,848.34	\$55,561.85	\$305,410.19
Federal Taxes	\$20,909.37	\$4,180.26	\$25,089.63
Social Security Wages	\$260,727.79	\$56,574.58	\$317,302.37
Social Security	\$16,165.12	\$3,507.61	\$19,672.73
Medicare Wages	\$260,727.79	\$56,574.58	\$317,302.37
Medicare	\$3,780.57	\$820.31	\$4,600.88
State & County Wages	\$249,848.34	\$55,561.85	\$305,410.19
State (IN)	\$7,459.63	\$1,669.27	\$9,128.90
County	\$1,859.42	\$571.92	\$2,431.34
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	\$237,065.18	\$0.00	\$237,065.18
TRF - TRF Post 1996 Brd. Benefit	\$7,111.93	\$0.00	\$7,111.93
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	\$1,482.44	\$379.91	\$1,862.35
Ann - AMERICAN FUNDS 403B01.09	\$8,832.01	\$396.98	\$9,228.99
Ann - PACIFIC LIFE 403B01.09	\$565.00	\$235.84	\$800.84
Misc. Ded. - MEDICAL 1	\$4,313.20	\$1,064.54	\$5,377.74
Misc. Ded. - MEDICAL 2	\$8,109.46	\$1,080.73	\$9,190.19
Misc. Ded. - MEDICAL 3	\$365.76	\$0.00	\$365.76
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	\$650.75	\$120.56	\$771.31
** Pre-Tax Deduction Totals **	\$27,350.66	\$4,166.14	\$31,516.80
Post-Tax Deductions			
Ann - SEC BENEFIT ROTH 403B	\$2,307.93	\$1,302.70	\$3,610.63
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	\$279.49	\$20.92	\$300.41
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 **	\$5,158.38	\$3,061.04	\$8,219.42
Board-Paid Benefits			
Ann - NC MATCH VALIC 401A	\$0.00	\$388.62	\$388.62
Ann - ADMN 3% VALIC 401A	\$657.61	\$0.00	\$657.61
Ann - ADMN 6% VALIC 401A	\$857.30	\$662.76	\$1,520.06
Ann - ADMN 9% VALIC 401A	\$0.00	\$1,346.25	\$1,346.25
Ann - ADMN 13% VALIC 401A	\$576.18	\$0.00	\$576.18
Misc. Ded. - MEDICAL 1	\$17,252.80	\$4,206.40	\$21,459.20
Misc. Ded. - MEDICAL 2	\$43,044.49	\$9,477.42	\$52,521.91
Misc. Ded. - MEDICAL 3	\$1,463.04	\$0.00	\$1,463.04
Misc. Ded. - DENTAL S125	\$3,165.60	\$750.38	\$3,915.98
Ret. - TRF - 003	\$482.45	\$0.00	\$482.45
Ret. - TRF - 004	\$7,111.93	\$0.00	\$7,111.93
Ret. - TRF - 008	\$695.17	\$0.00	\$695.17
** Board-Paid Benefit Totals **	\$75,306.57	\$16,831.83	\$92,138.40
Taxable Fringe			
** Taxable Fringe Totals **	\$0.00	\$0.00	\$0.00
Absences			

Payroll Calc. Summary

Checkdate 08/05/2025 - Run #* - All Locations - All Pay Groups

Description	Certified	Classified	Total
SICK - Days Used	0	8.50	8.50
VAC - Days Used	12.00	32.00	44.00
PERS - Days Used	0	3.00	3.00
NO PAY - Days Used	2.50	0	2.50
NO PAY - Lost Days	2.50	0	2.50
NO PAY - Lost Pay	\$1,323.03	\$0.00	\$1,323.03
Employees Summary			
Employees	110	37	147
Earnings	\$278,522.03	\$59,727.99	\$338,250.02
Lost Pay	\$1,323.03	\$0.00	\$1,323.03
Gross Pay	\$277,199.00	\$59,727.99	\$336,926.99
Taxes	\$50,174.11	\$10,749.37	\$60,923.48
Annuities	\$13,187.38	\$2,315.43	\$15,502.81
Miscellaneous Deductions	\$18,953.32	\$3,870.11	\$22,823.43
Total Garnishments	\$368.34	\$1,041.64	\$1,409.98
Retirement	\$0.00	\$0.00	\$0.00
Net Pay	\$194,515.85	\$41,751.44	\$236,267.29

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Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
07/10/2025		679786	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$102.26	\$102.26	1	1	BGE/MS GAS/ELEC, MAY/JUNE 2
07/16/2025	Y	679788	9997	WM Corporate Services, Inc.	0300	\$1,362.58	\$1,362.58	70566	1	HS TRASH PICKUP
07/18/2025	Y	679787	9801	PORTER TOWNSHIP PAYROLL	0101	\$260,816.73		0	1	7.18.25 Update Salaries
07/18/2025	Y	679787	9801	PORTER TOWNSHIP PAYROLL	0300	\$56,717.12		0	1	7.18.25 Update Salaries
07/18/2025	Y	679787	9801	PORTER TOWNSHIP PAYROLL	1300	\$5,018.83		0	1	7.18.25 Update Salaries
07/18/2025	Y	679787	9801	PORTER TOWNSHIP PAYROLL	1300	\$3,908.93		0	1	7.18.25 Update Salaries
07/18/2025	Y	679787	9801	PORTER TOWNSHIP PAYROLL	1300	\$4,151.64		0	1	7.18.25 Update Salaries
07/18/2025	Y	679787	9801	PORTER TOWNSHIP PAYROLL	2200	\$6,653.60		0	1	7.18.25 Update Salaries
07/18/2025	Y	679787	9801	PORTER TOWNSHIP PAYROLL	4125	\$2,776.63	\$340,043.48	0	1	7.18.25 Update Salaries
07/18/2025	Y	679789	941	1ST SOURCE BANK	0101	\$18,711.20		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	0300	\$4,062.87		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$102.28		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$55.04		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$86.53		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$22.78		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$68.32		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$48.25		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$25.96		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$40.81		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$42.88		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$23.07		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$36.28		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$61.93		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$33.31		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$52.40		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$74.01		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$74.01		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	1300	\$74.00		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	2200	\$486.30		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	4125	\$189.86		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	*9211	\$25,319.29		1	1	7.18.25 FICA
07/18/2025	Y	679789	941	1ST SOURCE BANK	*9221	\$24,372.09	\$74,063.47	1	1	7.18.25 FICA
07/18/2025	Y	679790	9230	INDIANA DEPT OF REVENUE	*9231	\$18,435.43	\$18,435.43	1	1	7.3.25 STATE TAX
07/18/2025	Y	679791	9240	INDIANA DEPT REVENUE	*9241	\$4,826.44	\$4,826.44	1	1	7.3.25 COUNTY TAX
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	0101	\$23,150.48		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	0300	\$860.89		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$43.87		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$23.60		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$37.11		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$21.86		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$11.76		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$18.51		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$19.33		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$10.40		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$16.36		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$30.80		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$30.80		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$30.78		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$8.95		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$26.84		1	1	7.18.25 3% POST95-TRF

08/12/2025 Sequenced by Date
11:25 AM Acct. Types: All Types
User: All Users

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

Date Range: 07/10/2025 - 08/21/2025 Pg. 2
Vouchers: 679786 - 679895 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
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$25.76		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$13.86		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$21.78		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$19.39		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$88.19		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$47.20		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$22.54		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$55.81		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$76.64		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$155.93		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$251.02		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$66.72		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	1300	\$66.72		1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679792	908	INDIANA STATE TEACHER RET.FD	2200	\$632.09	\$25,885.99	1	1	7.18.25 3% POST95-TRF
07/18/2025	Y	679793	1591	INSCCU	*9462	\$368.34	\$368.34	1	1	7.18.25 GARNISH (TAUBER)
07/18/2025	Y	679794	825	AMERICAN FIDELITY	*9452	\$1,520.33		70567	1	7.18.25 AM.FID.NOT125
07/18/2025	Y	679794	825	AMERICAN FIDELITY	*9452	\$2,077.96		70567	1	7.18.25 AM.FID.NOT125
07/18/2025	Y	679794	825	AMERICAN FIDELITY	*9452	\$1,520.33		70567	1	7.18.25 AM.FID.NOT125
07/18/2025	Y	679794	825	AMERICAN FIDELITY	*9452	\$2,077.96	\$7,196.58	70567	1	7.18.25 AM.FID.NOT125
07/18/2025	Y	679795	9065	AMERICAN FUNDS	*9282	\$9,224.66	\$9,224.66	70568	1	7.18.25 AM.FUNDS
07/18/2025	Y	679796	9451	AMERICAN FIDELITY ASSURANCE	*9452	\$1,633.33		70569	1	7.18.25 AM.FID.URM
07/18/2025	Y	679796	9451	AMERICAN FIDELITY ASSURANCE	*9452	\$208.33		70569	1	7.18.25 AM.FID.URM
07/18/2025	Y	679796	9451	AMERICAN FIDELITY ASSURANCE	*9452	\$1,633.33		70569	1	7.18.25 AM.FID.URM
07/18/2025	Y	679796	9451	AMERICAN FIDELITY ASSURANCE	*9452	\$208.33	\$3,683.32	70569	1	7.18.25 AM.FID.URM
07/18/2025	Y	679797	995	OFFICE OF THE STANDING TRUST	*9462	\$478.64	\$478.64	70570	1	7.18.25 GARNISHMENT (WOOLEY)
07/18/2025	Y	679798	9066	PACIFIC LIFE	*9282	\$1,025.84	\$1,025.84	70571	1	7.18.25 PACIFIC LIFE
07/18/2025	Y	679799	9877	PCCF-Education Foundation fo	*9300	\$136.00	\$136.00	70572	1	7.3.25 SCHOLARSHIPS
07/18/2025	Y	679800	1500	SECURITY BENEFIT	*9282	\$3,610.63	\$3,610.63	70573	1	7.18.25 S.B.Roth
07/18/2025	Y	679801	796	TEXAS LIFE	*9442	\$1,271.57	\$1,271.57	70574	1	7.18.25 TEXAS LIFE
07/18/2025	Y	679802	9691	VALIC	*9282	\$1,862.35	\$1,862.35	70575	1	7.18.25 EE PD 403B
07/18/2025	Y	679803	995	OFFICE OF THE STANDING TRUST	*9462	\$563.00	\$563.00	70576	1	7.18.25 GARNISHMENT (POWELL)
07/18/2025	Y	679804	9877	PCCF-Education Foundation fo	*9301	\$77.00	\$77.00	70577	1	7.3.25 PASS-THROUGH
07/22/2025	Y	679805	369	FRONTIER	0300	\$470.73	\$470.73	70578	1	ANNEX EMERGENCY LINE
07/23/2025	Y	679806	103	ASSET CONTROL SOLUTIONS, INC	0300	\$5,851.00	\$5,851.00	70579	1	ASSET INVENTORY, 2025
07/23/2025	Y	679807	1802	PITNEY BOWES BANK INC	0300	\$199.00	\$199.00	70580	1	POSTAGE MACHINE REFILL
07/23/2025	Y	679808	9910	BMO	0300	\$449.99	\$449.99	70581	1	GODADDY RENEWAL
07/24/2025	Y	679809	9910	BMO	0800	\$118.15	\$118.15	70582	1	AKERMAN HOTEL CX FEE
07/28/2025	Y	679812	2004	COMMUNITY UTILITIES OF INDIA	0300	\$956.16	\$956.16	70585	1	PLE WATER/WASTEWATER
07/28/2025		679815	1700	PORTER CO SCHOOL EMPL.INS TR	*9442	\$320.41	\$320.41	1	1	7.3.25 SUPPLEMENTAL LIFE
07/28/2025	Y	679816	369	FRONTIER	0300	\$104.87	\$104.87	70586	1	CENTRAL ALARM LINE
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	0101	\$1,861.15		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	0300	\$300.26		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	0800	-\$28.64		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$4.78		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$8.46		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$4.55		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$7.17		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$7.16		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$7.16		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$7.16		70583	1	7.18.25 BRD.PD.VISION

08/12/2025 Sequenced by Date
11:25 AM Acct. Types: All Types
User: All Users

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

Date Range: 07/10/2025 - 08/21/2025 Pg. 3
Vouchers: 679786 - 679895 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
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$0.50		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$1.49		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$3.13		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$1.68		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$2.65		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$11.59		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$6.23		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$9.82		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$5.64		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	1300	\$3.04		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	2200	\$70.78		70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679810	2218	VISION SERVICE PLAN -(CT)	*9270	\$88.02	\$2,383.78	70583	1	7.18.25 BRD.PD.VISION
07/31/2025	Y	679811	9691	VALIC	0101	\$3,847.41		70584	1	7.3.25 BRD. PD. VALIC
07/31/2025	Y	679811	9691	VALIC	0300	\$5,175.25		70584	1	7.3.25 BRD. PD. VALIC
07/31/2025	Y	679811	9691	VALIC	1300	\$30.80		70584	1	7.3.25 BRD. PD. VALIC
07/31/2025	Y	679811	9691	VALIC	1300	\$30.80		70584	1	7.3.25 BRD. PD. VALIC
07/31/2025	Y	679811	9691	VALIC	1300	\$30.78		70584	1	7.3.25 BRD. PD. VALIC
07/31/2025	Y	679811	9691	VALIC	1300	\$30.80		70584	1	7.3.25 BRD. PD. VALIC
07/31/2025	Y	679811	9691	VALIC	1300	\$30.80		70584	1	7.3.25 BRD. PD. VALIC
07/31/2025	Y	679811	9691	VALIC	1300	\$30.78		70584	1	7.3.25 BRD. PD. VALIC
07/31/2025	Y	679811	9691	VALIC	2200	\$254.60	\$9,462.02	70584	1	7.3.25 BRD. PD. VALIC
07/31/2025	Y	679811	9691	VALIC	0101	\$1,314.43		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$243.37		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	0800	-\$13.27		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.26		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.26		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.26		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$3.30		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.77		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.79		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7.49		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$4.03		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.32		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$3.73		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.01		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$3.16		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.59		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$0.86		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.35		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.05		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$18.15		1	1	August LTD Insurance
07/31/2025		679813	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$34.15	\$1,657.06	1	1	August LTD Insurance
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$1,105.74		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$252.71		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	0800	-\$1.95		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.76		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$3.10		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$4.88		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.68		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.02		1	1	7.18.25 BRD.PD.LIFE

08/12/2025 Sequenced by Date
11:25 AM Acct. Types: All Types
User: All Users

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

Date Range: 07/10/2025 - 08/21/2025 Pg. 4
Vouchers: 679786 - 679895 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
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.88		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.55		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.44		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.88		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.55		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.44		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.44		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.44		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.42		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.88		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$1.55		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.44		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$3.66		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$10.95		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$34.16		1	1	7.18.25 BRD.PD.LIFE
07/31/2025		679814	1700	PORTER CO SCHOOL EMPL.INS TR	*9270	\$175.21	\$1,640.83	1	1	7.18.25 BRD.PD.LIFE
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$129,561.45		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$40,456.09		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$19.63		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$10.56		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$16.58		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.05		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.15		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$14.77		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7.95		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$12.51		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$14.78		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7.95		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$12.49		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.63		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.63		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.61		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.54		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.98		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$4.68		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$441.36		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$237.49		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$373.39		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$321.27		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$172.87		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$271.79		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$278.60		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$149.91		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$235.69		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.63		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.63		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.61		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$119.01		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$64.04		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$100.68		1	1	7.18.25 BRD.PD.DENTAL

08/12/2025 Sequenced by Date
11:25 AM Acct. Types: All Types
User: All Users

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

Date Range: 07/10/2025 - 08/21/2025 Pg. 5
Vouchers: 679786 - 679895 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
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$19.63		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$10.56		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$16.58		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.05		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$6.15		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$14.77		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7.95		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$12.51		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$14.78		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7.95		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$12.49		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.63		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.63		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$15.61		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$5.54		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$2.98		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$4.68		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$441.36		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$237.49		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$373.39		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$321.27		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$172.87		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$271.79		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$278.60		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$149.91		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$235.69		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.63		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.63		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$294.61		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$119.01		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$64.04		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$100.68		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$3,155.86		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9270	\$2,398.00		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$993.96		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$6,776.86		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$11,006.68		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$417.84		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$169.70		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$875.44		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$5,852.74		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$10,368.72		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$441.56		1	1	7.18.25 BRD.PD.DENTAL
07/31/2025	Y	679817	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$169.70	\$220,315.52	1	1	7.18.25 BRD.PD.DENTAL
08/05/2025	Y	679818	9801	PORTER TOWNSHIP PAYROLL	0101	\$256,524.59		0	1	8.5.25 Update Salaries
08/05/2025	Y	679818	9801	PORTER TOWNSHIP PAYROLL	0300	\$55,809.38		0	1	8.5.25 Update Salaries
08/05/2025	Y	679818	9801	PORTER TOWNSHIP PAYROLL	0800	\$2,083.33		0	1	8.5.25 Update Salaries
08/05/2025	Y	679818	9801	PORTER TOWNSHIP PAYROLL	1300	\$5,018.85		0	1	8.5.25 Update Salaries
08/05/2025	Y	679818	9801	PORTER TOWNSHIP PAYROLL	1300	\$3,908.95		0	1	8.5.25 Update Salaries
08/05/2025	Y	679818	9801	PORTER TOWNSHIP PAYROLL	1300	\$4,151.66		0	1	8.5.25 Update Salaries

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
=====										
08/05/2025	Y	679818	9801	PORTER TOWNSHIP PAYROLL	2200	\$6,653.60		0	1	8.5.25 Update Salaries
08/05/2025	Y	679818	9801	PORTER TOWNSHIP PAYROLL	4125	\$2,776.63	\$336,926.99	0	1	8.5.25 Update Salaries
08/05/2025	Y	679819	9065	AMERICAN FUNDS	*9282	\$9,228.99	\$9,228.99	70588	1	8.5.25 AM.FUNDS
08/05/2025	Y	679820	995	OFFICE OF THE STANDING TRUST	*9462	\$1,041.64	\$1,041.64	70589	1	8.5.25 GARNISH(POWELL)
08/05/2025	Y	679821	9066	PACIFIC LIFE	*9282	\$800.84	\$800.84	70590	1	8.5.25 PAC.LIFE
08/05/2025	Y	679822	1500	SECURITY BENEFIT	*9282	\$3,610.63	\$3,610.63	70591	1	8.5.25 S.B.ROTH
08/05/2025	Y	679823	796	TEXAS LIFE	*9442	\$1,271.57	\$1,271.57	70592	1	8.5.25 TEXAS LIFE
08/05/2025	Y	679824	9691	VALIC	*9282	\$1,862.35	\$1,862.35	70593	1	8.5.25 EE PD 403B
08/05/2025	Y	679825	941	1ST SOURCE BANK	0101	\$18,536.32		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	0300	\$3,979.88		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	0800	\$159.38		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$102.28		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$55.04		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$86.53		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$22.78		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$68.32		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$48.25		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$25.96		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$40.81		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$42.88		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$23.07		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$36.28		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$61.93		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$33.31		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$52.40		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$74.01		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$74.01		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	1300	\$74.01		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	2200	\$486.30		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	4125	\$189.86		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	*9211	\$25,089.63		1	1	8.5.25 Federal Taxes
08/05/2025	Y	679825	941	1ST SOURCE BANK	*9221	\$24,273.61	\$73,636.85	1	1	8.5.25 Federal Taxes
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	0101	\$22,775.64		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	0300	\$735.19		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$19.39		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$88.19		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$47.20		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$22.54		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$55.81		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$76.64		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$155.93		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$251.02		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$66.72		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$66.72		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$43.87		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$23.60		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$37.11		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$21.86		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$11.76		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$18.51		1	1	8.5.25 6.5% TRF

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$19.33		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$10.40		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$16.36		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$30.80		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$30.80		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$30.78		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$8.95		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$26.84		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$25.76		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$13.86		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	1300	\$21.78		1	1	8.5.25 6.5% TRF
08/05/2025	Y	679826	908	INDIANA STATE TEACHER RET.FD	2200	\$632.09	\$25,385.45	1	1	8.5.25 6.5% TRF
08/05/2025	Y	679827	1591	INSCCU	*9462	\$368.34	\$368.34	1	1	8.5.25 GARNISH (TAUB)
08/12/2025	Y	679828	10000	Karen Ellmann	8400	\$10.35	\$10.35	2553	4	CAFE REFUND ZACHARIAH ELLMA
08/21/2025		679829	1728	Able Paper & Tilden	0300	\$5,916.77	\$5,916.77	0	1	CARPET SHAMPOO
08/21/2025		679830	109	ALL-PHASE ELECTRIC SUPPLY CO	0300	\$256.00	\$256.00	0	1	ELECTRICAL/CORD REEL
08/21/2025		679831	1749	AMAZON CAPITAL SERVICES	0101	\$927.18		0	1	AUX CABLES, SKODA
08/21/2025		679831	1749	AMAZON CAPITAL SERVICES	0300	\$879.03		0	1	AUX CABLES, SKODA
08/21/2025		679831	1749	AMAZON CAPITAL SERVICES	1725	\$705.90		0	1	AUX CABLES, SKODA
08/21/2025		679831	1749	AMAZON CAPITAL SERVICES	3199	\$143.00	\$2,655.11	0	1	AUX CABLES, SKODA
08/21/2025		679832	63	AQUA SERVICE COMPANY	0300	\$346.00	\$346.00	0	1	PLE WATER SOFTENER MAINTENA
08/21/2025		679833	37	ASSOC. OF INDIANA COUNTIES,I	0300	\$6.00	\$6.00	0	1	TRECS LETTER WRITING, JUNE2
08/21/2025		679834	840	ASTBURY WATER TECHNOLOGY, IN	0300	\$2,052.00	\$2,052.00	0	1	JULY WATER SYSTEM
08/21/2025		679835	402	BARTRONICS, INC.	0300	\$649.75		0	1	NEW RADIOS
08/21/2025		679835	402	BARTRONICS, INC.	0708	\$1,445.00	\$2,094.75	0	1	NEW RADIOS
08/21/2025		679836	730	BELL TECHLOGIX, INC.	3199	\$9,863.60	\$9,863.60	0	1	MS AGREEMENT RENEWAL, 3 YRS
08/21/2025		679837	9954	Blu Petroleum, Inc.	0300	\$1,373.11	\$1,373.11	0	1	199.5GAL UNL87, 177GAL #2 C
08/21/2025		679838	106	A.E. BOYCE COMPANY, INC.	0300	\$809.08	\$809.08	0	1	A/P CHECKS
08/21/2025		679839	1709	BROWN TIRE OF VALPARAISO, IN	0300	\$1,008.96	\$1,008.96	0	1	WOLFIE TIRES
08/21/2025		679840	9956	Canon Financial Services, In	0300	\$1,384.00	\$1,384.00	0	1	PTSC COPIERS LEASE
08/21/2025		679841	442	CASTONGIA TRACTOR	0300	\$92.61	\$92.61	0	1	MOWER BLADES
08/21/2025		679842	1346	CDW GOVERNMENT, INC.	3199	\$31,040.00	\$31,040.00	0	1	PROJECTORS
08/21/2025		679843	9953	Cheryl Hoard	0101	\$80.75		0	1	CPI TRAINING MILEAGE/MEALS
08/21/2025		679843	9953	Cheryl Hoard	1300	\$60.10		0	1	CPI TRAINING MILEAGE/MEALS
08/21/2025		679843	9953	Cheryl Hoard	1300	\$60.10		0	1	CPI TRAINING MILEAGE/MEALS
08/21/2025		679843	9953	Cheryl Hoard	1300	\$60.08		0	1	CPI TRAINING MILEAGE/MEALS
08/21/2025		679843	9953	Cheryl Hoard	1300	\$20.65		0	1	CPI TRAINING MILEAGE/MEALS
08/21/2025		679843	9953	Cheryl Hoard	1300	\$20.65		0	1	CPI TRAINING MILEAGE/MEALS
08/21/2025		679843	9953	Cheryl Hoard	1300	\$20.65	\$322.98	0	1	CPI TRAINING MILEAGE/MEALS
08/21/2025		679844	9998	Cline Avenue Bridge, LLC	0300	\$8.00	\$8.00	0	1	BOYS BBALL TOLLS, JUNE 2025
08/21/2025		679845	1172	COASTAL VALLEY WATER COMPANY	2311	\$76.80	\$76.80	0	1	CO WATER 7.10.25
08/21/2025		679846	1572	CRIST, SEARS & ZIC, LLP	0300	\$1,237.50	\$1,237.50	0	1	LEGAL SVCS, JULY25
08/21/2025		679847	36	BATTERIES PLUS BULBS	0300	\$55.90	\$55.90	0	1	12V BATTERIES
08/21/2025		679848	9860	DIGI SMARTSENSE, LLC	0800	\$750.00	\$750.00	0	1	25-26 ANNUAL MONITORING
08/21/2025		679849	48	FERGUSON FACILITIES SUPPLY	0300	\$3,161.21		0	1	SPARK IGNITE ASSEMBLY, BGMS
08/21/2025		679849	48	FERGUSON FACILITIES SUPPLY	0708	\$387.52	\$3,548.73	0	1	SPARK IGNITE ASSEMBLY, BGMS
08/21/2025		679850	360	FIRST STUDENT	0300	\$2,605.02	\$2,605.02	0	1	SPED SUMMER SCHOOL ROUTE
08/21/2025		679851	389	FIVE-STAR TECHNOLOGY SOLUTIO	0300	\$5,864.00	\$5,864.00	0	1	PIVOT ANNUAL BILLING
08/21/2025		679852	711	G.W. BERKHEIMER CO., INC.	0300	\$9.53	\$9.53	0	1	FLANGE GASKET SET
08/21/2025		679853	1052	GIBBS, JENNIFER	3957	\$85.40	\$85.40	0	1	MILEAGE, CAREER COACHING TR

08/12/2025 Sequenced by Date
11:25 AM Acct. Types: All Types
User: All Users

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

Date Range: 07/10/2025 - 08/21/2025 Pg. 8
Vouchers: 679786 - 679895 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
08/21/2025		679854	748	GRAINGER	0300	\$1,231.98		0	1	DEHUMIDIFIER FOR BGE GYM
08/21/2025		679854	748	GRAINGER	0708	\$3,252.40	\$4,484.38	0	1	DEHUMIDIFIER FOR BGE GYM
08/21/2025		679855	1238	HEBRON ACE HARDWARE	0300	\$487.15	\$487.15	0	1	PAINT STRAINERS
08/21/2025		679856	9817	HPS, LLC	0800	\$2,595.47	\$2,595.47	0	1	25-26 ANNUAL DUES
08/21/2025		679857	9874	ILLINOIS TOLLWAY	0300	\$89.50	\$89.50	0	1	BOYS BBALL TOLLS, JUNE 2025
08/21/2025		679858	1101	KANKAKEE VALLEY R.E.M.C.	0300	\$24,799.43	\$24,799.43	0	1	BGHS ELEC, JUNE 2025
08/21/2025		679859	918	KENDALL ELECTRIC INC	0300	\$68.71	\$68.71	0	1	ELECTRICAL/LED DRIVER
08/21/2025		679860	1233	LEEP'S SUPPLY	0300	\$19.42	\$19.42	0	1	PLUMBING, VACUUM BREAKER
08/21/2025		679861	1032	MACALLISTER MACHINERY CO. IN	0300	\$1,033.20	\$1,033.20	0	1	COMPLEX GENERAC REPAIR
08/21/2025		679862	961	MECHANICAL CONCEPTS, INC.	0300	\$866.08	\$866.08	0	1	BGE/MS BACKFLOW
08/21/2025		679863	1084	MENARDS	0300	\$8.24		0	1	WIRE, FIRE CODE VIOLATIONS
08/21/2025		679863	1084	MENARDS	0708	\$718.28	\$726.52	0	1	WIRE, FIRE CODE VIOLATIONS
08/21/2025		679864	9851	COTG DBA XBS MIDWEST	0300	\$316.32	\$316.32	0	1	XEROX MONTHLY CONTRACT
08/21/2025		679865	9935	D.A. DODD	0800	\$461.50	\$461.50	0	1	STEAMER REPAIR, BGHS
08/21/2025		679866	9939	Monroe Pest Control, Inc.	0300	\$647.00	\$647.00	0	1	PLE PEST CONTROL, JULY
08/21/2025		679867	273	MUSIC IS ELEMENTARY	0101	\$326.70	\$326.70	0	1	4TH GRADE RECORDERS
08/21/2025		679868	1230	MYSTERY SCIENCE	0101	\$1,695.00	\$1,695.00	0	1	1 YEAR RENEWAL, MYSTERY SCI
08/21/2025		679869	19	NEOLA, INC.	0300	\$795.00	\$795.00	0	1	DIG MAINTENANCE FEE 25-26
08/21/2025		679870	426	NORTHWEST INDIANA FENCE CO.	0708	\$22,250.00	\$22,250.00	0	1	BGHS FOOTBALL FIELD FENCING
08/21/2025		679871	1404	NITCO	0300	\$857.16		0	1	PTSC PHONE/INTERNET
08/21/2025		679871	1404	NITCO	3780	\$1,700.00	\$2,557.16	0	1	PTSC PHONE/INTERNET
08/21/2025		679872	9983	ParentSquare, Inc.	0300	\$6,437.12	\$6,437.12	0	1	7/1/25 THRU 6/30/26
08/21/2025		679873	1637	PORTER TOWNSHIP SCHOOL CORP	0200	\$46,145.22	\$46,145.22	0	1	AUGUST 25 COMMON SCHOOL
08/21/2025		679874	1275	PORTER-STARKE SERVICES	6460	\$36.00	\$36.00	0	1	STUDENTWISE SVCS, JUNE25
08/21/2025		679875	2003	POWERSCHOOL GROUP, LLC	3199	\$13,896.78	\$13,896.78	0	1	SCHOLOGY 25-26
08/21/2025		679876	1808	RIGG'S MOWERS & MORE	0300	\$39.92	\$39.92	0	1	V-BELT FOR KUBOTA REPAIR
08/21/2025		679877	1595	SAFE HIRING SOLUTIONS	0300	\$65.85	\$65.85	0	1	ANNUAL BKGD CHECK REFRESH
08/21/2025		679878	1873	SECURE SHRED	0300	\$133.00	\$133.00	0	1	SHREDDING
08/21/2025		679879	1952	SHAMBAUGH & SON L.P.	0300	\$600.00	\$600.00	0	1	PLE SPRINKLER INSPECTION
08/21/2025		679880	1170	SOFTWARE SYSTEMS, INC.	0300	\$17,325.00	\$17,325.00	0	1	25-26 CONTRACT/SERVICES
08/21/2025		679881	1831	INDIANA GROCERY GROUP,LLC	1400	\$65.38	\$65.38	0	1	CUL 2, CUISINE OF ASIA
08/21/2025		679882	2008	TEAM CHEVROLET	0300	\$2,581.76	\$2,581.76	0	1	2020 SILVERADO REPAIR/WARRA
08/21/2025		679883	1716	THORN, SCOTT	0300	\$2,650.00	\$2,650.00	0	1	JUNE WWTP
08/21/2025		679884	2031	TRACTOR SUPPLY CREDIT PLAN	0300	\$69.99	\$69.99	0	1	HITCH & BEARING KIT
08/21/2025		679885	9987	Turfix, LLC	0300	\$2,800.00	\$2,800.00	0	1	5-YR TURF MAINTENANCE/TESTI
08/21/2025		679886	1718	UTILITY SERVICES	0300	\$350.00	\$350.00	0	1	ECOLI TESTING, JULY 25
08/21/2025		679887	9997	WM Corporate Services, Inc.	0300	\$1,433.00	\$1,433.00	0	1	BGE/MS TRASH
08/21/2025		679888	1344	WATCON, INC.	0300	\$620.80	\$620.80	0	1	JULY WATER TREATMENT PRG
08/21/2025		679889	9828	XEROX FINANCIAL SERVICES	0300	\$380.92	\$380.92	0	1	JULY COPIER LEASE
08/21/2025		679890	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$69.22	\$69.22	1	1	CO GAS, JUNE/JULY
08/21/2025		679891	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$16,466.55	\$16,466.55	1	1	BGE/MS/ANNEX GAS/ELEC JUN/J
08/21/2025		679892	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$67.00	\$67.00	1	1	BGE/MS GAS JUNE/JULY
08/21/2025		679893	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$77.24	\$77.24	1	1	ATH COMP GAS JUNE/JULY
08/21/2025		679894	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$200.87	\$200.87	1	1	PLE GAS, JUNE/JULY
08/21/2025		679895	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$1,885.79	\$1,885.79	1	1	BGE/MS ELEC, JUNE/JULY

Totals for 110 Vouchers \$1,444,368.90 \$1,444,368.90

08/12/2025 Sequenced by Date
11:25 AM Acct. Types: All Types
User: All Users

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

Date Range: 07/10/2025 - 08/21/2025 Pg. 9
Vouchers: 679786 - 679895 v1.0.0.0
Between Board: Included Epay Status: Any Status

Totals by Fund

0101.00	EDUCATION	\$739,213.07
0101.01	CURRICULAR MATERIALS	\$1,695.00
0101.03	Instructional Supplies	\$326.70
0200.00	DEBT SERVICE	\$46,145.22
0300.00	OPERATIONS	\$291,277.29
0708.02	2023 GO BOND CONSTRUCTION	\$28,053.20
0800.00	School Lunch	\$6,123.97
1300.02	East Porter SPED portion of shar	\$14,982.49
1300.03	MSD Boone SPED portion of shared	\$11,289.06
1300.04	Union SPED portion of shared ser	\$12,559.56
1400.00	JOINT OPERATIONS- VOCATIONAL	\$65.38
1725.00	PLE WALMART GRANT	\$705.90
2200.00	ADULT, ALTERNATIVE, CON ED	\$19,093.53
2311.00	WELLNESS GRANT	\$76.80
3199.25	COMMON SCH SPRING 2025	\$54,943.38
3780.00	STATE CONNECTIVITY GRANT	\$1,700.00
3957.02	Career Coaching - Staff/Student	\$85.40
4125.00	Title I FY2025	\$5,932.98
6460.00	Federal Medicaid	\$36.00
8400.00	FOOD SERVICE PATRON ACCOUNTS	\$10.35
TOTAL OF ALL FUNDS		\$1,234,315.28

Totals by Clearing

9211	FEDERAL TAXES	\$50,408.92
9221	FICA	\$48,645.70
9231	STATE TAXES	\$18,435.43
9241	COUNTY TAXES	\$4,826.44
9270	MED,DEN,VSP RETIREE INS	\$2,661.23
9272	MEDICAL 1	\$37,073.20
9282	AMERICAN FUNDS 403B	\$31,226.29
9300	EDUCATION FOUNDATION of PTSC	\$136.00
9301	ED.F.PASS-THROUGH	\$77.00
9442	LIFE RETIREE INS	\$2,863.55
9452	VSP/EMPLOYEE PAY	\$10,879.90
9462	IN STATE CCU/CASS CNTY	\$2,819.96
TOTAL OF ALL CLEARING		\$210,053.62

GRAND TOTAL \$1,444,368.90

08/12/2025 Sequenced by Date
11:25 AM Acct. Types: All Types
User: All Users

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

Date Range: 07/10/2025 - 08/21/2025 Pg. 10
Vouchers: 679786 - 679895 v1.0.0.0
Between Board: Included Epay Status: Any Status

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.

August 13, 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 10 pages, and except for the vouchers not allowed on the register, such vouchers are hereby allowed in the total \$1,444,368.90 dated this 21st day of August, 2025.

BOARD OF EDUCATION

President

Vice President

Secretary

Member

Member

JULY 31, 2025

FINANCIAL REPORT

7.25 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	\$ 1,356,159.37	\$ 1,458,394.89	\$ 102,235.52			
101.01 Curricular Materials breakout	\$ 201,469.69	\$ 120,496.95	\$ (80,972.74)			
TOTAL	\$ 1,557,629.06	\$ 1,578,891.84		55.17%	7/12	58%

Notes:

Ending Cash balance is 13.02% of 2025 Budget, including Curricular Materials
\$253,522.93 are PO's

DEBT SERVICE	\$ 1,145,894.68	\$ 1,145,894.68	\$ -	50.19%	7/12	58%
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Notes:

OPERATION	\$ 1,942,258.43	\$ 1,491,521.83	\$ (450,736.60)	49.86%	7/12	58%
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Notes:

Ending Cash balance is 24.71% of 2025 Budget
\$53,245.99 are PO's

RAINY DAY	\$ 643,197.12	\$ 643,591.61	\$ 394.49			
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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	\$ 674,137.97	\$ 643,197.12	\$ (30,940.85)			
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Notes:

Patron Account \$5,965.17

TRECS - Trust Indiana - Debt Collections	\$ 1,494.51	\$ 1,724.82	\$ 230.31			
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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%)
0.79%

PTSC Starting Salary - Minimum Salary of \$45,000
\$ 49,475.00

Percentage of Certified Salary to State Funding - 65% minimum
75.37%

Notes:

Respectfully submitted:
Kathleen B. Smith, CPA, CFO

7.25 Monthly Board.xls

08/05/2025
11:31 AM

Monthly Fund Balance Report
PORTER TOWNSHIP SCHOOL CORPORATION
From: 07/01/2025 | To: 07/31/2025
Form 9: Exclude Form 9

Pg. 1

Fund	Description	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	End Balance
0101.00	EDUCATION	\$1,356,159.37	\$889,810.46	\$771,856.15	\$2,781.21	\$18,500.00	\$1,458,394.89
0101.01	CURRICULAR MATERIALS	\$201,469.69	\$0.00	\$99,472.74	\$18,500.00	\$0.00	\$120,496.95
0101.02	24.25 David C Ford Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0200.00	DEBT SERVICE	\$1,145,894.68	\$0.00	\$0.00	\$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	\$1,942,258.43	\$12,205.36	\$461,843.64	\$0.00	\$0.00	\$1,492,620.15
0610.00	LOCAL RAINY DAY	\$643,197.12	\$394.49	\$0.00	\$0.00	\$0.00	\$643,591.61
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	\$2,233,383.46	\$6,529.88	\$25,772.40	\$0.00	\$0.00	\$2,214,140.94
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...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0800.00	School Lunch	\$674,137.97	\$1,996.63	\$1,181.07	\$0.00	\$0.00	\$674,953.53
0800.01	SUPPLY CHAIN ASSISTANCE	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$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...	\$0.00	\$0.00	\$14,952.99	\$0.00	\$0.00	-\$14,952.99
1300.03	MSD Boone SPED portion of s...	-\$15,980.60	\$0.00	\$11,259.56	\$0.00	\$0.00	-\$27,240.16
1300.04	Union SPED portion of share...	-\$17,580.72	\$17,580.72	\$12,530.08	\$0.00	\$0.00	-\$12,530.08
1400.00	JOINT OPERATIONS- VOCATIONAL	\$198,596.89	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1700.02	Digital Accessories	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1701.00	PERM STANLEY NATURE CENTER ...	\$316.80	\$0.00	\$0.00	\$0.00	\$0.00	\$316.80
1702.00	INCENTIVE PROGRAMS	\$3,138.17	\$235.00	\$0.00	\$0.00	\$0.00	\$3,373.17
1703.00	CB&T/FIDELITY ACCOUNT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$725.00	\$18.75	\$0.00	\$0.00	\$0.00	\$743.75
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	\$825.50	\$0.00	\$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...	\$193.52	\$0.00	\$0.00	\$0.00	\$0.00	\$193.52

08/05/2025
11:31 AM

Monthly Fund Balance Report
PORTER TOWNSHIP SCHOOL CORPORATION
From: 07/01/2025 | To: 07/31/2025
Form 9: Exclude Form 9

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Fund	Description	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	End Balance
2200.00	ADULT, ALTERNATIVE, CON ED	\$127,761.79	\$0.00	\$21,093.53	\$0.00	\$0.00	\$106,668.26
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	\$5,392.73	\$140.00	\$474.75	\$0.00	\$0.00	\$5,057.98
2302.00	STUDENT DRUG TESTING FEES	\$5,412.02	\$70.00	\$0.00	\$0.00	\$0.00	\$5,482.02
2310.00	TEACHER ACTIVITY FUND	\$1,430.57	\$0.00	\$0.00	\$0.00	\$0.00	\$1,430.57
2311.00	WELLNESS GRANT	\$3,387.73	\$0.00	\$55.25	\$0.00	\$0.00	\$3,332.48
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	\$4,309.70	\$0.00	\$0.00	\$0.00
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	-\$125,390.09	\$0.00	\$8,325.00	\$0.00	\$0.00	-\$133,715.09
3199.25	COMMON SCH SPRING 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3250.00	MEDICAID REIMBURSEMENT	\$0.00	\$2,781.21	\$0.00	\$0.00	\$2,781.21	\$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	\$3,551.35	\$0.00	\$2,431.35	\$0.00	\$0.00	\$1,120.00
3780.00	STATE CONNECTIVITY GRANT	\$95,048.61	\$0.00	\$3,400.00	\$0.00	\$0.00	\$91,648.61
3957.00	Career Coaching Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3957.01	Career Coaching - Coach	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3957.02	Career Coaching - Staff/Stu...	\$4,494.94	\$0.00	\$500.00	\$0.00	\$0.00	\$3,994.94
4124.00	TITLE I FY2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4125.00	Title I FY2025	-\$4,421.99	\$0.00	\$7,388.48	\$0.00	\$0.00	-\$11,810.47
5200.00	24.25 IDEA Para Pro Grant	-\$2,640.81	\$2,640.81	\$0.00	\$0.00	\$0.00	\$0.00
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	-\$947.47	\$947.47	\$0.00	\$0.00	\$0.00	\$0.00
6460.00	Federal Medicaid	\$2,770.78	\$77.88	\$0.00	\$0.00	\$0.00	\$2,848.66
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6847.00	TITLE II, FY2025 \$27,146.10	\$0.00	\$0.00	\$487.00	\$0.00	\$0.00	-\$487.00
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	\$5,341.36	\$790.00	\$166.19	\$0.00	\$0.00	\$5,965.17
8500.00	RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8502.00	TRECS DEBT COLLECTIONS	\$1,494.51	\$230.31	\$0.00	\$0.00	\$0.00	\$1,724.82
9999.00	Clearing Control	\$4,636.00	\$209,520.50	\$211,459.13	\$0.00	\$0.00	\$2,697.37
Totals:		\$8,735,965.87	\$1,145,969.47	\$1,658,959.01	\$21,281.21	\$21,281.21	\$8,222,976.33

July 1, 2025 - July 30, 2025 Fund Transfers

Fund	Operator	Post Date	Description	Doc. Type	Doc. #	Transfers
101	ksmith	7/2/2025	07.25 Medicaid to Ed Transfer	TRF	1089	\$ 2,739.09
101	ksmith	7/2/2025	07.25 Medicaid to Ed Transfer	TRF	1088	\$ 42.12
101	ksmith	7/15/2025	Ed to CM sub fund	TRF	1091	\$ (18,500.00)
101.01	ksmith	7/15/2025	Ed to CM sub fund	TRF	1091	\$ 18,500.00
3250	ksmith	7/2/2025	07.25 Medicaid to Ed Transfer	TRF	1089	\$ (2,739.09)
3250	ksmith	7/2/2025	07.25 Medicaid to Ed Transfer	TRF	1088	\$ (42.12)

Submitted to the Board for Approval on August 21, 2025.



Kathleen B Smith, CFO/Treasurer

Secretary

President

Member

Vice President

Member

08/12/2025
1:43 PM

PORTER TOWNSHIP SCHOOL CORPORATION
Educ & Operation Fund Transfers
Date Range: 8/1/2025 - 8/31/2025

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Post Date	TRF Amount	TRF #	Description	User	Input Date	Accounts
08/22/2025	\$133,471.57	1092	July 2025 Ed to Op Transfer	ksmith	08/12/2025	TRFOUT 0101.00 TRFIN 0300.00
*** Total:	\$133,471.57					

Submitted to Board for Approval on

August 12, 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	\$ 889,810.46	\$ 133,471.57	15.00%	\$ 133,471.57	\$ -	\$ 6,514,833.24	\$ 184,971.57	2.84%	
8 August	\$ 935,534.36	\$ 140,330.15	15.00%	\$ 140,330.15	\$ -	\$ 7,450,367.60	\$ 325,301.72	4.37%	
9 September	\$ 977,964.13	\$ 146,694.62	15.00%	\$ 146,694.62	\$ -	\$ 8,428,331.73	\$ 471,996.34	5.60%	
10 October	\$ 918,620.90	\$ 137,793.14	15.00%	\$ 137,793.14	\$ -	\$ 9,346,952.63	\$ 609,789.48	6.52%	
11 November	\$ 1,029,286.32	\$ 154,392.95	15.00%	\$ 154,392.95	\$ -	\$ 10,376,238.95	\$ 764,182.43	7.36%	
12 December	\$ 970,381.19	\$ 145,557.18	15.00%	\$ 145,557.18	\$ -	\$ 11,346,620.14	\$ 909,739.61	8.02%	
	<u>\$ 11,346,620.14</u>	<u>\$ 909,739.61</u>	\$ 143,039.94						
	Estimated								

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 7.31.25.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

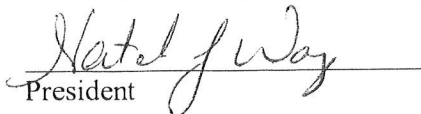
WHEREAS, HB 1009 required the governing body of each school corporation to establish an Operations Fund for the payment of expenses that are not allocated to student instruction and learning under IC 20-42.5, and

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

Porter Township School Corporation



Budget Presentation 2026

2025 Budget Calendar (for the 2026 Budget) - 2

- ∞ August 21: Budget Workshop
- ∞ By September 1: Gateway/website posting
- ∞ September 11: Budget Hearing
- ∞ October 9: Adoption of Budget

Funds — 3

∞ Types of Funds

○ Budgeted Funds

- Education
- Operation
- Debt Service
- Pension Debt
- Rainy Day – **NEW to Budget**

○ Special Funds/Internal Budgets

- Federal Grants
- State Grants

Debt Service Fund - 4

∞ Types of Expenditures

- Principal payments
- Interest payments

∞ Types of Revenue

- Property, Excise and Commercial Vehicle Excise Taxes (CVET)

Education Fund - 5

∞ Types of Expenditures

- Teacher/Principal/Secretaries salaries/fringe benefits
- Expenses for student instruction
- Special programs
- Education to Operation Fund transfers
- Curricular Materials/Consumable Supplies

∞ Types of Revenue

- Basic Grant (State Funding) – Now includes Curricular Materials
- Student Fees for Consumable Supplies – Now allowable per HEA 1002-2025 Section 94
- Pre-school Tuition/Fees
- Vocational Tuition Support/Fees
- Bank Interest

Operation Fund - 6

∞ Types of Expenditures

- Transportation
- Bus Replacement
- Capital Projects
- Operational

∞ Types of Revenue

- Property, Excise and Commercial Vehicle Excise Taxes
- Rentals – SPED/ **New Alternative**/Transportation
- Bank Interest
- Education to Operation Fund transfers

Rainy Day - 7

∞ Types of Expenditures

- None unless needed for operational expenses. No appropriations.

∞ Types of Revenue

- Bank Interest

∞ Temporary Loans

Special Funds/Internal Budgets - 8

∞ Federal Grants

- Reimbursable

∞ State Grants

- Reimbursable
- Pre-funded

∞ Food Service

Current Budgeting Environment - 9

- ⌘ Student Counts
- ⌘ Teacher Salaries
- ⌘ Inflation/Tariffs
- ⌘ SB1 Property Tax Reform
- ⌘ HB1001 Basic Grant changes
- ⌘ Tax Rate to a Levy Focus

Budget Summary - 10

	2022	2023	2024	2025	2026
					Projected
Retirement Debt	\$125,512	\$129,001	\$127,029	\$0	\$0
Debt Service	\$3,682,929	\$4,841,891	\$4,822,931	\$6,600,639	\$6,448,645
Education Fund	\$9,380,327	\$10,185,020	\$11,788,911	\$11,680,898	\$11,303,379
Operations Fund	\$5,651,793	\$6,040.99	\$5,588,463	\$5,610,109	\$5,146,921
Rainy Day					\$0
Total Advertised Budget (PTSC Sept)	\$18,896,833	\$21,529,187	\$22,630,181	\$23,891,646	\$22,898,945
Total Adopted Budget (School Board Oct)	\$18,896,833	\$21,529,187	\$22,630,181	\$23,891,646	
Total Approved Budget (DLGF Dec)	\$18,840,561	\$21,196,902	\$22,397,731	\$23,394,646	

Tax Rates/Tax Levies - 11

	2022	2023	2024	2025	2026
					Projected
Property Assessed Value	\$641,659,775	\$749,990,164	\$814,349,404	\$929,237,528	\$930,405,708
Advertised Rate	\$1.1151	\$1.2456	\$1.2215	\$1.0398	\$1.0723
Adopted Rate	\$1.1151	\$1.2456	\$1.2215	\$1.0398	
Approved Rate	\$0.9674	\$0.9674	\$0.9674	\$0.9674	
Advertised Levy	\$6,439,740	\$7,948,241	\$8,454,559	\$9,662,168	\$9,976,437
Adopted Levy	\$6,439,740	\$7,948,241	\$8,454,559	\$9,662,168	
Approved Levy	\$6,207,418	\$7,255,405	\$7,878,016	\$8,989,444	

Porter Township School Corporation Construction Projects

Board Report No. 02

August 21, 2025



Table of Contents

Porter Township School Corporation Construction Projects

Board Report
August 21, 2025



Porter Lakes Elementary School Additions, Renovations, & Related Work

- **Progress Photos**
- **Upcoming Work**



Progress Photographs



Door B Concrete Sidewalk



Grass Seeding and Asphalt Paving

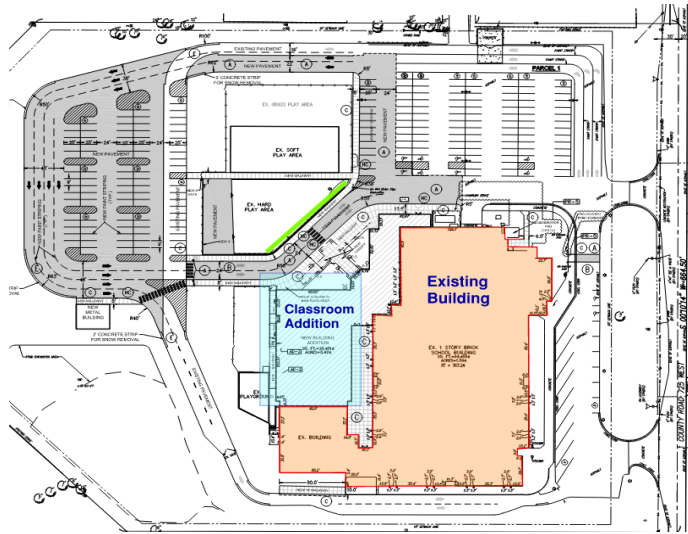
Porter Lakes Elementary School

Current & Upcoming Work

- Start underground plumbing and electric for the classroom addition and for the kitchen/cafeteria addition
- Finish foundations of the kitchen and cafeteria addition
- Pour concrete slab-on-grade for the classroom addition
- Begin footings and electrical rough-in for the entry canopy
- Finish earthwork for the retention pond
- Begin exterior CMU and metal stud walls
- Begin setting structural steel



Progress Photographs



Sidewalk, Retaining Wall, Asphalt



Classroom Addition CMU Foundation

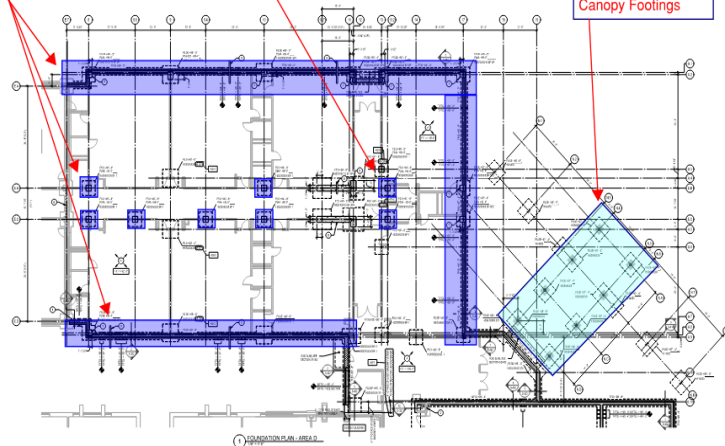


Concrete Retaining Wall along Hard Play Area & Sidewalk



Classroom Addition Footings and Foundations

Canopy Footings



Top: Site Plan Bottom: Footings & Foundations




Questions?

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: August 15, 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, July 18, 2025. Applications were received for the following number of students per grade:

Grade 8:

1

Applications received with a deadline of Friday, July 25, 2025:

Grade 4:

1

Grade 11:

1

Applications received with a deadline of Friday, August 1, 2025:

Grade 3:

1

Grade 4:

2

Grade 5:

1

Grade 7:

1

Grade 10:

2

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



Applications received with a deadline of Friday, August 8, 2025:

Grade 10:

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:

2



GIBALTAR

DESIGN

architects · engineers · interior design

RECEIVED

AUG - 6 2025

Porter Township
School Corporation

August 4, 2025

Laura Grayam, Executive Assistant
Porter Township School Corporation
248 South 500 West
Valparaiso, Indiana 46385

RE: Back to School Opening Day Donation

Dear Laura:

Gibraltar is happy to be a part of Porter Township's Back-To-School "Opening Day"! Please find enclosed ten (10) \$25 Amazon gift cards to be used for giveaways and to help in welcoming back your returning staff and motivating new team members.

The start of school is an exciting time for the students and staff in the Porter Township Community and we greatly appreciate the opportunity to serve that community.

We wish you all tremendous success throughout the upcoming school year!

Sincerely,

Raymond Thompson
Director of Marketing and Communications

RT:blc

Enclosure: Ten (10) \$25 Amazon Gift Cards

c: Dr. Stacey Schmidt, Superintendent File

9102 N. Meridian Street · Suite 300 · Indianapolis, IN 46260

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Memo

To: Board of School Trustees

From: Stacey Schmidt, Superintendent 

Date: August 8, 2025

Re: Donation

Strack & Van Til has donated ten \$10 gift cards to be used as teacher giveaways during our welcome back festivities for the 25-26 school year.

I recommend your acceptance of this generous donation.

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: School Board of Trustees
From: Kathleen Smith, CFO/Treasurer

August 5, 2025

This memo is to inform you that a prior contract for Waste Management approved on July 12th will need approval for a pre-paid docket item. After discussion with Waste Management, they will not allow us to pay the bill after board approval and beyond the due date each month without a fee. It would be our fiscal responsibility to avoid such fee and pay the monthly contracted amount off docket before the bill deadline.

I am requesting that the board approve Waste Management's invoices as an off-docket item.

Kindly,

A handwritten signature in black ink, appearing to read "Kathleen B. Smith". The signature is fluid and cursive.

Kathleen B Smith
CFO/Treasurer

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



RECEIVED

AUG - 8 2025

Porter Township
School Corporation

To: Board of School Trustees

From: Stanley Sarnowski, BGE, BGMS & BGHS School Treasurer

August 8, 2025

I would like to change the name of the textbook rental funds for BGHS, BGMS, and BGE to account for the fact that textbook rental is no longer recorded in these schools' ECA funds, and propose renaming the funds to Instructional Materials, which the schools now collect.

Boone Grove Elementary fund number 0011 from textbook rental Fees to Instructional Supplies
Boone Grove Middle School fund number 1016 from textbook rental to Instructional Supplies
Boone Grove High School fund number 50 from Book Rental to Instructional Supplies

--
Thank You,
Stanley Sarnowski

CS
8/11/25



Extra-Curricular Fund Request Form

Date: 8/8/2025

Proposed Fund Number: 20

Previous Fund Title Book Rental

New Fund Title Instructional Supplies

Reason for New Fund Title The State of Indiana withdrew any textbook rental payments in 2024. In 2025 schools are allowed to collect funds pertinent to instructional use as per SBOA.

Source of Revenue: Fees collected from parents

Types of Expenses: Remittances/Reimbursements for supplies for instructional needs in PE, Art, Parent Communication and Kindergarten Projects

Principal Signature	<u>Kristin Mucha</u>	Date	<u>8/8/25</u>
Treasurer Signature	<u>Carol Inyang</u>	Date	<u>8/8/2025</u>
Superintendent Signature	<u>Kate B. Sko</u>	Date	<u>8/11/2025</u>
School Board Approval	<u></u>	Date	<u></u>

Facility Rental Classifications

Class 1: Porter Township School Corporation Groups

This classification includes school-sponsored activities, school-related organizations, and groups composed of school corporation personnel. These groups provide co-curricular or extracurricular programs that are educational, recreational, or cultural in nature. Class 1 groups will receive first priority for access to available space and facilities.

Fees for Class 1 Groups:

- No charge for occasional use during regular operational hours or while custodial staff is already on duty.
- Custodial fees may apply for use outside of regular hours (evenings and weekends).

Class 2: Community-Based Non-Profit, Educational, Governmental, or Religious Youth Organizations

This classification includes organizations that serve the Porter Township community and focus on education, youth development, civic engagement, culture, or recreation. Examples include (but are not limited to):

- Local youth sports leagues (operated as non-profits)
- Scouting organizations
- Churches or religious youth groups
- Community-based non-profit groups

These organizations must support the betterment of the Porter Township community and serve youth as their primary mission. Class 2 activities held on school days must conclude by 10:00 PM.

Fees for Class 2 Groups:

- During operational hours, custodial fees may apply, depending on the nature and extent of the use.
- Events held after hours or on weekends will include facility rental charges and custodial fees.
- Special fee arrangements may be considered for activities that align with ongoing or planned school corporation projects.

All organizations using school facilities agree to abide by the following PTSC facility rules and regulations:

Scheduling:

1. A completed building use request must be submitted, through the Porter Township Corporation's scheduling database, at a minimum, fourteen (14) school days prior to the date of the requested use. Failure to do so may result in the request being denied.
2. Groups requesting the use of school facilities should realize that each individual school program has changing scheduling needs. The time and nature of such use shall not interfere with the scheduled school activities. Regular school and related functions shall be given priority in the use of school facilities.
3. Requested use during summer vacation, holidays, or other vacation periods shall not conflict with building maintenance or cleaning.
4. Building use will be dependent on the availability of staff for supervision. If a properly qualified employee(s) cannot be scheduled for the activity, it will be necessary to cancel or reschedule the building use.
5. The scheduling calendar will be available for requests, for Class 2 organizations, three (3) months in advance.
6. Notice of scheduling changes and/or cancellations, need to be made at least twenty-four (24) hours in advance to the facilities director. Failure to meet this deadline will result in fees still assessed.
7. During the summer, facilities request must be within the Porter Township Corporation hours of operation.
(6:00AM-6:00PM Monday-Thursday and closed during IHSA Moratorium Week)

General Conditions:

1. Groups charging admission, dues, or fees will be required to provide proof of non-profit status and insurance at the time of each application.
2. Fees for supervision or custodians will include the hours between when the custodian opens the doors until the time the doors are secured at the end of the function. Hours necessary for clean-up are included in the custodian's time. The custodian fees shall be added to the rental fee and paid

to the PTSC. The PTSC shall pay the custodian. A custodian must be present for the duration of the event.

3. Each group using school facilities shall have a sponsor or responsible adult who shall be in attendance while the group is using the facility. S/He shall take responsibility for seeing that rules and regulations are followed.
4. Groups sponsor shall also be responsible for checking out appropriate keys, if necessary, and shall personally be responsible for opening and locking all doors properly. Sponsor must return the appropriate keys to the Facilities Director by the next day.
5. The custodian or supervisor on duty is not to open any school facilities until the listed supervisor for the sponsoring organization is on the premises, and may only open facilities officially requested.
6. The organization's sponsor or responsible adult must give written notice to the school of any accident resulting in bodily injury or damage to property of the school or others occurring on school premises or in any way connected with the use of the school premises within twenty-four (24) hours of the incident. The notice must include details of the time, place, and circumstances of the names and addresses of any person(s) witnessing the accident.
7. The conduct of participants and/or spectators shall be the direct responsibility of the organization.
8. All functions shall conclude in such a time that the building is vacated by 10:00PM, unless prior approval is granted by the Superintendent.
9. No special or extra school-owned equipment is included in the facility rental fee. If such equipment is desired, special arrangements must be made.
10. Summer facility requests may request air conditioning for an additional hourly rate of \$50.00.
11. When attendance or other conditions require the use of police, fireman, or parking attendant, the renter shall assume full responsibility for the arrangements and wages for their services.
12. The Corporation will not be responsible for any loss of valuables or personal property.
13. The Corporation reserves the right to request payment of estimated fees in advance.

14. Invoices will be sent to sponsor's address and must be paid, in full, by the due date. Failure to do so may result in future requests being denied.

15. For outdoor facility requests, custodial/supervisor fees are not required, unless the request is for a contest(s) to be played, in which an official(s), compensated and assigned by the sponsoring organization, is used.

16. For outdoor facility requests, sponsoring organization is responsible for portable restroom services during the facility being used out-of-season time period.

17. For outdoor facility requests, any sponsoring organization requesting additional field maintenance needs, for instance field paint lining, if available, during the facility's out-of-season will result in additional fees.

General Rules:

1. Organizations shall not be permitted to remove or displace furniture or equipment without permission and/or supervision of the principal. If given permission, furniture removed is the responsibility of the organization to return it to its original location.

2. No access to rooms other than those designated on the agreement shall be permitted.

3. Proper gym shoes must be worn for all activities held in a gymnasium. No products are to be applied to any floor for special purposes.

4. Proper equipment must be used in each facility. An example of would be using indoor baseball and softballs in the gymnasiums.

5. No drinks or food shall be permitted in areas other than the cafeteria and gymnasium. Special note should be taken to keep these items in their designated areas.

6. Smoking is prohibited on all Porter Township School Corporation property and buildings.

7. Alcoholic beverages and illegal drug use shall not be permitted on Porter Township School Corporation property at any time. Violators will be prosecuted.

8. Gambling of any kind is prohibited.

9. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators

must never stand or sit so they block exits, stairways, or aisles.

10. Skateboards and other like equipment which constitute a safety hazard to students will not be allowed on Corporation premises at any time.

11. All state and local fire safety laws and regulations shall be observed. No signs, displays, or other materials may be attached to the walls, window glass, wood trims, draperies, blinds, grounds, drives, etc., without written approval on the permit and consent of the building principal. All materials shall be removed from the building immediately at the completion of the event. If granted permission, decorations must be fireproof and are to be erected and taken down in a manner not destructive to Corporation property. Groups failing to return the school facilities to the proper condition will be charged a custodial fee and given written documentation to the Superintendent on using the facilities in the future.

12. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

13. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they are related directly to the activity for which the school facility is being used.

Damage to Property:

1. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damages associated with their use of the facility or equipment. The sponsoring organization shall be fully responsible during the time of occupancy for damage to the property, loss of school property and property belonging to students or employees. In all cases where the building principal and/or maintenance/custodial staff finds damage to the facility has occurred, they will contact the Superintendent with a recommendation regarding future use by the sponsoring organizations and/or restitution for damages.

2. All use permits issued are subject to cancellation with or without due notice for any reason school officials may deem in the best interest of the School Corporation and/or community.

Liability:

We have read, fully understand and agree to abide by the rules, regulations, and restrictions governing the use of these facilities. We agree to be responsible for any damage to school property due to such occupancy and for the strict observance of the rules and regulations of the Porter Township Board of School Trustees relative to the use of such facilities. The sponsoring organization agrees to save and hold harmless the Porter Township School Corporation and agrees to assume responsibility for all liabilities arising incident to the use of school buildings or grounds. The sponsoring organization shall furnish the School Corporation a certificate of insurance showing that the organization has insurance covering the scheduled activity. The amount of insurance shall not be less than 1,000,000 in general liability insurance indicating Porter Township School Corporation as the certificate holder.

Signature_____

Date_____

Facility Rental Fees per Hour

Boone Grove High School

	Hourly	
	Class 1	Class 2
Practice Fields	\$0.00	\$50.00
Library	\$0.00	\$50.00
Café	\$0.00	\$50.00
Classroom*	\$0.00	\$25.00

Boone Grove Middle/Elementary School

	Hourly	
	Class 1	Class 2
BGMS Gym	\$0.00	\$75.00
BGE Gym	\$0.00	\$75.00
Softball Field	\$0.00	\$50.00
Track/Field	\$0.00	\$50.00
Library	\$0.00	\$50.00
Café/Stage	\$0.00	\$50.00
Classroom*	\$0.00	\$25.00

Porter Lakes Elementary School

	Hourly	
	Class 1	Class 2
Gym	\$0.00	\$75.00
Library	\$0.00	\$50.00
Café	\$0.00	\$50.00
Classroom*	\$0.00	\$25.00

Custodial Fee \$45/hour

* if available

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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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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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.

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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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 members/~~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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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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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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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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Legal

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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Legal

FERPA, 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521

Book	Policy Manual
Section	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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Legal

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