PORTER TOWNSHIP SCHOOL CORPORATION

THURSDAY, JULY 16, 2026

BOARD OF SCHOOL TRUSTEES MEETING

5:30 PM CST





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

Porter Township School Corporation
248 South 500 West
Valparaiso, IN 46385
219-477-4933 ext. 1000

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

AGENDA
REGULAR SCHOOL BOARD MEETING
THURSDAY, JULY 16, 2026
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. **CONSENT AGENDA** – Dr. Schmidt
   A. Personnel Report
   B. Board Minutes, 6.18.26 Meeting
   C. Payroll & Claim Dockets
   Motion_____**Second**_____
4. **PUBLIC COMMENT – BUSINESS ITEMS ONLY**
5. **BUSINESS**
   A. PLE & BGHS Project Updates – The Skillman Corporation
   B. Design Concept – Gibraltar Design
   C. Approval of Superintendent Contract – Dr. Wargo
   Motion_____**Second**_____
   D. Financial Report – Mrs. Smith
      1. Financial Report
      2. Fund Report
      3. Monthly Fund Transfer Reports
      4. Investment Report
      5. Policy Analytics Cash Flow
   E. Permission to Pre-Pay Vendor, Indiana American Water – Mrs. Smith
   Motion_____**Second**_____
   F. Approve Homestead Credit Transfer Resolution 0726-343 – Mrs. Smith
   Motion_____**Second**_____
   G. Approve Amendment No. 2 to Standard Form of Agreement between The Owner and Construction Manager – Dr. Schmidt
   Motion_____**Second**_____
   H. Approve 2026-2027 Food Service Vendor Procurement – Dr. Schmidt
   Motion_____**Second**_____

Dr. Natalie Wargo | President | Term 1/1/25-12/31/28 - **Mr. Eric McGinty** | Vice-President | Term 1/1/23-12/31/26 – **Mrs. Mary Harlow** | Secretary | Term 1/1/23-12/31/26 – **Mrs. Lilann Sgouros** | Member | Term 1/1/25-12/31/28 - **Mrs. Jeannette Skibbie** | Member | Term 11/9/23-12/31/26

Porter Township School Corporation
248 South 500 West
Valparaiso, IN 46385
219-477-4933 ext. 1000

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

I. Annual Approval of Teacher Evaluation Plan – Dr. Schmidt

Motion_____**Second**_____

J. Second Reading and Adoption of the PTSC Student Handbook – Mr. Parrish

Motion_____**Second**_____

K. Approve the Second Reading and Adoption of the Following Board Policy Revisions, Technical Corrections, and Replacement Policies – Mr. Parrish

1. Revised Policy #0100 - Definitions
2. Revised Policy #0151 – Organizational Meeting
3. Revised Policy #1220 – Employment of the Superintendent
4. Revised Policy #1520.08 – Employment of Personnel for Extracurricular Activities
5. Revised Policy #1623 – Section 504/ADA Prohibition Against Disability Discrimination in Employment
6. Technical Correction, Policy #1662.01 – Threatening and/or Intimidating Behavior Toward Staff Members
7. Revised Policy #2221 – Mandatory Curriculum
8. Revised Policy #3120.08 – Employment of Personnel for Extracurricular Activities
9. Technical Correction, Policy #3121 – Personal Background Checks, References, and Mandatory Reporting
10. Revised Policy #3123 – Section 504/ADA Prohibition Against Disability Discrimination in Employment
11. Revised Policy #3131 – Reduction in Force ("RIF") in Certificated Staff
12. Revised Policy #3139 – Staff Discipline
13. Revised Policy #3142 – Cancellation of a Teaching Contract
14. Technical Correction, Policy #3362.01 – Threatening and/or Intimidating Behavior Toward Staff Members
15. Revised Policy #3430 – Leaves of Absence
16. Revised Policy #4120.08 – Employment of Personnel for Extracurricular Activities
17. Revised Policy #4123 – Section 504/ADA Prohibition Against Disability Discrimination in Employment
18. Replacement Policy #4150 – Disciplinary Actions
19. Technical Correction, Policy #4362.01 – Threatening and/or Intimidating Behavior Toward Staff Members
20. New Policy #5136.01 – Personal Electronic Equipment Other than Personal Communication Devices
21. Revised Policy #5540 – The Schools and Law Enforcement Agencies
22. Revised Policy #5600 – Student Discipline
23. Rescinded Policy #5840 – Criminal Organizations and Criminal Organization Activity
24. Revised Policy #6152 – Student Fees and Charges
25. Revised Policy #6325 – Procurement Federal Grants/Funds
26. Revised Policy #7420 – Hygienic Management
27. Revised Policy #8120 – Volunteers
28. Revised Policy #8305 – Information Security
29. Revised Policy #8400 – School Safety Information
30. Revised Policy #8455 – Coach Training, References, and IHSAA Reporting
31. Revised Policy #8462 – Child Abuse and Neglect
32. Revised Policy #8510 - Wellness

Motion_____**Second**_____

Dr. Natalie Wargo | President | Term 1/1/25-12/31/28 - **Mr. Eric McGinty** | Vice-President | Term 1/1/23-12/31/26 – **Mrs. Mary Harlow** | Secretary | Term 1/1/23-12/31/26 – **Mrs. Lilann Sgouros** | Member | Term 1/1/25-12/31/28 - **Mrs. Jeannette Skibbie** | Member | Term 11/9/23-12/31/26

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

L. Contract Considerations – Dr. Schmidt

Motion_____Second_____

M. Conflict of Interest Disclosure Statement – Dr. Schmidt

Motion_____Second_____

6. SUPERINTENDENT REPORT – Dr. Schmidt

7. ADJOURNMENT

Motion_____Second_____

Dr. Natalie Wargo | President | Term 1/1/25-12/31/28 - **Mr. Eric McGinty** | Vice-President | Term 1/1/23-12/31/26 – **Mrs. Mary Harlow** | Secretary | Term 1/1/23-12/31/26 – **Mrs. Lilann Sgouros** | Member | Term 1/1/25-12/31/28 - **Mrs. Jeannette Skibbie** | Member | Term 11/9/23-12/31/26

Back to Agenda

Porter Township School Corporation
School Board Meeting
July 16, 2026
Personnel Report Page 1 of 1

	Name	Position	Location	Effective Date
Appointments				
Certified	Lucas, Joseph	Science Teacher	BGHS	8/10/2026
	Bontrager, Rachel	Girls Varsity Volleyball, Head Coach	BGHS	2026-2027 School Year
Extra-Curricular	Harretos, Caden	Girls Volleyball Assistant Coach, Volunteer	BGHS	2026-2027 School Year
	Otero, Sarah	Girls JV Volleyball, Head Coach	BGHS	2026-2027 School Year
	Wargo, Jason	Girls Volleyball Assistant Coach	BGHS	2026-2027 School Year
Leaves				
Classified	Cirak, Gwyn	Custodian	BGMS	6/25/2026

Back to Agenda

Minutes of the Regular School Board Meeting, Porter Township School Corporation Board of School Trustees
June 18, 2026 | 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, Mary Harlow, Lilann Sgouros, and Jeannette Skibbie
Board Members Absent: Eric McGinty
Staff Members Present: Dr. Stacey Schmidt, Superintendent, Ben Parrish, Assistant Superintendent, Kathleen Smith, CFO, Laura Grayam, Executive Assistant, Jacqueline Pillar, Corporation Attorney, and the PTSC Technology Team
Staff Members Absent: None
There were no community members present.

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** | There were no agenda adjustments
3. **CONSENT AGENDA – Dr. Schmidt**
   - **A. Personnel Report**
   - **B. Board Minutes, 5.14.26 Meeting**
   - **C. Payroll & 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:

Appointments	**Name**	**Position**	**Location**	**Effective Date**
Certified	Aardema, McKenna	2/3 Special Education Teacher	PLE	8/10/2026
	Bakker, Veronica	3rd Grade Teacher	PLE	8/10/2026
	Bell, Kambria	4th Grade Teacher	BGE	8/10/2026
	Hoffman, Emma	2nd Grade Teacher	PLE	8/10/2026
	Peceny, Danielle	Summer School Teacher, iRead Remediation	PLE	6/1/2026
	Petrak, Alexis	Summer School Teacher, iRead Remediation	PLE	6/1/2026
	Sherman, Kathy	Maternity Leave Substitute	BGHS	2026-2027 School Year, 1st Quarter
	Travis, Tracey	Summer School Teacher, iRead Remediation	PLE	6/1/2026
	West, Lexi	Special Education Teacher	PLE	8/10/2026
	Wichlinski, Lynnette	Summer School Teacher, iRead Remediation	PLE	6/1/2026
Classified	Grayam, Laura	Deputy Treasurer	PTSC	7/1/2026
	Sherwin, Brian	Summer Maintenance	PTSC	6/1/2026
Extra-Curricular	Coulopoulos, Bevan	Football Assistant Coach, Volunteer	BGHS	2026-2027 School Year
	Dixon, Christine	Boys Varsity Volleyball, Head Coach	BGHS	2025-2026 School Year
	Kimes, Sharon	Varsity Dance, Head Coach	BGHS	2026-2027 School Year
	Kukulski, Dan	Varsity Football, Head Coach	BGHS	2026-2027 School Year
	Morrison, Anthony	Football Assistant Coach, Volunteer	BGHS	2026-2027 School Year

	Ooms, David	Boys Varsity Soccer, Head Coach	BGHS	2026-2027 School Year
	Otero, Sarah	JV Softball Head Coach	BGHS	2025-2026 School Year
	Riley, Sean	Varsity Baseball, Head Coach	BGHS	2025-2026 School Year
	Saunders, Ron	Varsity Softball, Head Coach	BGHS	2025-2026 School Year
	Sherwin, Brian	Boys/Girls Varsity Cross Country Coach	BGHS	2026-2027 School Year
	Short, David	Football Assistant Coach	BGHS	2026-2027 School Year
	Skibbie, Joseph	Football Assistant Coach, Volunteer	BGHS	2026-2027 School Year
	Tanner, Chad	Football Assistant Coach	BGHS	2026-2027 School Year
	Trapana, Tom	Football Assistant Coach	BGHS	2026-2027 School Year
	Truby, Benjamin	Varsity Baseball Assistant Coach, Volunteer	BGHS	2025-2026 School Year
	Whited, Jax	Basketball Assistant Coach, Volunteer	BGHS	2026-2027 School Year
Voluntary Transfers				
Certified	Rigsby, Christopher	From 4th Grade Teacher to 4/5 Special Education Teacher	BGE	8/10/2026
	Samanas, Christine	From KDG/1st Grade Special Ed Teacher to 4th Grade Teacher	BGE	8/10/2026
Leaves				
Classified	Schacki, Alexis	Teacher's Aide	PLE	5/19/2026
	Smith, Kathleen	CFO	PTSC	6/1-6/5/2026
Resignations				
Certified	Fortenberry, William	Social Studies Teacher	BGHS	5/29/2026
	Huss, Faith	Resource Room Teacher	PLE	5/29/2026
	Janesheski, Troy	Science Teacher	BGHS	5/29/2026
	Nelson-Kennedy, Heather	Special Education Teacher	BGE	5/29/2026
Extra-Curricular	Fortenberry, William	Boys Varsity Soccer, Head Coach	BGHS	5/27/2026
Retirement Requests				
Certified	Garrett, Wendy	4th Grade Teacher	BGE	5/29/2026

A motion to approve the Consent Agenda, as presented in the board packet was made by Lilann Sgouros, seconded by Jeannette Skibbie. There was no discussion and the motion carried 4-0.

4. **PUBLIC COMMENT – BUSINESS ITEMS ONLY** | There were no public comments
5. **BUSINESS**

A. PLE & BGHS Project Updates – The Skillman Corporation

Scott Cherry, Jr. provided an update on the progress at construction at PLE, BGHS, and the Complex. Dr. Schmidt shared how happy she is with the work that's being done. She is most pleased with the water-diversion steps that were taken at BGE and BGMS. Zero water coming into the sump pit during recent severe weather was a huge win. Jeannette Skibbie thanked Skillman for staggering their work to ensure as little negative impact as possible on our student's summer activities.

B. Potential Referendum Information – Dr. Schmidt

Dr. Schmidt shared information regarding our 8-year financial forecast due to the projected impact of Senate Enrolled Act 1, as well as a ballot question for a potential referendum.

C. Financial Report – Mrs. Smith

1. Financial Report

2. Fund Report

3. Monthly Fund Transfer Reports

4. Investment Report

5. Policy Analytics Cash Flow

D. Appointment of Corporation Deputy Treasurer – Mrs. Smith

Mrs. Smith recommended appointment of Laura Grayam to Deputy Treasurer, effective July 1, 2026. A motion to appoint Laura Grayam as Deputy Treasurer was made by Mary Harlow, seconded by Jeannette Skibbie. There was no discussion and the motion carried 4-0.

E. Permission to Create/Eliminate Funds at Porter Lakes Elementary – Mrs. Smith

Mrs. Smith requested permission to eliminate two outdated funds at PLE and create a Principal Fund in their place. A motion to grant permission to create a new fund and eliminate two old funds at PLE was made by Jeannette Skibbie, seconded by Lilann Sgouros. There was no discussion and the motion carried 4-0.

F. Permission to Apply for STAA Common School Loans – Mrs. Smith

Mrs. Smith requested permission to apply for STAA Common School Loans throughout the year, as opportunities become available. A motion to grant permission to apply for STAA CS Loans was made by Mary Harlow, seconded by Lilann Sgouros. There was no discussion and the motion carried 4-0.

G. Approve Fundraisers – Dr. Schmidt

Dr. Schmidt requested approval of two fundraisers, as presented in the board packet. A motion to approve fundraisers was made by Mary Harlow, seconded by Jeannette Skibbie. There was no discussion and the motion carried 4-0.

H. Accept Donations – Dr. Schmidt

Dr. Schmidt recommended acceptance of an office supply donation from Bonnie Rarick, for which we are very grateful. A motion to accept this donation was made by Lilann Sgouros, seconded by Jeannette Skibbie. There was no discussion and the motion carried 4-0.

I. Accept Transfer Students for the 2026-2027 School Year – Dr. Schmidt

Dr. Schmidt recommended acceptance of transfer students for the 2026-2027 school year, as presented in the board packet. A motion to accept transfer students was made by Jeannette Skibbie, seconded by Mary Harlow. There was no discussion and the motion carried 4-0.

J. Permission to Pre-Pay Vendor, Walmart Business – Mrs. Smith

Mrs. Smith requested permission to pre-pay Walmart Business in order to avoid late fees. Lilann Sgouros made the motion granting permission to pre-pay Walmart Business. The motion was seconded by Mary Harlow. There was no discussion and the motion carried 4-0.

K. Contract Considerations – Dr. Schmidt

Dr. Schmidt requested approval of numerous contracts, as presented in the board packet. A motion to approve contracts was made by Jeannette Skibbie, seconded by Mary Harlow. There was no discussion and the motion carried 4-0.

L. Approve Resolution #0626-342 – Referendum Tax Levy – Dr. Schmidt

Dr. Schmidt requested approval of Resolution #0626-342, which authorizes the district to take the necessary actions required before placing the question on the ballot. A motion to approve this resolution was made by Lilann Sgouros, seconded by Mary Harlow. Board President Natalie Wargo read a statement from Board Vice-President Eric McGinty, voicing his support for the operating referendum. Board Secretary Mary Harlow made a statement in support of the operating referendum. Board Members Lilann Sgouros and Jeannette Skibbie both made statements in support of the operating referendum. Board President Natalie Wargo made a statement in support of the operating referendum. The motion carried 4-0.

M. Second Reading and Adoption of 2027-2028 School Calendar – Dr. Schmidt

Dr. Schmidt recommended approval of the 2nd reading and adoption of the 2027-2028 school year calendar. A motion to approve the adoption of the 2027-2028 calendar was made by Mary Harlow, seconded by Jeannette Skibbie. There was no discussion and the motion carried 4-0.

N. First Reading of the PTSC Student Handbook – Mr. Parrish

Mr. Parrish recommended approval of the 1st reading of revisions made to the PTSC Student Handbook. A motion to approve these revisions was made by Lilann Sgouros, seconded by Mary Harlow. There was no discussion and the motion carried 4-0.

O. First Reading and Adoption of Replacement Policy #5136R – Personal Communication Devices – Mr. Parrish

Mr. Parrish recommended approval of the 1st reading and adoption of Replacement Policy #5136R. A motion to approve the 1st reading and adoption of Policy #5136R was made by Mary Harlow, seconded by Lilann Sgouros. There was no discussion and the motion carried 4-0.

P. Approve the First Reading of the Following Board Policy Revisions, Technical Corrections, and Replacement Policies – Mr. Parrish

1. **Revised Policy #0100 - Definitions**
2. **Revised Policy #0151 – Organizational Meeting**
3. **Revised Policy #1220 – Employment of the Superintendent**
4. **Revised Policy #1520.08 – Employment of Personnel for Extracurricular Activities**
5. **Revised Policy #1623 – Section 504/ADA Prohibition Against Disability Discrimination in Employment**
6. **Technical Correction, Policy #1662.01 – Threatening and/or Intimidating Behavior Toward Staff Members**
7. **Revised Policy #2221 – Mandatory Curriculum**
8. **Revised Policy #3120.08 – Employment of Personnel for Extracurricular Activities**
9. **Technical Correction, Policy #3121 – Personal Background Checks, References, and Mandatory Reporting**
10. **Revised Policy #3123 – Section 504/ADA Prohibition Against Disability Discrimination in Employment**
11. **Revised Policy #3131 – Reduction in Force ("RIF") in Certificated Staff**
12. **Revised Policy #3139 – Staff Discipline**
13. **Revised Policy #3142 – Cancellation of a Teaching Contract**
14. **Technical Correction, Policy #3362.01 – Threatening and/or Intimidating Behavior Toward Staff Members**
15. **Revised Policy #3430 – Leaves of Absence**
16. **Revised Policy #4120.08 – Employment of Personnel for Extracurricular Activities**
17. **Revised Policy #4123 – Section 504/ADA Prohibition Against Disability Discrimination in Employment**
18. **Replacement Policy #4150 – Disciplinary Actions**
19. **Technical Correction, Policy #4362.01 – Threatening and/or Intimidating Behavior Toward Staff Members**
20. **New Policy #5136.01 – Personal Electronic Equipment Other than Personal Communication Devices**
21. **Revised Policy #5540 – The Schools and Law Enforcement Agencies**
22. **Revised Policy #5600 – Student Discipline**
23. **Rescinded Policy #5840 – Criminal Organizations and Criminal Organization Activity**
24. **Revised Policy #6152 – Student Fees and Charges**
25. **Revised Policy #6325 – Procurement Federal Grants/Funds**
26. **Revised Policy #7420 – Hygienic Management**
27. **Revised Policy #8120 – Volunteers**
28. **Revised Policy #8305 – Information Security**
29. **Revised Policy #8400 – School Safety Information**

30. Revised Policy #8455 – Coach Training, References, and IHSAA Reporting

31. Revised Policy #8462 – Child Abuse and Neglect

32. Revised Policy #8510 – Wellness

Mr. Parrish recommended approval of the 1st reading of the above board policy revisions, technical corrections, and replacement policies. A motion to approve the 1st reading of these policies was made by Mary Harlow, seconded by Jeannette Skibbie. There was no discussion and the motion carried 4-0.

6. ADJOURNMENT

A motion to adjourn was made by Mary Harlow at 6:30 pm CST. The motion was seconded by Lilann Sgouros and carried 4-0.

Printed 06/15/2026 10:37 AM (DB: FMS)

Payroll Calc. Summary

Checkdate 06/18/2026 - Run #* - All Locations - All Pay Groups

Back to Agenda

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, $379,276.92, dated this 15th day of June 2026.

VKDS

President -

Vice President -

Secretary -

Member -

Member -

Printed 06/15/2026 10:37 AM (DB: FMS)

Payroll Calc. Summary

Checkdate 06/18/2026 - Run #* - All Locations - All Pay Groups

Back to Agenda

Description	Certified	Classified	Total
Earnings			
Contract	$271,750.89	$18,186.47	$289,937.36
Salary	$0.00	$12,569.71	$12,569.71
Hourly	$1,379.81	$53,703.18	$55,082.99
Daily	$0.00	$1,511.12	$1,511.12
Extra Curr.	$3,669.99	$18,000.00	$21,669.99
Other	$150.00	$0.00	$150.00
Taxes			
Federal Wages	$247,257.79	$96,554.07	$343,811.86
Federal Taxes	$19,202.61	$5,269.27	$24,471.88
Social Security Wages	$258,712.37	$97,752.39	$356,464.76
Social Security	$16,040.17	$6,060.65	$22,100.82
Medicare Wages	$258,712.37	$97,752.39	$356,464.76
Medicare	$3,751.33	$1,417.43	$5,168.76
State & County Wages	$247,257.79	$96,554.07	$343,811.86
State (IN)	$7,145.45	$2,427.31	$9,572.76
County	$1,863.54	$755.10	$2,618.64
Employee Ret. Wages & Deductions			
Corp-Paid Ret. Wages & Benefits			
TRF - TRF Pre 1996 Wages	$9,405.80	$0.00	$9,405.80
TRF - TRF Pre 1996 Brd. Benefit	$282.17	$0.00	$282.17
TRF - TRF Post 1996 Wages	$245,901.41	$0.00	$245,901.41
TRF - TRF Post 1996 Brd. Benefit	$7,377.00	$0.00	$7,377.00
TRF - TRF My Choice Wages	$21,493.48	$0.00	$21,493.48
TRF - TRF My Choice Brd. Benefit	$644.80	$0.00	$644.80
Pre-Tax Deductions			
Ann - VALIC 403B	$1,482.44	$424.34	$1,906.78
Ann - AMERICAN FUNDS 403B01.09	$9,557.14	$538.14	$10,095.28
Ann - PACIFIC LIFE 403B01.09	$415.00	$235.84	$650.84
Misc. Ded. - MEDICAL 1	$4,488.92	$899.30	$5,388.22
Misc. Ded. - MEDICAL 2	$9,593.48	$2,646.43	$12,239.91
Misc. Ded. - MEDICAL 3	$375.00	$80.30	$455.30
Misc. Ded. - MEDICAL 4	$127.96	$0.00	$127.96
Misc. Ded. - AMFID HSA	$0.00	$50.00	$50.00
Misc. Ded. - AMFID URM	$1,030.83	$462.83	$1,493.66
Misc. Ded. - AMFID CHILD CARE	$208.33	$0.00	$208.33
Misc. Ded. - AMFID OTHER	$1,707.84	$250.88	$1,958.72
Misc. Ded. - DENTAL S125	$705.96	$184.10	$890.06
** Pre-Tax Deduction Totals **	$29,692.90	$5,772.16	$35,465.06
Post-Tax Deductions			
Ann - SEC BENEFIT ROTH 403B	$2,628.77	$697.63	$3,326.40
Misc. Ded. - AMFID NOT 125	$1,240.09	$263.77	$1,503.86
Misc. Ded. - TEXAS LIFE	$968.98	$440.11	$1,409.09
Misc. Ded. - ED.F.PASS-THROUGH	$38.50	$2.00	$40.50
Misc. Ded. - EDUCATION FOUNDATION of PTSC	$77.00	$6.00	$83.00
Garn. - IND ST CENTRAL COLLECTION UNIT	$681.12	$0.00	$681.12
Garn. - PORTER SUPERIOR CRT	$0.00	$321.66	$321.66
Garn. - LAKE CTY SUPERIOR CRT- GARNISH	$25.00	$0.00	$25.00
Garn. - CHICAGO CHAPTER 13 TRUSTEE	$0.00	$1,207.00	$1,207.00
** Post-Tax Deduction Totals **	$5,659.46	$2,938.17	$8,597.63
Board-Paid Benefits			
Ann - NC MATCH VALIC 401A	$0.00	$629.69	$629.69
Ann - ADMN 3% VALIC 401A	$657.61	$0.00	$657.61
Ann - ADMN 6% VALIC 401A	$857.31	$662.76	$1,520.07
Ann - ADMN 9% VALIC 401A	$0.00	$1,198.26	$1,198.26
Ann - ADMN 13% VALIC 401A	$748.16	$0.00	$748.16
Misc. Ded. - MEDICAL 1	$17,955.68	$3,597.20	$21,552.88
Misc. Ded. - MEDICAL 2	$49,614.90	$16,048.72	$65,663.62
Misc. Ded. - MEDICAL 3	$1,500.00	$321.20	$1,821.20
Misc. Ded. - MEDICAL 4	$511.86	$0.00	$511.86
Misc. Ded. - VSP	$1,872.91	$357.10	$2,230.01
Misc. Ded. - DENTAL S125	$3,387.61	$1,006.90	$4,394.51
Misc. Ded. - LIFE CORP PAID	$1,180.79	$308.62	$1,489.41
Ret. - TRF - 003	$282.17	$0.00	$282.17
Ret. - TRF - 004	$7,377.00	$0.00	$7,377.00

Printed 06/15/2026 10:37 AM (DB: FMS)

Payroll Calc. Summary

Checkdate 06/18/2026 - Run #* - All Locations - All Pay Groups

Back to Agenda

Description	Certified	Classified	Total
Ret. - TRF - 008	$644.80	$0.00	$644.80
** Board-Paid Benefit Totals **	$86,590.80	$24,130.45	$110,721.25
Taxable Fringe			
** Taxable Fringe Totals **	$0.00	$0.00	$0.00
Absences			
HOLIDAY - Days Used	0	30.00	30.00
VAC - Days Used	2.00	22.00	24.00
PERS - Days Used	6.00	5.00	11.00
SICK - Days Used	6.50	7.00	13.50
FAM ILL - Days Used	2.00	0	2.00
NO PAY - Days Used	0	5.00	5.00
NO PAY - Lost Days	0	5.00	5.00
NO PAY - Lost Pay	$0.00	$1,644.25	$1,644.25
UNPD MTR - Days Used	3.00	0	3.00
FUNERAL - Days Used	-1.00	0	-1.00
Employees Summary			
Employees	107	106	213
Earnings	$276,950.69	$103,970.48	$380,921.17
Lost Pay	$0.00	$1,644.25	$1,644.25
Gross Pay	$276,950.69	$102,326.23	$379,276.92
Taxes	$48,003.10	$15,929.76	$63,932.86
Annuities	$14,083.35	$1,895.95	$15,979.30
Miscellaneous Deductions	$20,562.89	$5,285.72	$25,848.61
Total Garnishments	$706.12	$1,528.66	$2,234.78
Retirement	$0.00	$0.00	$0.00
Net Pay	$193,595.23	$77,686.14	$271,281.37

Printed 06/29/2026 08:56 AM (DB: FMS)

Payroll Calc. Summary

Checkdate 07/03/2026 - Run #0 - All Locations - All Pay Groups

Back to Agenda

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, $337,380.30, dated this 29th day of June 2026.

KBS

President -

Vice President -

Secretary -

Member -

Member -

Printed 06/29/2026 08:56 AM (DB: FMS)

Payroll Calc. Summary

Checkdate 07/03/2026 - Run #0 - All Locations - All Pay Groups

Back to Agenda

Description	Certified	Classified	Total
Earnings			
Contract	$271,751.01	$18,186.67	$289,937.68
Salary	$0.00	$12,692.94	$12,692.94
Hourly	$1,065.83	$32,798.86	$33,864.69
Extra Curr.	$169.99	$0.00	$169.99
Other	$715.00	$0.00	$715.00
Taxes			
Federal Wages	$243,715.04	$58,530.89	$302,245.93
Federal Taxes	$19,267.93	$4,477.59	$23,745.52
Social Security Wages	$255,169.62	$59,685.68	$314,855.30
Social Security	$15,820.51	$3,700.51	$19,521.02
Medicare Wages	$255,169.62	$59,685.68	$314,855.30
Medicare	$3,699.97	$865.43	$4,565.40
State & County Wages	$243,715.04	$58,530.89	$302,245.93
State (IN)	$7,153.87	$1,788.30	$8,942.17
County	$1,864.51	$617.40	$2,481.91
Employee Ret. Wages & Deductions			
Corp-Paid Ret. Wages & Benefits			
TRF - TRF Pre 1996 Wages	$9,285.72	$0.00	$9,285.72
TRF - TRF Pre 1996 Brd. Benefit	$278.57	$0.00	$278.57
TRF - TRF Post 1996 Wages	$242,207.63	$0.00	$242,207.63
TRF - TRF Post 1996 Brd. Benefit	$7,266.20	$0.00	$7,266.20
TRF - TRF My Choice Wages	$21,493.48	$0.00	$21,493.48
TRF - TRF My Choice Brd. Benefit	$644.80	$0.00	$644.80
Pre-Tax Deductions			
Ann - VALIC 403B	$1,482.44	$426.09	$1,908.53
Ann - AMERICAN FUNDS 403B01.09	$9,557.14	$492.86	$10,050.00
Ann - PACIFIC LIFE 403B01.09	$415.00	$235.84	$650.84
Misc. Ded. - MEDICAL 1	$4,488.92	$899.30	$5,388.22
Misc. Ded. - MEDICAL 2	$9,872.40	$2,073.30	$11,945.70
Misc. Ded. - MEDICAL 3	$375.00	$80.30	$455.30
Misc. Ded. - MEDICAL 4	$127.96	$0.00	$127.96
Misc. Ded. - AMFID HSA	$0.00	$50.00	$50.00
Misc. Ded. - AMFID URM	$1,030.83	$483.66	$1,514.49
Misc. Ded. - AMFID CHILD CARE	$208.33	$0.00	$208.33
Misc. Ded. - AMFID OTHER	$1,707.84	$250.88	$1,958.72
Misc. Ded. - DENTAL S125	$720.93	$155.35	$876.28
** Pre-Tax Deduction Totals **	$29,986.79	$5,147.58	$35,134.37
Post-Tax Deductions			
Ann - SEC BENEFIT ROTH 403B	$2,628.77	$775.56	$3,404.33
Misc. Ded. - AMFID NOT 125	$1,240.09	$279.17	$1,519.26
Misc. Ded. - TEXAS LIFE	$968.98	$440.11	$1,409.09
Misc. Ded. - ED.F.PASS-THROUGH	$38.50	$2.00	$40.50
Misc. Ded. - EDUCATION FOUNDATION of PTSC	$77.00	$6.00	$83.00
Misc. Ded. - SUPPLEMENTAL LIFE INSURANCE	$278.80	$36.92	$315.72
Garn. - IND ST CENTRAL COLLECTION UNIT	$681.12	$0.00	$681.12
Garn. - LAKE CTY SUPERIOR CRT- GARNISH	$25.00	$0.00	$25.00
Garn. - CHICAGO CHAPTER 13 TRUSTEE	$0.00	$1,207.00	$1,207.00
** Post-Tax Deduction Totals **	$5,938.26	$2,746.76	$8,685.02
Board-Paid Benefits			
Ann - NC MATCH VALIC 401A	$0.00	$538.32	$538.32
Ann - ADMN 3% VALIC 401A	$657.61	$0.00	$657.61
Ann - ADMN 6% VALIC 401A	$857.31	$670.16	$1,527.47
Ann - ADMN 9% VALIC 401A	$0.00	$1,346.24	$1,346.24
Ann - ADMN 13% VALIC 401A	$748.17	$0.00	$748.17
Misc. Ded. - MEDICAL 1	$17,955.68	$3,597.20	$21,552.88
Misc. Ded. - MEDICAL 2	$50,730.53	$13,756.20	$64,486.73
Misc. Ded. - MEDICAL 3	$1,500.00	$321.20	$1,821.20
Misc. Ded. - MEDICAL 4	$511.86	$0.00	$511.86
Misc. Ded. - DENTAL S125	$3,447.49	$891.90	$4,339.39
Ret. - TRF - 003	$278.57	$0.00	$278.57
Ret. - TRF - 004	$7,266.20	$0.00	$7,266.20
Ret. - TRF - 008	$644.80	$0.00	$644.80
** Board-Paid Benefit Totals **	$84,598.22	$21,121.22	$105,719.44

Printed 06/29/2026 08:56 AM (DB: FMS)

Payroll Calc. Summary

Checkdate 07/03/2026 - Run #0 - All Locations - All Pay Groups

Back to Agenda

Description	Certified	Classified	Total
Taxable Fringe			
** Taxable Fringe Totals **	$0.00	$0.00	$0.00
Absences			
VAC - Days Used	2.50	17.00	19.50
SICK - Days Used	0.00	11.00	11.00
PERS - Days Used	2.50	2.00	4.50
PROF LV - Days Used	2.00	1.00	3.00
HOLIDAY - Days Used	0	1.00	1.00
FUNERAL - Days Used	0	3.00	3.00
Employees Summary			
Employees	107	41	148
Earnings	$273,701.83	$63,678.47	$337,380.30
Lost Pay	$0.00	$0.00	$0.00
Gross Pay	$273,701.83	$63,678.47	$337,380.30
Taxes	$47,806.79	$11,449.23	$59,256.02
Annuities	$14,083.35	$1,930.35	$16,013.70
Miscellaneous Deductions	$21,135.58	$4,756.99	$25,892.57
Total Garnishments	$706.12	$1,207.00	$1,913.12
Retirement	$0.00	$0.00	$0.00
Net Pay	$189,969.99	$44,334.90	$234,304.89

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

Date Range: 06/18/2026 - 06/26/2
Vouchers: 681105 - 681146
Between Board: Included

Epay Status: Any Status

Back to Agenda

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
06/18/2026		681117	9801	PORTER TOWNSHIP PAYROLL	0101	$292,179.81		0	1	06.18.26 Update Salaries
06/18/2026		681117	9801	PORTER TOWNSHIP PAYROLL	0300	$56,472.12		0	1	06.18.26 Update Salaries
06/18/2026		681117	9801	PORTER TOWNSHIP PAYROLL	0800	$5,965.34		0	1	06.18.26 Update Salaries
06/18/2026		681117	9801	PORTER TOWNSHIP PAYROLL	1300	$5,266.10		0	1	06.18.26 Update Salaries
06/18/2026		681117	9801	PORTER TOWNSHIP PAYROLL	1300	$5,167.05		0	1	06.18.26 Update Salaries
06/18/2026		681117	9801	PORTER TOWNSHIP PAYROLL	1300	$6,325.51		0	1	06.18.26 Update Salaries
06/18/2026		681117	9801	PORTER TOWNSHIP PAYROLL	2200	$4,416.55		0	1	06.18.26 Update Salaries
06/18/2026		681117	9801	PORTER TOWNSHIP PAYROLL	2301	$707.81		0	1	06.18.26 Update Salaries
06/18/2026		681117	9801	PORTER TOWNSHIP PAYROLL	4126	$2,776.63	$379,276.92	0	1	06.18.26 Update Salaries
06/18/2026	Y	681119	825	AMERICAN FIDELITY	*9452	$1,958.72		71638	1	06.18.26 Other
06/18/2026	Y	681119	825	AMERICAN FIDELITY	*9452	$1,503.86		71638	1	06.18.26 Other
06/18/2026	Y	681119	825	AMERICAN FIDELITY	*9452	$1,958.72		71638	1	06.18.26 Other
06/18/2026	Y	681119	825	AMERICAN FIDELITY	*9452	$1,534.66	$6,955.96	71638	1	06.18.26 Other
06/18/2026	Y	681120	10011	American Fidelity Attn: HSA	*9452	$100.00	$100.00	71639	1	06.05.26 HSA
06/18/2026	Y	681121	9065	AMERICAN FUNDS	*9282	$10,095.28	$10,095.28	71640	1	06.18.26 Am. Fund
06/18/2026	Y	681122	9451	AMERICAN FIDELITY ASSURANCE	*9452	$1,493.66		71641	1	06.05.26 URM
06/18/2026	Y	681122	9451	AMERICAN FIDELITY ASSURANCE	*9452	$208.33		71641	1	06.05.26 URM
06/18/2026	Y	681122	9451	AMERICAN FIDELITY ASSURANCE	*9452	$1,493.66		71641	1	06.05.26 URM
06/18/2026	Y	681122	9451	AMERICAN FIDELITY ASSURANCE	*9452	$208.33	$3,403.98	71641	1	06.05.26 URM
06/18/2026	Y	681123	9543	CLERK, LAKE SUPERIOR COURT,	*9462	$25.00	$25.00	71642	1	06.18.26 Garnish (Loving)
06/18/2026	Y	681124	995	OFFICE OF THE STANDING TRUST	*9462	$644.00	$644.00	71643	1	06.18.26 Garnish(Wooley)
06/18/2026	Y	681125	9066	PACIFIC LIFE	*9282	$650.84	$650.84	71644	1	06.18.26 Pac Life
06/18/2026	Y	681126	9877	PCCF-Education Foundation fo	*9300	$173.00	$173.00	71645	1	06.18.26 Scholarship
06/18/2026	Y	681127	1236	PORTER COUNTY SUPERIOR	*9432	$321.66	$321.66	71646	1	06.18.26 Garnish (Bowman)
06/18/2026	Y	681128	1500	SECURITY BENEFIT	*9282	$3,326.40	$3,326.40	71647	1	06.18.26 S.B. Roth
06/18/2026	Y	681129	796	TEXAS LIFE	*9442	$1,409.09	$1,409.09	71648	1	06.18.26 Texas Life
06/18/2026	Y	681130	9691	VALIC	*9282	$1,906.78	$1,906.78	71649	1	06.18.26 EE Pd 403B
06/18/2026	Y	681131	995	OFFICE OF THE STANDING TRUST	*9462	$563.00	$563.00	71650	1	06.18.26 Garnish (Powell)
06/18/2026	Y	681132	9877	PCCF-Education Foundation fo	*9301	$87.00	$87.00	71651	1	06.18.26 Passthrough acct.
06/18/2026	Y	681133	941	1ST SOURCE BANK	0101	$21,214.54		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	0300	$4,037.30		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	0800	$456.35		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$84.35		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$56.24		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$105.42		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$20.86		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$13.92		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$26.04		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$39.68		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$26.45		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$49.60		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$15.19		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$10.12		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$19.00		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$8.67		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$5.78		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$10.84		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$35.28		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$23.52		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$44.08		1	1	06.18.26 FICA

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

Back to Agenda

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$20.15		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$13.43		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$25.17		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$11.81		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$74.18		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$74.18		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$74.19		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$86.44		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$75.12		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$50.09		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	1300	$93.90		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	2200	$316.98		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	2301	$50.71		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	*9211	$24,471.88		1	1	06.18.26 FICA
06/18/2026	Y	681133	941	1ST SOURCE BANK	*9221	$27,269.58	$79,011.04	1	1	06.18.26 FICA
06/18/2026	Y	681134	9230	INDIANA DEPT OF REVENUE	*9231	$20,692.44	$20,692.44	1	1	06.05.26 State
06/18/2026	Y	681135	9240	INDIANA DEPT REVENUE	*9241	$5,686.06	$5,686.06	1	1	06.05.26 County
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	0101	$24,697.50		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	0300	$915.24		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$242.88		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$240.82		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$301.00		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$72.88		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$72.88		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$72.88		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$36.36		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$24.24		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$45.44		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$18.12		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$12.08		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$22.65		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$16.02		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$10.68		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$20.03		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$30.80		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$30.80		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$30.78		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$34.77		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$31.26		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$20.84		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	1300	$39.07		1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681136	908	INDIANA STATE TEACHER RET.FD	2200	$446.07	$27,486.09	1	1	06.18.26 7.1% FSP-TRF(Wich)
06/18/2026	Y	681137	1591	INSCCU	*9462	$681.12	$681.12	1	1	06.18.26 Garnish(Tauber)
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	0101	$142,493.65		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	0300	$35,899.64		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	0800	$1,575.93		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$16.27		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$10.85		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$20.30		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$11.12		1	1	06.05.26 Plan 4

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

Back to Agenda

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$7.41		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$13.90		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$10.99		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$7.33		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$13.73		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$15.63		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$15.63		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$15.61		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$8.87		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$5.91		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$11.09		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$387.72		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$258.54		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$484.62		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$256.25		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$170.87		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$320.28		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$219.54		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$146.39		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$274.39		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$312.25		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$312.25		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$312.25		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$116.86		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$201.62		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$134.44		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$263.09		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$12.25		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$8.17		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$15.29		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$15.63		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$15.63		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$15.61		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$8.87		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$5.91		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$12.24		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$8.16		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$15.31		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$16.27		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$10.85		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$20.30		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$282.22		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$188.19		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$352.74		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$244.71		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$163.17		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$305.85		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$312.25		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$312.25		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$312.25		1	1	06.05.26 Plan 4

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

Date Range: 06/18/2026 - 06/26/20
Vouchers: 681105 - 681146
Between Board: Included

Epay Status: Any Status

Back to Agenda

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$116.86		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$201.62		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$134.44		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$252.00		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$387.72		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$258.54		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	1300	$484.62		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	2200	$3,335.14		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9270	$2,768.00		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	$127.96		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	$5,916.01		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	$12,941.67		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	$455.30		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	$903.31		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	$5,557.19		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	$12,300.95		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	$455.30		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	$140.44		1	1	06.05.26 Plan 4
06/19/2026	Y	681138	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	$961.59	$234,678.00	1	1	06.05.26 Plan 4
06/22/2026	Y	681139	9910	BMO	0300	$350.00	$350.00	71652	1	K.SMITH CFO/TREASURER BOND
06/22/2026	Y	681146	10054	State Board of Accounts	0300	$1,731.45	$1,731.45	1	1	AUDIT FEE
06/23/2026	Y	681142	369	FRONTIER	0300	$575.75	$575.75	71655	1	ANNEX EMERGENCY LINE
06/26/2026	Y	681107	2109	US BANK	0200	$657,000.00	$657,000.00	1	1	BOND 2025
06/26/2026	Y	681108	2109	US BANK	0200	$1,101,500.00	$1,101,500.00	1	1	2012A, 2012B, 2016B, 2018
06/26/2026	Y	681109	2109	US BANK	0200	$448,000.00	$448,000.00	1	1	BOND 2024
06/26/2026	Y	681110	2109	US BANK	0200	$509,000.00	$509,000.00	1	1	BOND 2022
06/26/2026	Y	681111	2109	US BANK	0200	$52,000.00	$52,000.00	1	1	BOND 2021
06/26/2026	Y	681112	2109	US BANK	0200	$60,746.88	$60,746.88	1	1	2019 GO BOND
06/26/2026	Y	681113	2109	US BANK	0200	$498,750.00	$498,750.00	1	1	2023 GO BOND
06/26/2026	Y	681115	9980	Education Foundation for the	*9500	$1,000.00	$1,000.00	71635	1	RED CROSS HS BIOMEDICAL SCH
06/26/2026	Y	681116	1623	Liberty Mutual	0300	$175.00	$175.00	71636	1	L.GRAYAM DEPUTY TREASURER B
06/26/2026	Y	681118	3900	BOONE GROVE HS EXTRA CURRICU	*9500	$707.81	$707.81	71637	1	REFUND INCORRECT BILL PAYME
06/26/2026	Y	681144	1637	PORTER TOWNSHIP SCHOOL CORP	0800	$35,000.00	$35,000.00	71657	1	FOOD SVC INDIRECT COSTS
06/26/2026	Y	681145	706	GORDON FOOD SERVICE, INC.	0800	$70.57	$70.57	71658	1	FFVP SUPPLIES
						$4,143,781.12	$4,143,781.12			
				Totals for 36 Vouchers						

Totals by Fund

0101.00	EDUCATION	$480,585.50
0200.00	DEBT SERVICE	$3,326,996.88
0300.00	OPERATIONS	$100,156.50
0800.00	School Lunch	$42,997.62
0800.03	FRESH FRUITS & VEG PROGRAM	$70.57
1300.02	East Porter SPED portion of shar	$9,019.88
1300.03	MSD Boone SPED portion of shared	$8,396.85
1300.04	Union SPED portion of shared ser	$10,808.83
2200.00	ADULT, ALTERNATIVE, CON ED	$8,514.74
2301.00	ATHLETIC/CLUB TRANSPORTATION F	$758.52
4126.00	TITLE I FY2026	$2,776.63
	TOTAL OF ALL FUNDS	$3,991,082.52

Totals by Clearing

9211	FEDERAL TAXES	$24,471.88
9221	FICA	$27,269.58
9231	STATE TAXES	$20,692.44
9241	COUNTY TAXES	$5,686.06
9270	MED,DEN,VSP RETIREE INS	$2,768.00
9272	MEDICAL 1	$39,759.72
9282	AMERICAN FUNDS 403B	$15,979.30
9300	EDUCATION FOUNDATION of PTSC	$173.00
9301	ED.F.PASS-THROUGH	$87.00
9432	PORTER SUPERIOR CT	$321.66
9442	LIFE RETIREE INS	$1,409.09
9452	VSP/EMPLOYEE PAY	$10,459.94
9462	IN STATE CCU/CASS CNTY	$1,913.12
9500	OTHER	$1,707.81
	TOTAL OF ALL CLEARING	$152,698.60

GRAND TOTAL $4,143,781.12

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

Date Range: 06/18/2026 - 06/26/20
Vouchers: 681105 - 681146
Between Board: Included Epay Status: Any Status

Back to Agenda

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

July 6, 2026

CFO/Corporation Treasurer Kathleen B. Smith

Back to Agenda

ALLOWANCE OF VOUCHERS

We have examined the Vouchers listed on the foregoing Accounts Payable Register, consisting of 6 pages, and except for the vouchers not allowed on the register, such vouchers are hereby allowed in the total $4,143,781.12 dated this 26th day of June, 2026.

BOARD OF EDUCATION

_____
President

_____
Vice President

_____
Secretary

_____
Member

_____
Member

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

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
06/29/2026	Y	681150	369	FRONTIER	0300	$105.50	$105.50	71659	1	CENTRAL ALARM LINE
06/30/2026	Y	681159	10056	Indiana American Water Compa	0300	$1,963.70	$1,963.70	71660	1	PLE WATER/WASTEWATER
07/01/2026	Y	681147	706	GORDON FOOD SERVICE, INC.	*9500	$3,942.22	$3,942.22	1	1	MADRIGAL, PLATES
07/03/2026		681149	9801	PORTER TOWNSHIP PAYROLL	0101	$254,867.23		0	1	Update Salaries 7.3.26
07/03/2026		681149	9801	PORTER TOWNSHIP PAYROLL	0300	$58,981.24		0	1	Update Salaries 7.3.26
07/03/2026		681149	9801	PORTER TOWNSHIP PAYROLL	0800	$2,206.92		0	1	Update Salaries 7.3.26
07/03/2026		681149	9801	PORTER TOWNSHIP PAYROLL	1300	$4,418.37		0	1	Update Salaries 7.3.26
07/03/2026		681149	9801	PORTER TOWNSHIP PAYROLL	1300	$4,447.36		0	1	Update Salaries 7.3.26
07/03/2026		681149	9801	PORTER TOWNSHIP PAYROLL	1300	$5,265.99		0	1	Update Salaries 7.3.26
07/03/2026		681149	9801	PORTER TOWNSHIP PAYROLL	2200	$4,416.56		0	1	Update Salaries 7.3.26
07/03/2026		681149	9801	PORTER TOWNSHIP PAYROLL	4126	$2,776.63	$337,380.30	0	1	Update Salaries 7.3.26
07/03/2026	Y	681151	9065	AMERICAN FUNDS	*9282	$10,050.00	$10,050.00	71661	1	07.03.26 Am.Fund
07/03/2026	Y	681152	9543	CLERK, LAKE SUPERIOR COURT,	*9462	$25.00	$25.00	71662	1	07.03.26 Garnish (Loving)
07/03/2026	Y	681153	995	OFFICE OF THE STANDING TRUST	*9462	$644.00	$644.00	71663	1	07.03.26 Garnish (Wooley)
07/03/2026	Y	681154	9066	PACIFIC LIFE	*9282	$650.84	$650.84	71664	1	07.03.26 Pac.Life
07/03/2026	Y	681155	1500	SECURITY BENEFIT	*9282	$3,404.33	$3,404.33	71665	1	07.03.26 S.B.Roth
07/03/2026	Y	681156	796	TEXAS LIFE	*9442	$1,409.09	$1,409.09	71666	1	07.03.26 Texas Life
07/03/2026	Y	681157	9691	VALIC	*9282	$1,908.53	$1,908.53	71667	1	07.03.26 EE PD 403B
07/03/2026		681158	995	OFFICE OF THE STANDING TRUST	*9462	$563.00	$563.00	71668	1	07.03.26 Garnish (Powell)
07/03/2026	Y	681160	941	1ST SOURCE BANK	0101	$18,366.10		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	0300	$4,241.77		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	0800	$168.85		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$84.35		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$56.24		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$105.42		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$39.68		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$26.45		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$49.60		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$35.28		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$23.52		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$44.08		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$74.18		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$74.18		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$74.19		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$86.44		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$75.12		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$50.09		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	1300	$93.90		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	2200	$316.98		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	*9211	$23,745.52		1	1	07.03.26 FICA EE PD
07/03/2026	Y	681160	941	1ST SOURCE BANK	*9221	$24,086.42	$71,918.36	1	1	07.03.26 FICA EE PD
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	0101	$24,320.82		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	0300	$915.27		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$36.36		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$24.24		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$45.44		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$18.12		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$12.08		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$22.65		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$16.02		1	1	07.03.26 3% Post 95-TRF

Back to Agenda

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$10.68		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$20.03		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$30.80		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$30.80		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$30.78		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$34.77		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$31.26		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$20.84		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$39.07		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$242.88		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$240.82		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$301.00		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$72.88		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$72.88		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	1300	$72.88		1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681161	908	INDIANA STATE TEACHER RET.FD	2200	$446.07	$27,109.44	1	1	07.03.26 3% Post 95-TRF
07/03/2026	Y	681162	1591	INSCCU	*9462	$368.34	$368.34	1	1	07.03.26 Garnish (Tauber)
07/03/2026	Y	681163	1591	INSCCU	*9462	$312.78	$312.78	1	1	07.03.26 Garnish (Bazant)
07/09/2026	Y	681249	9874	ILLINOIS TOLLWAY	*9500	$74.65	$74.65	71739	1	BGMS/BGHS Tolls
07/09/2026	Y	681250	9997	WM Corporate Services, Inc.	0300	$1,507.93	$1,507.93	71740	1	BGHS TRASH, JULY26
07/16/2026		681166	32	ADVANCED ENGINEERING SERVICE	0708	$2,129.00	$2,129.00	71669	1	TASK 01: PLE PROJECT
07/16/2026		681167	9848	AKERS, WENDY	0101	$76.13	$76.13	71670	1	MAR MILEAGE (OK TO PAY LATE
07/16/2026		681168	1749	AMAZON CAPITAL SERVICES	0101	$1,236.27		71672	1	SEC CAMERA SUPPLIES, SKODA
07/16/2026		681168	1749	AMAZON CAPITAL SERVICES	0708	$617.22	$1,853.49	71672	1	SEC CAMERA SUPPLIES, SKODA
07/16/2026		681169	37	ASSOC. OF INDIANA COUNTIES,I	0300	$27.00	$27.00	71673	1	TRECS SVCS, MAY26
07/16/2026		681170	840	ASTBURY WATER TECHNOLOGY, IN	0300	$5,990.00	$5,990.00	71674	1	HS/COMPLEX DRINKING WATER T
07/16/2026		681171	99	BARNES & NOBLE, INC.	0101	$293.50	$293.50	71675	1	HS NOVELS, 26-27
07/16/2026		681172	10055	Bloomfield Mechanical	0708	$6,809.00	$6,809.00	71676	1	App No. 13, Split Pay
07/16/2026		681173	167	BLYTHES ATHLETICS, INC	0708	$6,055.40	$6,055.40	71677	1	CUSTOM ATHLETICS CHAIRS
07/16/2026		681174	217	BOONE GROVE HS ATHLETICS	*9500	$6,178.00	$6,178.00	71678	1	Reimburse Soccer $
07/16/2026		681175	106	A.E. BOYCE COMPANY, INC.	0300	$161.92	$161.92	71679	1	TEACHER SERVICE RECORD
07/16/2026		681176	88	BRAINPOP LLC	0101	$1,471.50	$1,471.50	71680	1	Annual Subscription, Brain
07/16/2026		681177	9945	Breakout EDU	0101	$99.00	$99.00	71681	1	BREAKOUT PLATFORM, B.BAIRD
07/16/2026		681178	9956	Canon Financial Services, In	0300	$1,384.00	$1,384.00	71682	1	PTSC COPIERS LEASE
07/16/2026		681179	10033	Carson Dellosa Education	0101	$769.78	$769.78	71683	1	1st Grade Handwriting Books
07/16/2026		681180	442	CASTONGIA TRACTOR	0300	$92.61	$92.61	71684	1	PARTS
07/16/2026		681181	9953	Cheryl Hoard	0101	$17.95		71685	1	JUNE 2026 MILEAGE
07/16/2026		681181	9953	Cheryl Hoard	1300	$17.95		71685	1	JUNE 2026 MILEAGE
07/16/2026		681181	9953	Cheryl Hoard	1300	$17.94		71685	1	JUNE 2026 MILEAGE
07/16/2026		681181	9953	Cheryl Hoard	1300	$17.94	$71.78	71685	1	JUNE 2026 MILEAGE
07/16/2026		681182	1172	COASTAL VALLEY WATER COMPANY	0300	$63.30	$63.30	71686	1	ANNEX WATER 6.25.26
07/16/2026		681183	383	COMMUNICATION CO. OF SO. BEN	0300	$2,727.21	$2,727.21	71687	1	ANNEX FIRE ALARM INSPECTION
07/16/2026		681184	9955	Crisis Prevention Institute,	0101	$50.00		71688	1	26-27 MEMBERSHIP, C.HOARD
07/16/2026		681184	9955	Crisis Prevention Institute,	1300	$50.00		71688	1	26-27 MEMBERSHIP, C.HOARD
07/16/2026		681184	9955	Crisis Prevention Institute,	1300	$50.00		71688	1	26-27 MEMBERSHIP, C.HOARD
07/16/2026		681184	9955	Crisis Prevention Institute,	1300	$50.00	$200.00	71688	1	26-27 MEMBERSHIP, C.HOARD
07/16/2026		681185	282	EDMENTUM	0101	$14,242.00	$14,242.00	71689	1	26-27 COURSEWARE
07/16/2026		681186	9811	ExploreLearning Gizmos	0101	$940.00	$940.00	71690	1	GIZMOS, FERNANDEZ, 7TH GRAD
07/16/2026		681187	772	FBI BUILDINGS, INC.	0708	$24,666.00	$24,666.00	71691	1	PLE STORAGE BLDG
07/16/2026		681188	48	FERGUSON FACILITIES SUPPLY	0300	$638.99	$638.99	71692	1	JANITORIAL SUPPLIES

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
07/16/2026		681189	360	FIRST STUDENT	0300	$138,584.95	$138,584.95	71693	1	MAY 2026 BUS ROUTES
07/16/2026		681190	628	FLINN SCIENTIFIC INC.	0101	$607.63	$607.63	71694	1	HS SCI FEE SUP, JANESHESKI
07/16/2026		681191	972	Frontline Technologies Group	0300	$4,536.16	$4,536.16	71695	1	FRONTLINE ACCESS 26-27
07/16/2026		681192	15	SAVVAS LEARNING COMPANY, LLC	0101	$87,230.74		71696	1	6 YEAR L.A. TEXTBOOK ADOPTI
07/16/2026		681192	15	SAVVAS LEARNING COMPANY, LLC	6847	$375.00	$87,605.74	71696	1	6 YEAR L.A. TEXTBOOK ADOPTI
07/16/2026		681193	1725	GOUGH,INC.	0708	$170,655.00	$170,655.00	71697	1	App No. 13, Split Pay
07/16/2026		681194	10035	H&T Electrical Services, LLC	0708	$27,054.52	$27,054.52	71698	1	App No. 11, Split Pay
07/16/2026		681195	1238	HEBRON ACE HARDWARE	0300	$47.09	$47.09	71699	1	ELECTRICAL/REPAIR SUPPLIES,
07/16/2026		681196	858	M.S.D. OF BOONE TOWNSHIP	0101	$3,568.61		71700	1	SPED SHARED SVCS, MAY 2026
07/16/2026		681196	858	M.S.D. OF BOONE TOWNSHIP	0300	$1,562.50	$5,131.11	71700	1	SPED SHARED SVCS, MAY 2026
07/16/2026		681197	10050	Hill Fire Protection, LLC	0708	$2,965.00	$2,965.00	71701	1	Pay App 6, Split-Pay
07/16/2026		681198	856	HOME DEPOT CREDIT SERVICES	0708	$243.96	$243.96	71702	1	BOXES FOR PROJECT MOVING
07/16/2026		681199	9951	ICASE	0101	$51.25		71703	1	C.HOARD MEMBERSHIP RENEWAL
07/16/2026		681199	9951	ICASE	1300	$51.25		71703	1	C.HOARD MEMBERSHIP RENEWAL
07/16/2026		681199	9951	ICASE	1300	$51.25		71703	1	C.HOARD MEMBERSHIP RENEWAL
07/16/2026		681199	9951	ICASE	1300	$51.25	$205.00	71703	1	C.HOARD MEMBERSHIP RENEWAL
07/16/2026		681200	9842	INCIDENT IQ,LLC	0300	$7,244.27	$7,244.27	71704	1	Indicent IQ
07/16/2026		681201	901	INDIANA SCHOOL BOARDS ASSN	6847	$250.00	$250.00	71705	1	BUDGET SEMINAR, K.SMITH
07/16/2026		681202	1832	JOSTENS	0101	$1,684.86	$1,684.86	71706	1	ALTERNATE DIPLOMA
07/16/2026		681203	1101	KANKAKEE VALLEY R.E.M.C.	0300	$21,450.54	$21,450.54	71707	1	PLE ELEC, MAY 2026
07/16/2026		681204	720	KARCHER NORTH AMERICA	0708	$4,875.00	$4,875.00	71708	1	PLE FLOOR MACHINE
07/16/2026		681205	2022	KATHLEEN B. SMITH	6847	$216.05	$216.05	71709	1	IASBO MTG MILEAGE REIMBURSE
07/16/2026		681206	10051	Kwiatkowski Masonry, Inc.	0708	$9,941.00	$9,941.00	71710	1	Pay App 10, Split-Pay
07/16/2026		681207	961	MECHANICAL CONCEPTS, INC.	0300	$8,497.37	$8,497.37	71711	1	WATER MAIN PIPE REPAIR, BGH
07/16/2026		681208	10046	Mechanical Test & Balance, I	0708	$10,300.00	$10,300.00	71712	1	TESTING & BALANCING, PLE
07/16/2026		681209	1084	MENARDS	0300	$20.88		71713	1	SHELF, PLE
07/16/2026		681209	1084	MENARDS	0708	$78.99	$99.87	71713	1	SHELF, PLE
07/16/2026		681210	10048	Michael Fiore	0101	$2,677.50	$2,677.50	71714	1	AUG 1, 2026 PAYMENT
07/16/2026		681211	9851	COTG DBA XBS MIDWEST	0300	$371.59	$371.59	71715	1	XEROX MONTHLY CONTRACT
07/16/2026		681212	9939	Monroe Pest Control, Inc.	0300	$547.00	$547.00	71716	1	CO PEST CONTROL, JUNE 26
07/16/2026		681213	1076	SCHOOL MATE	0101	$813.75	$813.75	71717	1	4/5 GRADE PLANNERS, 26-27
07/16/2026		681214	1230	MYSTERY SCIENCE	0101	$1,799.00	$1,799.00	71718	1	MYSTERY SCI RENEWAL, 3RD GR
07/16/2026		681215	10053	Gibson-Lewis, LLC	0708	$33,671.40	$33,671.40	71719	1	Split Pay, App No. 3 BGHS
07/16/2026		681216	486	NETWORK SOLUTIONS, INC.	0300	$4,209.84	$4,209.84	71720	1	VMWARE 26-27 (YEAR 2 OF 3)
07/16/2026		681217	1435	NEVCO SPORTS, LLC	0708	$7,132.63	$7,132.63	71721	1	HS SCORE TABLE/POSS INDICAT
07/16/2026		681218	1404	NITCO	0300	$622.31		71722	1	PTSC PHONE/INTERNET
07/16/2026		681218	1404	NITCO	3780	$1,700.00	$2,322.31	71722	1	PTSC PHONE/INTERNET
07/16/2026		681219	1726	ODP BUSINESS SOLUTIONS, LLC	0101	$179.92	$179.92	71723	1	HS SCI FEES, JANESHESKI
07/16/2026		681220	1694	PORTER COUNTY EDU. SERVICES	0101	$16,029.05		71724	1	JUNE26 SPED COOP/RENT
07/16/2026		681220	1694	PORTER COUNTY EDU. SERVICES	0300	$14,705.60	$30,734.65	71724	1	JUNE26 SPED COOP/RENT
07/16/2026		681221	10023	Pillar Jones, LLC	0300	$6,537.50	$6,537.50	71725	1	MAY LEGAL SVCS
07/16/2026		681222	1275	PORTER-STARKE SERVICES	5807	$684.00	$684.00	71726	1	STUDENTWISE SVCS, MAY 2026
07/16/2026		681223	10026	RUSSO	0300	$454.99	$454.99	71727	1	PARTS
07/16/2026		681224	1595	SAFE HIRING SOLUTIONS	0300	$564.25	$564.25	71728	1	ANNUAL BKGD CHECK REFRESH
07/16/2026		681225	9986	Singlewire Software	0300	$2,317.50	$2,317.50	71729	1	VISITOR AWARE 1 YEAR
07/16/2026		681226	1170	SOFTWARE SYSTEMS, INC.	0300	$17,325.00	$17,325.00	71730	1	26-27 CONTRACT
07/16/2026		681227	10052	Stan's Painting & Decorating	0708	$3,000.00	$3,000.00	71731	1	Split Pay, App No 2, BGHS
07/16/2026		681228	1066	STAPLES BUSINESS ADVANTAGE	0101	$17.56		71732	1	BINDERS, FOLDERS, TONER, CO
07/16/2026		681228	1066	STAPLES BUSINESS ADVANTAGE	0300	$247.71	$265.27	71732	1	BINDERS, FOLDERS, TONER, CO
07/16/2026		681229	10049	Susan Fiore	0101	$2,677.50	$2,677.50	71733	1	AUG 1, 2026 PAYMENT

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

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
07/16/2026		681230	510	I KNOW IT	0101	$1,500.00	$1,500.00	71734	1	1 year I Know It, Grades 4/
07/16/2026		681231	9988	United Rentals (North Americ	0708	$690.00	$690.00	71735	1	PLE STORAGE CONTAINERS
07/16/2026		681232	1825	VALLEY ATHLETICS	0708	$3,799.00	$3,799.00	71736	1	Graco Fieldlazer S100
07/16/2026		681233	1344	WATCON, INC.	0300	$310.40	$310.40	71737	1	JULY26 WATER TREATMENT PRG
07/16/2026		681234	9873	WATSON EXHAUST SERVICE, LLC	0800	$350.00	$350.00	71738	1	MS EXHAUST CLEANING
07/16/2026		681235	9954	Blu Petroleum, Inc.	0300	$2,626.57	$2,626.57	1	1	150G UNL87, 150G #2 CL ULTR
07/16/2026		681236	1807	ESCRFT	0101	$5,000.00	$5,000.00	1	1	DEDUCTIBLE REIMBURSEMENT
07/16/2026		681237	748	GRAINGER	0300	$103.29	$103.29	1	1	ICE MACHINE CLEANER
07/16/2026		681238	9935	D.A. DODD	0800	$8,863.75	$8,863.75	1	1	FREEZER REPAIR, BGHS
07/16/2026		681239	1465	RENAISSANCE LEARNING, INC.	0101	$3,971.55	$3,971.55	1	1	4/5 and 6/7 Flocabulary
07/16/2026		681240	9925	SKYWARD, INC.	0300	$9,484.00	$9,484.00	1	1	26-27 ANNUAL LICENSE FEE
07/16/2026		681241	9949	Visual Education Ltd.	0101	$116.00	$116.00	1	1	1 YR PREM MEMBERSHIP, WORDW
07/16/2026		681242	1405	NORTHERN IN PUBLIC SERVICE C	0300	$278.60	$278.60	1	1	BGHS GAS, MAY/JUNE
07/16/2026		681243	1405	NORTHERN IN PUBLIC SERVICE C	0300	$124.05	$124.05	1	1	ATH COMP GAS, MAY/JUNE
07/16/2026		681244	1405	NORTHERN IN PUBLIC SERVICE C	0300	$19,032.85	$19,032.85	1	1	ANNEX/BGE/MS GAS/ELEC MAY/J
07/16/2026		681245	1405	NORTHERN IN PUBLIC SERVICE C	0300	$72.25	$72.25	1	1	CO GAS, MAY/JUNE
07/16/2026		681246	1405	NORTHERN IN PUBLIC SERVICE C	0300	$361.68	$361.68	1	1	PLE GAS, MAY/JUNE
07/16/2026		681247	1405	NORTHERN IN PUBLIC SERVICE C	0300	$2,455.64	$2,455.64	1	1	BGE/MS ELEC, MAY/JUNE
07/16/2026		681248	1405	NORTHERN IN PUBLIC SERVICE C	0300	$109.12	$109.12	1	1	BGE/MS GAS/ELEC, MAY/JUNE
07/16/2026		681251	10047	First Tuesday Advisory Group	0300	$31,952.98		71741	1	Initial Pmnt-May 2026
07/16/2026		681251	10047	First Tuesday Advisory Group	1702	$12,040.77		71741	1	Initial Pmnt-May 2026
07/16/2026		681251	10047	First Tuesday Advisory Group	1850	$1,006.25	$45,000.00	71741	1	Initial Pmnt-May 2026
07/16/2026		681252	10024	Policy Analytics, LLC	0300	$10,145.10		71742	1	Monthly Svc Plan, Ref Analy
07/16/2026		681252	10024	Policy Analytics, LLC	0708	$10,000.00	$20,145.10	71742	1	Monthly Svc Plan, Ref Analy
						---	---			
				Totals for 103 Vouchers		$1,285,152.19	$1,285,152.19			

Back to Agenda

Totals by Fund

0101.00	EDUCATION	$330,640.83
0101.01	CURRICULAR MATERIALS	$112,433.07
0101.03	Instructional Supplies	$1,601.30
0300.00	OPERATIONS	$385,704.02
0708.02	2023 GO BOND CONSTRUCTTION	$324,683.12
0800.00	School Lunch	$11,589.52
1300.02	East Porter SPED portion of shar	$5,292.44
1300.03	MSD Boone SPED portion of shared	$5,332.64
1300.04	Union SPED portion of shared ser	$6,284.22
1702.00	INCENTIVE PROGRAMS	$12,040.77
1850.00	EDUCATIONAL LICENSE PLATES	$1,006.25
2200.00	ADULT, ALTERNATIVE, CON ED	$5,179.61
3780.00	STATE CONNECTIVITY GRANT	$1,700.00
4126.00	TITLE I FY2026	$2,776.63
5807.00	FFY2025 - TITLE IV - $10,006.70	$684.00
6847.00	TITLE II, FY2025 $27,146.10	$841.05
	TOTAL OF ALL FUNDS	$1,207,789.47

Totals by Clearing

9211	FEDERAL TAXES	$23,745.52
9221	FICA	$24,086.42
9282	AMERICAN FUNDS 403B	$16,013.70
9442	LIFE RETIREE INS	$1,409.09
9462	IN STATE CCU/CASS CNTY	$1,913.12
9500	OTHER	$10,194.87
	TOTAL OF ALL CLEARING	$77,362.72

GRAND TOTAL $1,285,152.19

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

July 9, 2026

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 6 pages, and except for the vouchers not allowed on the register, such vouchers are hereby allowed in the total $1,285,152.19 dated this 16th day of July, 2026.

BOARD OF EDUCATION

_____
President

_____
Vice President

_____
Secretary

_____
Member

_____
Member

Porter Township School Corporation
Construction Projects

Board Report No. 13

July 16, 2026



Table of Contents

Porter Township School Corporation
Construction Projects

Board Report
July 16, 2026



Porter Lakes Elementary School

- Progress Photos
- Upcoming Work

Boone Grove High School

- Progress Photos
- Upcoming Work

Progress Photographs



Finished Corridor



Classroom Door Entry

Porter Lakes Elementary School

Upcoming Work – *Classroom Addition*

- Finish paint touch-ups in classrooms and corridors
- Finish classroom casework
- Continue temperature controls and door controls
- Canopy for student drop-off is having the steel touched-up for smoother finish
- Furniture delivery is July 22nd
- Begin Gym floor installation next week
- Continue remaining site work
- Pouring concrete Maintenance Barn floor
- Continue asphalt seal coat of existing parking lot and drives

Progress Photographs



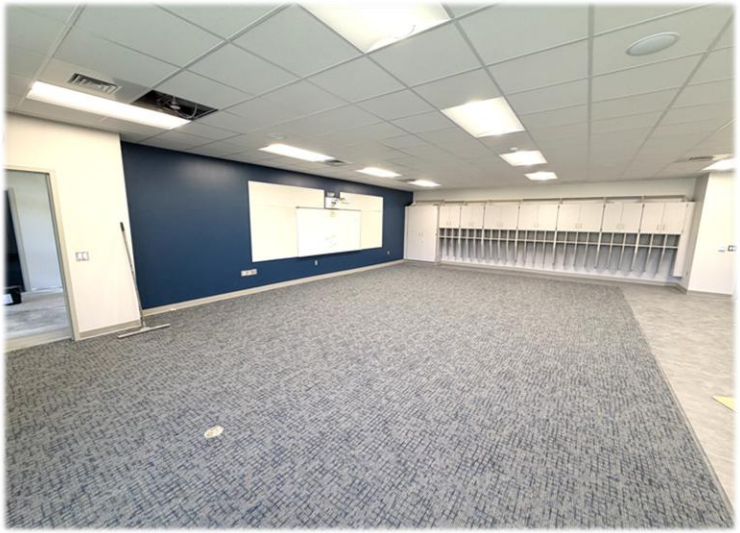
West Parking Lot Asphalt Paving



^ Concrete Curb and Fencing on ^ the West End of Hard Play



Gym Improvements



← Finished Classroom

Progress Photographs

Boone Grove High School

- Continue asphalt paving
- Continue exterior sidewalks
- Finish painting in gym
- Finish repairing the gym wood floor
- Continue kitchen hood and make-up air unit
- Continue new air handling unit installation
- Continue painting, ceiling grid installation, and flooring installation
- Continue temperature controls
- Begin new bleacher installation in the gym
- Finish remaining classrooms that are needed prior to school starting



Painting



New Generator



Sidewalk at Main Entrance

Carpet, Ceiling, & Paint in Corridor





Questions?

Back to Agenda

GIBRALTAR DESIGN

Porter Township School Corporation

THE WOLF DEN

CENTER FOR LEARNING, LEADERSHIP, & COMMUNITY

School Board Meeting

July 16, 2026

CONTRIBUTORS | SKILLMAN

CREATED FOR | Porter Township Schools since 1897

CONTENT

1 Existing Building

2 Plan Update

3 Preliminary Exterior Discovery

4 Preliminary Interior Discovery

5 Budget Update

6 Schedule

7 Next Steps

Back to Agenda

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

EXISTING BUILDING

Back to Agenda

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

EXISTING BUILDING

Back to Agenda

Site Plan



Considerations

SITE INFORMATION	
GENERAL INFORMATION	
Originally Built	**1977**
Site Area	**±2.43 Acres**
PARKING	
TOTAL	**±31 Spaces**

- Explore cost effective solutions for new multi-use Administration Building
- Explore strategic location on existing high school campus

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

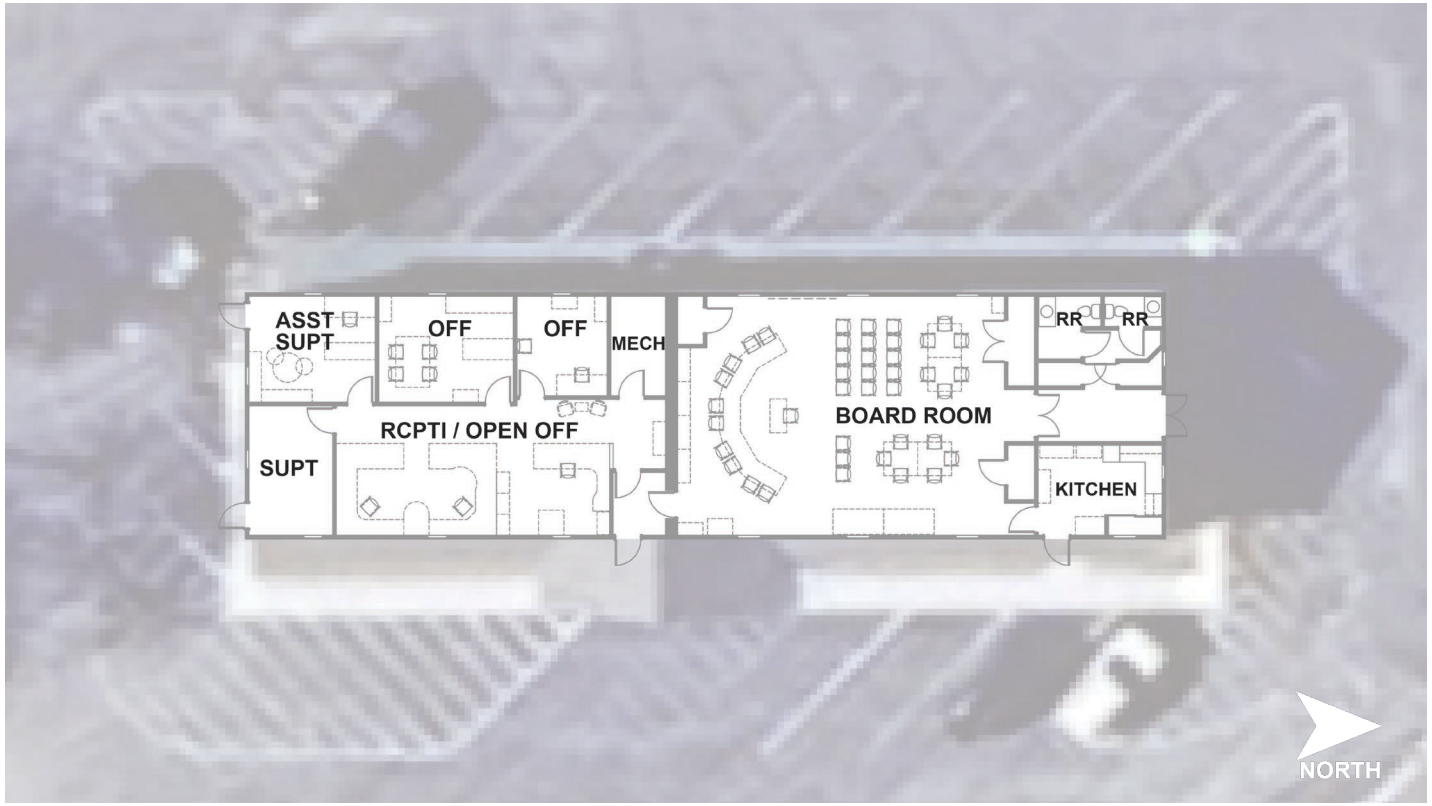
GIBRALTAR DESIGN

SKILLMAN

EXISTING BUILDING

Back to Agenda

Floor Plan



Considerations

BUILDING INFORMATION	
SF INFORMATION	
TOTAL	**±3,176 SF**

- Explore cost effective solutions for new multi-use Administration Building
- Explore strategic location on existing high school campus

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PLAN UPDATE

Back to Agenda

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

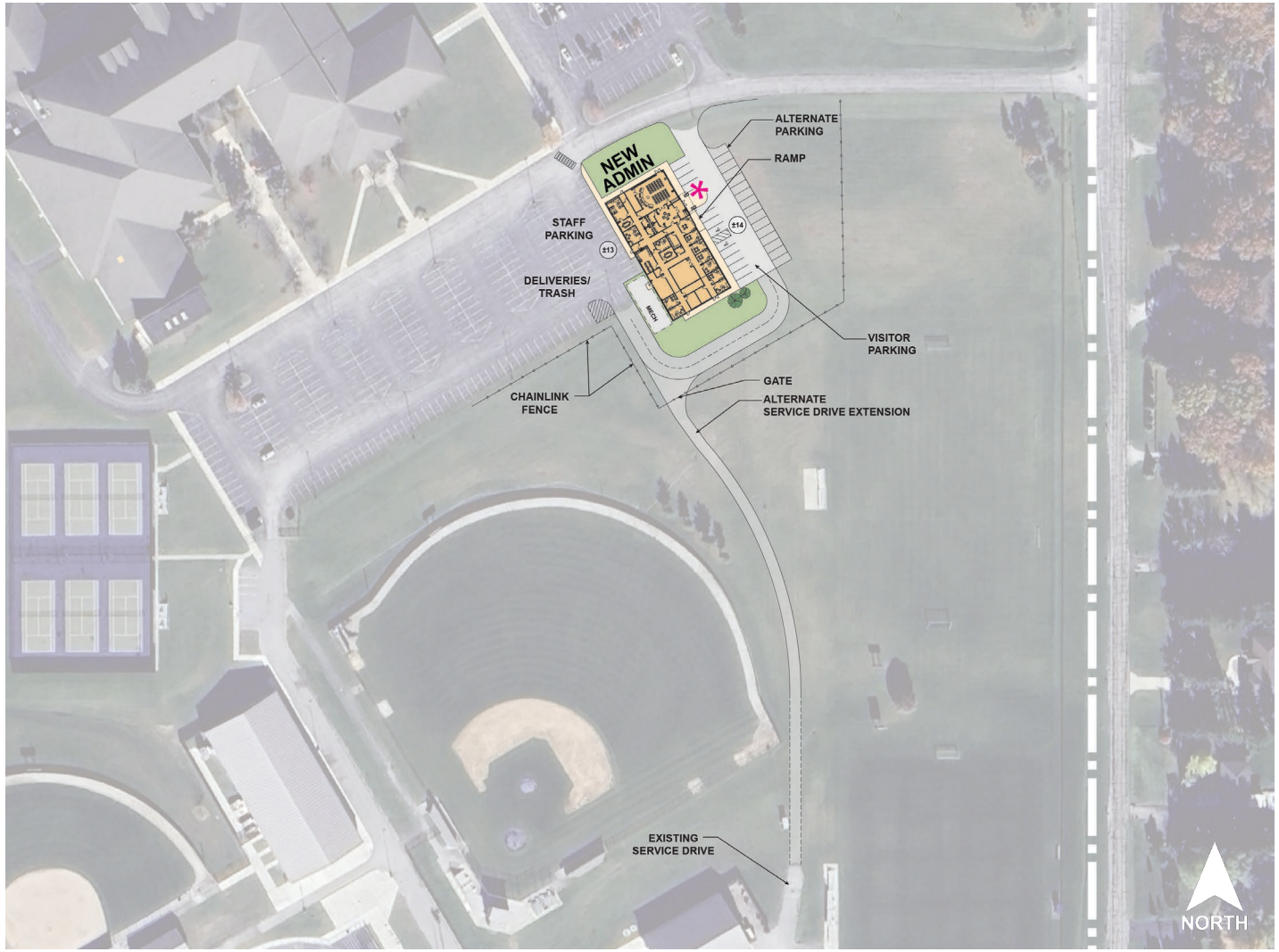
GIBRALTAR DESIGN

SKILLMAN

PLAN UPDATE

Back to Agenda

Overall Site Plan



Considerations

SITE INFORMATION	
PARKING SPACES	
Visitor	**±14**
Staff (existing HS)	**±13**
Alternate Visitor Parking	**±18**
TOTAL	**±45**

- Orient New Admin to face S 500 W for better visibility
- Visitor parking in front of building for easier and more direct access
- Utilize existing HS parking to serve overflow Staff parking needs
- Deliveries, trash, and mechanical yard at the southwest side of the building
- Chainlink Fence and Gate surrounding site for security
- **Alternates**
  - *Extension of Service Drive*
  - *2-way access drive from Service Drive to new parking*
  - *Parking Expansion*

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

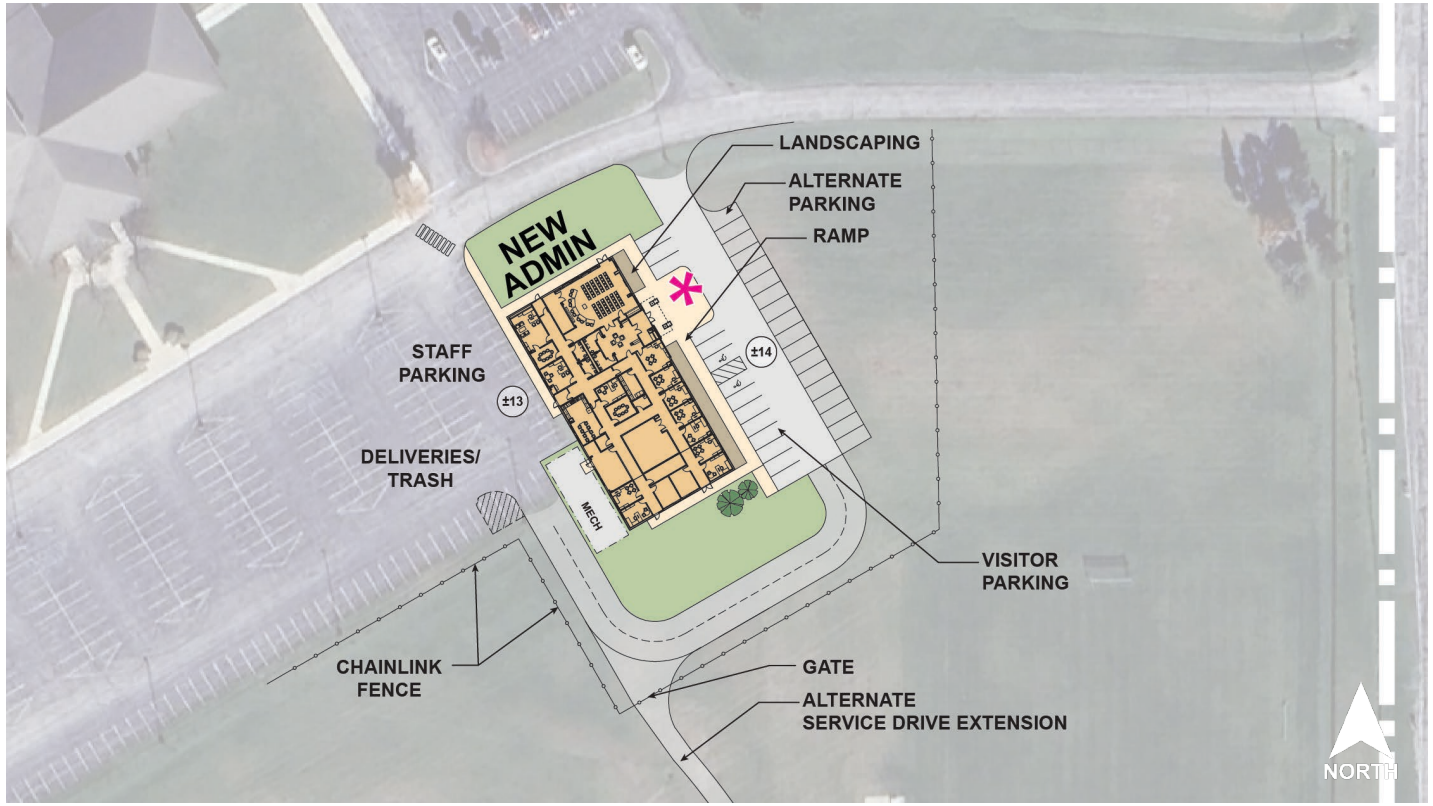
GIBRALTAR DESIGN

SKILLMAN

PLAN UPDATE

Back to Agenda

Site Plan



Considerations

SITE INFORMATION	
PARKING SPACES	
Visitor	**±14**
Staff (existing HS)	**±13**
Alternate Visitor Parking	**±18**
TOTAL	**±45**

- Orient New Admin to face S 500 W for better visibility
- Visitor parking in front of building for easier and more direct access
- Utilize existing HS parking to serve overflow Staff parking needs
- Deliveries, trash, and mechanical yard at the southwest side of the building
- Chainlink Fence and Gate surrounding site for security
- **Alternates**
  - *Extension of Service Drive*
  - *2-way access drive from Service Drive to new parking*
  - *Parking Expansion*

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

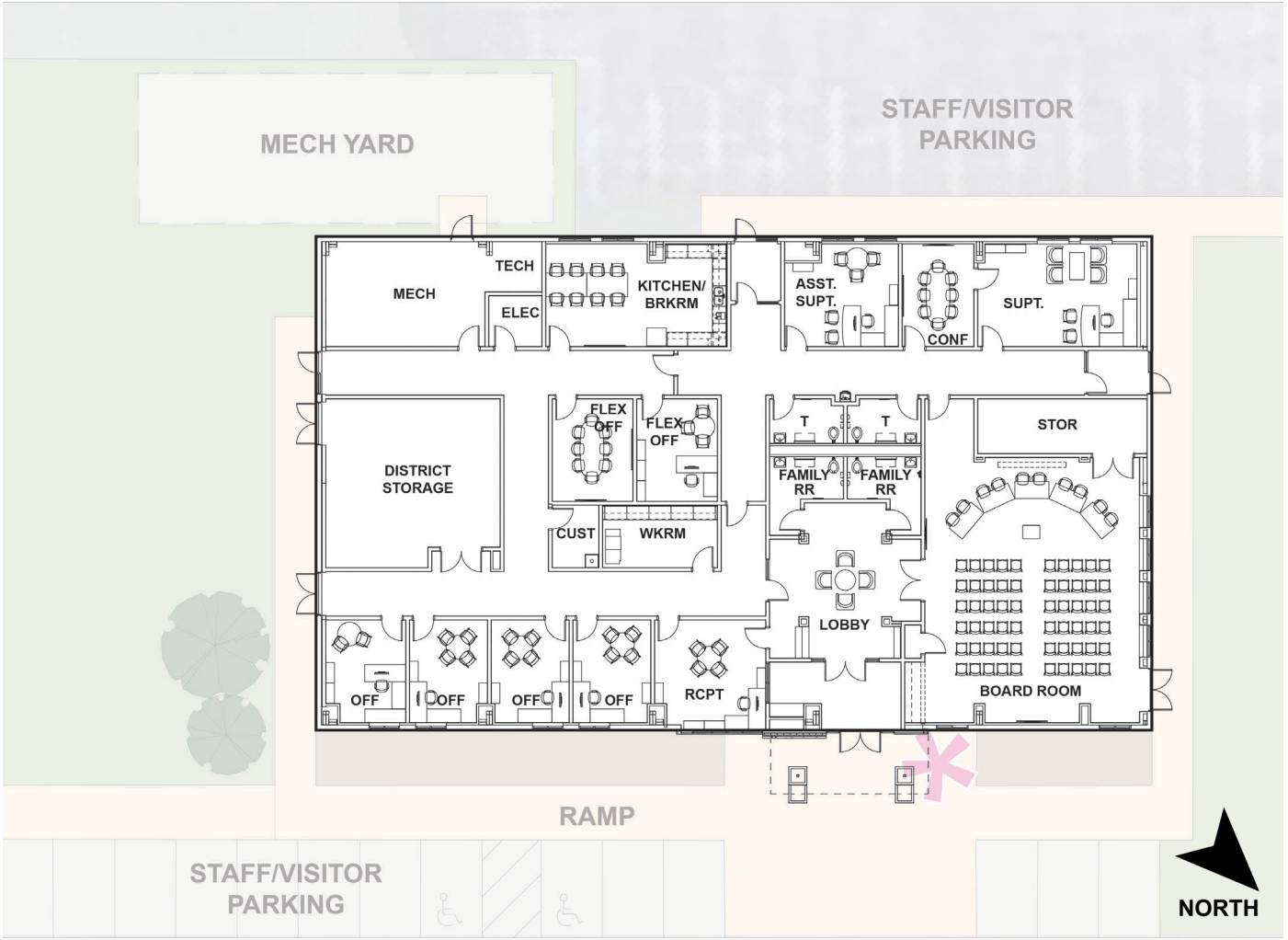
Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PLAN UPDATE

Floor Plan – Base Bid



Considerations

- **<u>TOTAL SF</u>: ± 8,000 SF**
- Floor plan accommodates all existing spaces and an additional (2) flex office spaces
- Space allocated for mechanical and electrical needs
- Secure Entry with Receptionist Office and accessible transaction counter in Lobby

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

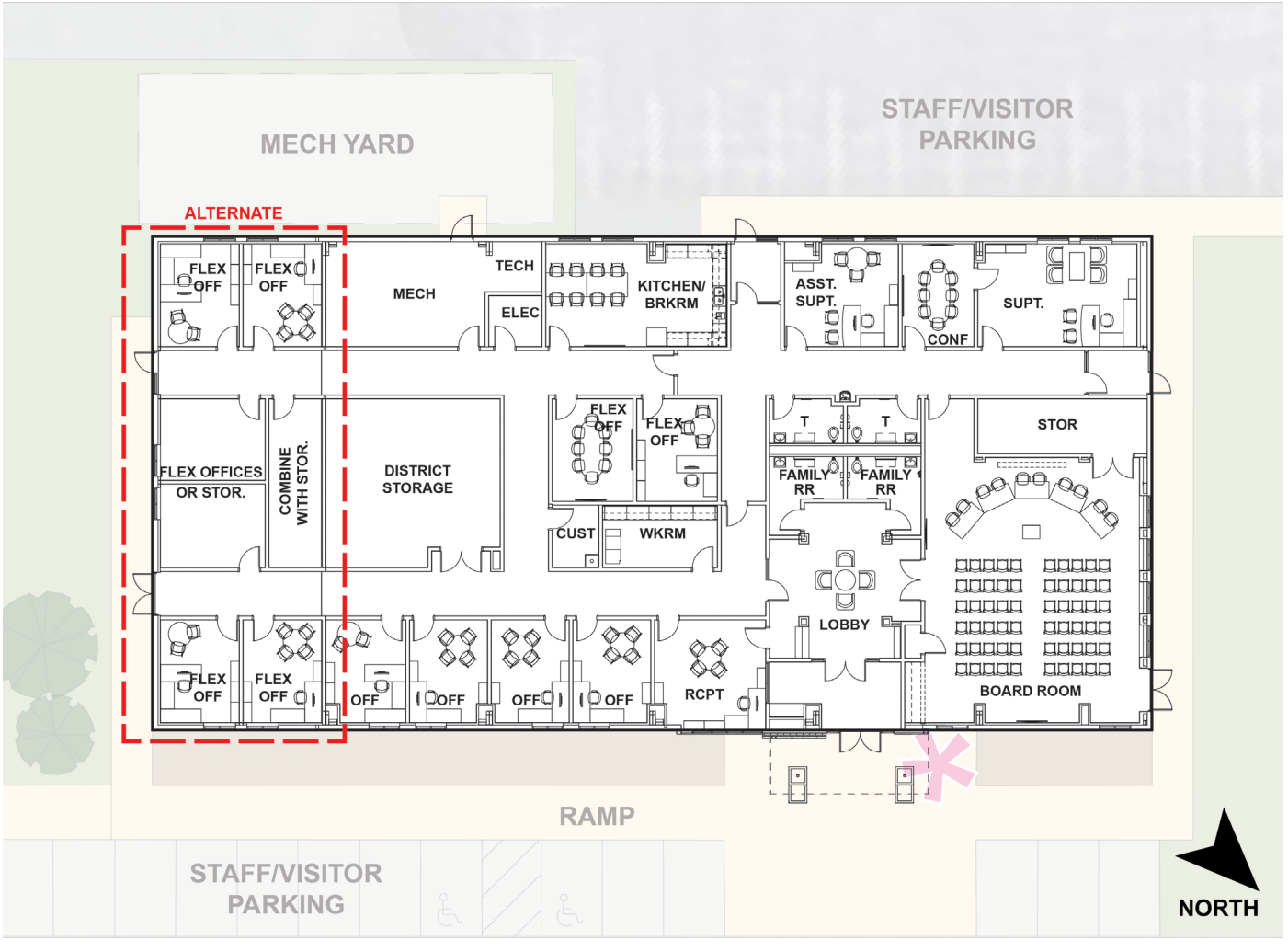
Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PLAN UPDATE

Floor Plan – Alternate Bid



Considerations

- **<u>TOTAL SF</u>: ± 10,100 SF**
- Floor plan accommodates all existing spaces and an additional (2) flex office spaces
- Space allocated for mechanical and electrical needs
- Secure Entry with Receptionist Office and accessible transaction counter in Lobby
- Alternate shell space expansion includes space for potential flex offices, conference, and/or added storage
  - *If included in project, interior build-out to be completed at a later time*

Back to Agenda

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PRELIMINARY EXTERIOR DISCOVERY

Back to Agenda

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PRELIMINARY EXTERIOR DISCOVERY

Back to Agenda

Overall View – Base Bid



School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PRELIMINARY EXTERIOR DISCOVERY

Back to Agenda

Overall View – Alternate Bid



School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PRELIMINARY EXTERIOR DISCOVERY

Back to Agenda

Overall View – Alternate Bid



School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PRELIMINARY INTERIOR DISCOVERY

Back to Agenda

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PRELIMINARY INTERIOR DISCOVERY

Back to Agenda

Lobby





School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PRELIMINARY INTERIOR DISCOVERY

Back to Agenda

Board Room





School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

BUDGET UPDATE

Back to Agenda

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

SCHEDULE

Back to Agenda

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

PRELIMINARY PLANNING SCHEDULE

Back to Agenda

Tentative Schedule Summary

TIME FRAME	MILESTONE
August 13, 2026	School Board Update
Week of August 31, 2026	Issue for Bid
Week of September 28, 2026	Receive Bids
July 2027	Substantial Completion

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

NEXT STEPS

Back to Agenda

School Board Meeting

THE WOLF DEN

July 16, 2026

CREATED FOR

Porter Township School Corporation

GIBRALTAR DESIGN

SKILLMAN

NEXT STEPS

Back to Agenda

- Continue next level of design and scope validation
- Review with Skillman to stay aligned with budget
- August TBD Finish Meeting
- August 13th School Board Design Update with Finishes & Final Design

Back to Agenda

GIBRALTAR
DESIGN

THANK YOU

CONTRIBUTORS | SKILLMAN

CREATED FOR | Porter Township Schools since 1897

Back to Agenda

Contract of Employment

By mutual consent of the parties in the manner permitted by I.C. 20-28-8-6, this Agreement (hereafter "Contract") supplements and, where indicated, supplants the terms of the regular teacher contract for the employment of Dr. Stacey Schmidt as Superintendent by the Board of School Trustees of the Porter Township School Corporation.

1. Parties to Contract and Definition of Terms. The parties to this Contract are:

a. "Superintendent," meaning Dr. Stacey Schmidt; and
b. "Board," meaning the governing body of the Porter Township School Corporation.
c. "School year" as used in this Contract means a twelve (12) month period beginning on July 1 of one calendar year and concluding on June 30 of the following calendar year; and
d. "School Corporation" as used in this Contract means the Porter Township School Corporation.

2. Employment of the Superintendent and Term of Employment. The Board employs the Superintendent and the Superintendent agrees to be employed by the Board in the position of Superintendent, which is the chief executive officer of the School Corporation, beginning on July 1, 2026 and concluding on June 30, 2029, subject to the terms of this Contract.

The parties agree that on each June 30 this Contract shall automatically be extended for an additional year effective that next day (i.e., on July 1) unless a party gives the other written notice on or before the preceding January 1 that the party does not agree to the automatic extension of this Contract. The parties agree that the operation of this Paragraph shall result in a continuous three (3) year contract unless one party provides timely written notice to the other pursuant to this Paragraph or the Contract is cancelled pursuant to Paragraph 6 of the Contract, but in no event shall the term of this Contract extend beyond June 30, 2034. All provisions other than the length of the Contract shall remain the same upon extension by operation of this Paragraph 2 unless the parties specifically agree in writing to the modification of a term of the Contract.

The parties agree that the Superintendent shall provide services on two hundred sixty (260) working days during each school year, scheduled and worked in accordance with a written schedule of working days established by the Superintendent so as to insure the full and competent performance of the duties established in Paragraph 3 of this Contract. The Superintendent's two hundred sixty (260) scheduled working days shall include vacation days, sick leave days, School Corporation holidays and any other leave granted pursuant to this Contract and Board Policy.

3. Duties of Superintendent and Evaluation. The Superintendent and the Board agree that policy making is the responsibility of the Board and that the operation and management of the School Corporation are the responsibility of the Superintendent. The parties further agree that this division of responsibilities is consistent with and shall continue to be implemented consistent with the Indiana School Boards Association Code of Ethics for School Board Members, which is incorporated into this Contract as a material term. The parties agree that the position of Superintendent is a unique position in the School Corporation and the Superintendent shall not be required to perform duties under the supervision of another School Corporation employee or perform duties other than those outlined in the job description. The Superintendent shall not be transferred, reassigned, or assigned additional duties by the Board without her written consent.

The Board agrees to formally review the Superintendent's performance once each school year and to present the results of the review to the Superintendent in writing. The Superintendent agrees that at all times while employed pursuant to this Contract she will fully meet the minimum qualifications for the position of superintendent which include maintaining a superintendent license from the State of Indiana.

4. Compensation and Benefits. As consideration for the performance of the duties of the position of superintendent and meeting the qualifications established in this Contract, the Board agrees that the Superintendent shall receive the following:

a. Base Salary. The Superintendent shall be paid an initial annual base salary in the amount of One Hundred Thirty - Eight Thousand One Hudnred Twenty Four Dollars ($138,124), which shall be paid in twenty-four (24) equal installments on the normal payroll dates of the School Corporation. Effective each July 1, provided the Superintendent's evaluation rating is "effective" or "highly effective", the annual base salary paid pursuant to this Paragraph 4(a) shall be increased by the same percentage increase or the equivalent to such percentage as applied to the Superintendent's salary, using the same factors applied to the salary increase for the School Corporation's eligible teachers, if any, as the result of collective bargaining for the contract year. Increases in base salary by operation of this Paragraph 4(a) shall be approved by the Board retroactive to the beginning of the contract year for which the increase is applicable (including the year beginning July 1, 2027), shall constitute an amendment to this Contract and shall become a part hereof, but shall not be considered a new agreement or an extension of the Contract.

b. Paid Leave.

i. Sick Leave. Each school year the Superintendent shall be credited with ten (10) paid days for personal illness or illness of a member of the Superintendent's family. If unused, sick leave days shall accumulate from year to year to a maximum of two hundred (200) days.

ii. Personal Days. Each school year the Superintendent shall be credited with three (4) paid personal days. Unused personal days will be converted to accumulated sick days.

iii. Vacation Leave. Each school year the Superintendent shall be credited with twenty (20) paid vacation days. The Superintendent may carry over unused vacation days but is limited to use of no more than thirty (30) vacation days per school year. School holidays and school break periods identified in the 180-day district calendar period, plus holidays outside of the school calendar and as identified by the School Corporation as administrative holiday days are not required working days for the Superintendent and are not counted toward the vacation day allocation.

iv. Bereavement Leave. Bereavement leave extending for not more than five (5) working days shall be allowed after the death of the Superintendent's spouse, child, parent, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grandparent of spouse, or a person living in the same home as part of the family. In the case of death of a cousin or close friend, bereavement leave of one (1) working day shall be granted. Bereavement leave for any other relationship must be approved by the Board.

v. Other Leaves. The Superintendent shall be entitled to paid or unpaid leave in any other circumstance in which paid or unpaid leave is required by state or federal law or permitted by the Board's policy then in force for paid leave for its administrative employees.

c. Insurance Benefits.

i. Medical/Dental/Vision. The Board shall provide the Superintendent and her eligible dependents group health, dental, and vision coverage offered by the Board to its administrative employees. The School Corporation shall pay the entire premium, except $1.00 payable by the Superintendent, for such coverage (single or family tiers). In the event this Contract is terminated without cause under Paragraph 6(b)(ii) or expires, the Board agrees to continue to pay for such coverage (at the then current tier) until the Superintendent is employed in a position that offers the same or similar health insurance benefits or becomes Medicare eligible, but in no event longer than a period of five (5) years.

ii. Short Term Disability. The Board shall provide the Superintendent with short-term disability coverage. The School Corporation shall pay the entire premium.

iii. Long Term Disability. The Board shall provide the Superintendent with long-term disability insurance coverage with a benefit amount of no less than two-thirds of the then current base salary to age sixty-five (65). The School Corporation shall pay the entire premium.

iv. Life Insurance Benefits. The Board shall provide the Superintendent with a life insurance policy in the amount of two (2) times the then current base salary. The School Corporation shall pay the entire premium.

d. Retirement Benefits.

i. ISTRF. The School Corporation shall pay the employer contribution to the Indiana State Teachers' Retirement Fund (ISTRF). All payments to the Superintendent coming within the definition of "annual compensation" as defined in I.C. 5-10.2-4-3(d), as amended from time to time, shall be included in the Superintendent's compensation reported to the Indiana State Teachers' Retirement Fund.

ii. 401(a) Contribution. The School Corporation shall make an annual contribution on behalf of the Superintendent into VALIC 401(a) plan in an amount equal to thirteen percent (13%) of the Superintendent's then current annual base salary. Such contributions shall become 100% vested upon deposit.

iii. Post-Retirement Health Insurance. At her sole expense, upon retirement as superintendent from the School Corporation, the Superintendent is eligible to remain on the School Corporation's then current health insurance plan (at the same coverage tier or below that as of the date of retirement) until eligible for Medicare or for like-coverage from a subsequent employer.

e. Vehicle Allowance. The Superintendent shall use her personal vehicle for performance of her duties hereunder and, except as provided herein, shall be responsible at her expense to maintain and insure the vehicle. To compensate the Superintendent for business use and necessary maintenance and repair of her personal vehicle during each school year of this Contract, the Board shall provide the Superintendent with a vehicle allowance in the amount of Four Thousand Eight Hundred Dollars ($4,800), payable in equal installments on the normal payroll dates of the School Corporation. The Board shall reimburse the Superintendent for mileage based on the current IRS rate for business related travel outside the boundaries of the School Corporation. The Superintendent shall provide documentation regarding use of the vehicle consistent with IRS standards and Board protocols.

f. Technology Stipend. The Board will provide the Superintendent with technology equipment (e.g., computers, laptops, peripheral devices) consistent

with that provided to School Corporation administrators. To compensate for technology costs (additional equipment and service) for remote access for work performed by the Superintendent outside of the office, the Board shall provide the Superintendent with a technology stipend in an amount no less than One Thousand Nine Hundred Eighty Dollars ($1,980.00) per school year.

g. Business and Professional Activities. The Board expects the Superintendent as a condition of employment to continue professional growth and education through participation in appropriate meetings and professional organizations. The Board agrees to pay all reasonable expenses related to the Superintendent's attendance and participation in these organizations and/or conferences, seminars, and meetings, including registration fees, travel, and food.

h. Benefits Provided to All Administrators The Superintendent shall be entitled to receive the benefits established by the Board for all administrative employees of the Board. To the extent that benefits for other administrative employees duplicate a benefit provided pursuant to this Contract, the benefit provided by this Contract shall be the benefit provided to the Superintendent.

5. Regular Teacher's Contract. In accordance with applicable Indiana authority, the School Corporation and Superintendent hereby incorporate by reference all the provisions of the Regular Teacher's Contract, as executed by Superintendent and School Corporation on the official form prescribed by the State Superintendent of Public Instruction, for each applicable contract year, setting forth the base salary and schedule of installment payments for the Superintendent for that contract year, except those provisions which are not applicable to persons employed as Superintendent of a school corporation and except as modified in this Contract.

6. Cancellation of Contract

a. Termination of Contract. This Contract may be terminated pursuant to I.C. 20-28-8-7, as follows:

i. Mutual. The Board and the Superintendent may mutually consent to termination on any date; or

ii. For Cause. The Board may terminate the Contract for cause before the expiration date set forth in the Contract under a statute that sets forth causes for dismissal of teachers. However, the Board must give the Superintendent proper notice and, if the Superintendent requests a hearing at least ten (10) days before the effective date of termination, must grant the Superintendent a hearing at an official meeting of the Board of School Trustees; or

iii. Expiration. Upon the expiration of the term of the Contract.

b. Termination without Cause. The parties agree that the following shall be the sole and exclusive means of terminating this Contract during its term without cause:

i. Mutual. The parties may agree in writing to terminate this Contract without cause; or

ii. At Board's Election. The Board shall provide the Superintendent with at least One Hundred Eighty (180) days' prior written notice that it is canceling this Contract without cause and shall pay the Superintendent a lump sum equivalent to one year's salary (not to exceed the then current statutory maximum pursuant to I.C. 20-28-8-6) payable within One Hundred Eighty (180) days of the effective date of such termination; or

iii. At Superintendent's Election. The Superintendent shall provide the Board with at least Sixty (60) days' prior written notice of termination; or

iv. Disability. If the Superintendent is determined to be disabled within the terms of the long-term disability policy provided by the Board and is entitled to benefits under that policy.

c. Waiver of Due Process and Breach of Contract Remedies. Except as provided in Paragraph 6(a) of this Contract, the parties agree that the provisions of Paragraph 6(b) of this Contract shall be the sole and exclusive means of canceling this Contract or obtaining a legal or equitable remedy for breach of this Contract. In exchange for the agreement to the terms of Paragraph 6(b) by the other party, the Board and Superintendent each waives the application of the termination provisions and the hearing requirement under I.C. 20-28-8-7(2), as amended from time to time, and any due process required by the Superintendent's status as a teacher, the application of any other procedural requirement or substantive standard imposed by state or federal law, and any cause of action for damages or equitable relief arising out of the cancellation of this Contract except as is necessary to enforce this Contract in an action unrelated to its cancellation.

7. Defense and Indemnification of the Superintendent for Acts or Omissions. The Board agrees to provide the Superintendent with legal counsel selected and paid for by the Board and to defend, indemnify and hold harmless the Superintendent from any and all demands, claims, suits, actions or legal proceedings brought against the Superintendent in her official capacity as agent or employee of the Board or the School Corporation, or in her individual capacity, provided the same arose while she was acting within the scope of her employment with the Board as a Superintendent. All actions, choices and decisions made, which are customarily and usually considered within the authority and responsibility of an Indiana public school administrator, or which were made under apparent authority of statute or applicable common law or were specifically or impliedly authorized by the Board, shall be

considered within the scope of employment for purposes of this provision, except for intentional acts, acts in reckless disregard of the law or acts which serve as the basis for criminal charge. Notwithstanding any provision in this Contract to the contrary, the rights and obligations set forth in this Paragraph 7 regarding issues which occurred during the Superintendent's employment with the School Corporation shall survive the Termination Date.

8. Entire Agreement. The parties agree that each has had the opportunity to obtain the assistance of counsel in the process of negotiating and preparing the terms of this Contract, has had sufficient time to consider and understand the terms of this Contract, and that this Contract therefore contains all the agreed terms of employment of the Superintendent by the Board and will not be modified except in a written document making specific reference to this Contract and the specific provision to be modified. A modification to this Contract shall be approved by both parties in the same manner that this Contract was approved.

To the extent that this Contract is inconsistent with the Superintendent's regular teacher contract, a prior contract between the parties, or any other policy or benefit schedule of the Board, the terms of this Contract shall control.

Agreed this _____ day of July, 2026.

Superintendent

_____
Stacey M. Schmidt, Ph.D.

Board of School Trustees
Porter Township School Corporation

By: _____
Natalie Wargo, D.D.S., President

Attest:

By: _____
Mary Harlow, Secretary

Back to Agenda

June 30, 2026 FINANCIAL REPORT

6.26 Monthly Board

FUND NAME	Beginning Balance	Ending Balance	Amount of Change	Appropriations % Spent	Months	% of Year
EDUCATION -101.00, 101.02	$ 760,374.14	$ 1,008,552.80	$ 248,178.66			
101.01 Curricular Materials breakout	$ 241,971.99	$ 256,053.78	$ 14,081.79			
101.03 Instructional Supplies breakout	$ (1,808.93)	$ 2.91	$ 1,811.84			
TOTAL	**$ 1,000,537.20**	**$ 1,264,609.49**		46.44%	6/12	50%

Notes:

Ending Cash balance is 10.7% of 2026 Budget, including Curricular Materials and Instructional Supplies. Roughly 9.5% would pay for 1 months of expenditures in this fund.
$178,608.54 of expenditures are PO's

DEBT SERVICE	$ 3,847,331.39	$ 1,193,372.77	$ (2,653,958.62)	52.98%	6/12	50%

Notes:

OPERATION	$ 2,496,509.55	$ 2,538,076.01	$ 41,566.46	51.67%	6/12	50%

Notes:

Ending Cash balance is 49.54% of 2026 Budget. This fund should not be below roughly 15% in order to pay for one month of expenditures.
$357,475.11 of expenditures are PO's

RAINY DAY	$ 147,130.46	$ 147,465.69	$ 335.23

Notes:

Moved money to Trust Indiana for better interest rates. Money will remain reflected in this fund.
Invested in an 8 Month CDs at 3.75%

FOOD SERVICES 800.00, 800.01, 800.03	$ 645,230.49	$ 611,007.48	$ (34,223.01)

Notes:

Patron Account $33,263.46

TRECS - Trust Indiana - Debt Collections	$ 5,193.34	$ 7,916.14	$ 2,722.80

Notes:

INVESTMENT - CD's	$ 500,000.00	$ 500,000.00	$ -

Notes:

$500,000 8 mos Rainy Day Funds, Operations CD matured this month

Percent of Education Revenue Transferred to Operations (by end of 2026 not more than 15%)
12.48%

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

Percentage of Certified Salary to State Funding - 65% minimum	
69.82%	**Predicted to meet for 25.26 SY**

Funding Floor	
96.91%	**Did not meet for 25.26 SY**

Notes:

Respectfully submitted:
Kathleen B. Smith, CPA, CFO

6.26 Monthly Board.xls

Monthly Fund Balance Report
PORTER TOWNSHIP SCHOOL CORPORATION
From: 06/01/2026 | To: 06/30/2026
Form 9: Exclude Form 9

Fund	Description	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	End Balance
0101.00	EDUCATION	$760,374.14	$978,038.06	$951,134.23	$239,874.83	$18,600.00	$1,008,552.80
0101.01	CURRICULAR MATERIALS	$241,971.99	$1,443.17	$3,721.38	$18,600.00	$2,240.00	$256,053.78
0101.02	24.25 David C Ford Grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0101.03	Instructional Supplies	-$1,808.93	$2,920.75	$3,348.91	$2,240.00	$0.00	$2.91
0200.00	DEBT SERVICE	$3,847,331.39	$689,616.44	$3,343,575.06	$0.00	$0.00	$1,193,372.77
0250.00	RETIREMENT/SEVERANCE BOND	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0300.00	OPERATIONS	$2,496,509.55	$520,795.09	$479,228.63	$0.00	$0.00	$2,538,076.01
0610.00	LOCAL RAINY DAY	$147,130.46	$335.23	$0.00	$0.00	$0.00	$147,465.69
0620.00	SEVERANCE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0630.00	Post-Retire/Severance Futur...	$20,494.63	$34.36	$0.00	$0.00	$0.00	$20,528.99
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 CONSTRUCTTION	$1,900,892.40	$3,265.73	$109,676.12	$0.00	$0.00	$1,794,482.01
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	$650,614.58	$33,468.79	$69,410.25	$0.00	$0.00	$614,673.12
0800.01	SUPPLY CHAIN ASSISTANCE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0800.03	FRESH FRUITS & VEG PROGRAM	-$5,384.09	$4,950.24	$3,231.79	$0.00	$0.00	-$3,665.64
1300.00	Special Education shared se...	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
1300.02	East Porter SPED portion of...	-$54,325.12	$38,261.20	$1,406.44	$0.00	$0.00	-$17,470.36
1300.03	MSD Boone SPED portion of s...	-$47,927.67	$53,155.26	$21,641.82	$0.00	$0.00	-$16,414.23
1300.04	Union SPED portion of share...	-$6,365.56	$24,175.71	$38,844.36	$0.00	$0.00	-$21,034.21
1400.00	JOINT OPERATIONS- VOCATIONAL	$298,181.91	$94,736.25	$161.32	$0.00	$237,738.12	$155,018.72
1700.00	Digital Devices	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
1700.01	Digital Repairs	$3,248.28	$3,257.04	$598.00	$0.00	$0.00	$5,907.32
1700.02	Digital Accessories	$9,317.74	$1,115.87	$35.00	$0.00	$0.00	$10,398.61
1701.00	PERM STANLEY NATURE CENTER ...	$316.80	$0.00	$0.00	$0.00	$0.00	$316.80
1702.00	INCENTIVE PROGRAMS	$11,537.69	$503.08	$0.00	$0.00	$0.00	$12,040.77
1703.00	CB&T/FIDELITY ACCOUNT	$3,163.88	$0.00	$0.00	$0.00	$0.00	$3,163.88
1705.00	FOOD SERVICE LOCAL	$250.00	$0.00	$0.00	$0.00	$0.00	$250.00
1725.00	PLE WALMART GRANT	$2,407.11	$0.00	$392.43	$0.00	$0.00	$2,014.68
1850.00	EDUCATIONAL LICENSE PLATES	$987.50	$18.75	$0.00	$0.00	$0.00	$1,006.25
1937.00	BGE LIBRARY	$509.04	$0.00	$0.00	$0.00	$0.00	$509.04
1939.00	MS LIBRARY	$109.38	$0.00	$0.00	$0.00	$0.00	$109.38
1940.00	PLE LIBRARY	$910.45	$134.06	$0.00	$0.00	$0.00	$1,044.51
2000.00	Student Scholarships, PCCF	$7,688.23	$0.00	$0.00	$0.00	$0.00	$7,688.23
2001.00	Donations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2001.01	Superintendent Donations	$14,644.90	$0.00	$0.00	$0.00	$0.00	$14,644.90
2001.02	Angel/Feed it Frwd Fund - Cafe	$14,677.12	$379.05	$0.00	$0.00	$0.00	$15,056.17
2001.03	PTSC Ed Foundation Awards/D...	-$468.16	$591.69	-$69.99	$0.00	$0.00	$193.52
2200.00	ADULT, ALTERNATIVE, CON ED	$84,813.89	$0.00	$14,038.20	$0.00	$0.00	$70,775.69
2300.00	FACILITY COMMUNITY RENTALS	$16,938.94	$0.00	$0.00	$0.00	$0.00	$16,938.94
2301.00	ATHLETIC/CLUB TRANSPORTATION F	-$1,087.27	$2,852.50	$1,522.01	$0.00	$0.00	$243.22
2302.00	STUDENT DRUG TESTING FEES	$5,627.52	$885.00	$566.00	$0.00	$0.00	$5,946.52
2310.00	TEACHER ACTIVITY FUND	$1,430.57	$0.00	$0.00	$0.00	$0.00	$1,430.57
2311.00	WELLNESS GRANT	$52.53	$0.00	$52.53	$0.00	$0.00	$0.00
2600.00	PCCF Early Learning Birth-A...	$0.00	$30,000.00	$0.00	$0.00	$0.00	$30,000.00
2701.00	English Masters Scholarship	$15,000.00	$0.00	$4,255.21	$0.00	$0.00	$10,744.79
2702.00	Pride of the Pack Scholarship	$2,000.00	$0.00	$0.00	$0.00	$0.00	$2,000.00

Monthly Fund Balance Report
PORTER TOWNSHIP SCHOOL CORPORATION
From: 06/01/2026 | To: 06/30/2026
Form 9: Exclude Form 9

Fund	Description	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	End Balance
3028.25	FORMATIVE ASSMNT/NWEA 24-25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3028.26	FORM ASSMNT/NWEA 25-26	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3140.00	FY24 Early Literacy Achieve...	$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	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3199.25	COMMON SCH SPRING 2025 B0550	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3199.26	Common School Fall 26 $115,200	-$875.97	$0.00	$16,629.05	$0.00	$0.00	-$17,505.02
3250.00	MEDICAID REIMBURSEMENT	$0.00	$2,136.71	$0.00	$0.00	$2,136.71	$0.00
3270.25	Secured School Safety 24.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3270.26	25.26 Secured Safety Grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3271.00	25.26 STEM Integration Grant	$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	$6,231.72	$0.00	$0.00	$0.00	$0.00	$6,231.72
3750.00	TEACHER APPRECIATION GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3769.25	HIGH ABILITY 2025 $28,994.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3769.26	HAP GRANT, 25-26 $29,353.00	$15,296.27	$0.00	$15,296.27	$0.00	$0.00	$0.00
3780.00	STATE CONNECTIVITY GRANT	$74,648.61	$0.00	$1,700.00	$0.00	$0.00	$72,948.61
3957.00	Career Coaching Grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3957.01	Career Coaching - Coach	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
3957.02	Career Coaching - Staff/Stu...	$1.17	$0.00	$0.00	$0.00	$0.00	$1.17
4125.00	Title I FY2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4126.00	TITLE I FY2026	-$11,420.24	$0.00	$6,254.37	$0.00	$0.00	-$17,674.61
5200.00	24.25 IDEA Para Pro Grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5806.00	FFY24 Title IV - $10,001.47	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5807.00	FFY2025 - TITLE IV - $10,00...	-$1,602.00	$0.00	$702.00	$0.00	$0.00	-$2,304.00
6460.00	Federal Medicaid	$4,771.61	$0.00	$0.00	$0.00	$0.00	$4,771.61
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	-$1,661.49	$0.00	$6,594.00	$0.00	$0.00	-$8,255.49
6848.00	TITLE II FY2026	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8400.00	FOOD SERVICE PATRON ACCOUNTS	$31,016.30	$2,268.51	$21.35	$0.00	$0.00	$33,263.46
8502.00	TRECS DEBT COLLECTIONS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9999.00	Clearing Control	$3,272.88	$232,902.34	$232,516.97	$0.00	$0.00	$3,658.25
Totals:		$10,561,444.68	$2,724,240.88	$5,326,483.71	$260,714.83	$260,714.83	$7,959,201.85

Back to Agenda

PORTER TOWNSHIP SCHOOL CORPORATION
Educ & Operation Fund Transfers
Date Range: 7/1/2026 - 7/31/2026

Post Date	TRF Amount	TRF #	Description	User	Input Date	Accounts	
07/16/2026	$147,360.30	1157	06.26 Ed to Op Transfer	ksmith	07/08/2026	TRFOUT 0101.00	TRFIN 0300.00
*** Total:	$147,360.30						

KJS

Allowance of Transfers

We have examined the transfers listed on the foregoing Educ & Operation Fund Transfers Report, consisting of the 1 previous page(s), and, except for the transfer(s) not allowed on the report, such transfers are hereby allowed as reported this 8th day of July, 2026.

FISCAL OFFICER(S)

Kathleen B Smith

CFO/Corporation Treasurer - Kathleen B. Smith

BOARD MEMBERS

_____ - President

_____ - Vice President

_____ - Secretary

_____ - Member

_____ - Member

Back to Agenda

Education to Operations Transfer

Resolution to transfer not more than 15% per month

$1,200,000 Transfer amount on 2026 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**	$ 993,882.38	$ 149,082.36	15.00%	$ 149,082.36	$ -	$ 993,882.38	$ 149,082.36	15.00%
2	February	$ 915,673.44	$ 137,351.02	15.00%	$ 137,351.02	$ -	$ 1,909,555.82	$ 286,433.38	15.00%
3	**March**	$ 948,789.17	$ 142,318.38	15.00%	$ 142,318.38	$ -	$ 2,858,344.99	$ 428,751.76	15.00%
4	April	$ 1,030,989.93	$ 154,648.49	15.00%	$ 154,648.49	$ -	$ 3,889,334.92	$ 583,400.25	15.00%
5	**May**	$ 985,820.78	$ -	0.00%	$ 147,873.12	$ (147,873.12)	$ 4,875,155.70	$ 583,400.25	11.97%
6	June	$ 982,401.98	$ 147,360.30	15.00%	$ 147,360.30	$ -	$ 5,857,557.68	$ 730,760.55	12.48%
7	**July**			#DIV/0!	$ -	$ -	$ 5,857,557.68	$ 730,760.55	12.48%
8	August			#DIV/0!	$ -	$ -	$ 5,857,557.68	$ 730,760.55	12.48%
9	**September**			#DIV/0!	$ -	$ -	$ 5,857,557.68	$ 730,760.55	12.48%
10	October			#DIV/0!	$ -	$ -	$ 5,857,557.68	$ 730,760.55	12.48%
11	**November**			#DIV/0!	$ -	$ -	$ 5,857,557.68	$ 730,760.55	12.48%
12	December			#DIV/0!	$ -	$ -	$ 5,857,557.68	$ 730,760.55	12.48%
		$ 5,857,557.68	$ 730,760.55						

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.

2026 Percent of Transfer 6.30.26.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

Back to Agenda

RESOLUTION #1025 – 332
RESOLUTION TO TRANSFER AMOUNTS FROM THE EDUCATION FUND TO THE OPERATIONS FUND

EFFECTIVE JANUARY 1, 2026

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 9th day of October, 2025.

BOARD OF SCHOOL TRUSTEES
PORTER TOWNSHIP SCHOOL CORPORATION

President

ATTEST:

Secretary

Back to Agenda

Post Date	Doc. #	Fund #	Fund Description	Transfer Description	Transfer IN	Transfer OUT
06/15/2026	1153	0101.00	EDUCATION	6.26 Ed to CM	$0.00	$18,600.00
06/16/2026	1152			70% of CTE $ - Non-BG Students	$237,738.12	$0.00
06/16/2026	1155			6.26 Medicaid Trsf to Ed Fund	$2,136.71	$0.00
				FUND TOTAL FOR 0101.00 EDUCATION	239,874.83	18,600.00
06/15/2026	1153	0101.01	CURRICULAR MATERIALS	6.26 Ed to CM	$18,600.00	$0.00
06/15/2026	1154			CM to Instructional Supplies	$0.00	$2,240.00
				FUND TOTAL FOR 0101.01 CURRICULAR MATERIALS	18,600.00	2,240.00
06/15/2026	1154	0101.03	Instructional Supplies	CM to Instructional Supplies	$2,240.00	$0.00
				FUND TOTAL FOR 0101.03 Instructional Supplies	2,240.00	0.00
06/16/2026	1152	1400.00	JOINT OPERATIONS- VOCATIONAL	70% of CTE $ - Non-BG Students	$0.00	$237,738.12
				FUND TOTAL FOR 1400.00 JOINT OPERATIONS- VOCATIONAL	0.00	237,738.12
06/16/2026	1155	3250.00	MEDICAID REIMBURSEMENT	6.26 Medicaid Trsf to Ed Fund	$0.00	$2,136.71
				FUND TOTAL FOR 3250.00 MEDICAID REIMBURSEMENT	0.00	2,136.71
				OVERALL REPORT TOTAL	$260,714.83	$260,714.83

Back to Agenda

Allowance of Transfers

We have examined the transfers listed on the foregoing Transfer Activity Report, consisting of the 1 previous page(s), and, except for the transfer(s) not allowed on the report, such transfers are hereby allowed as reported this 7th day of July, 2026.

FISCAL OFFICER(S)

Kathleen B Smith

CFO/Corporation Treasurer - Kathleen B. Smith

BOARD MEMBERS

_____ - President

_____ - Vice President

_____ - Secretary

_____ - Member

_____ - Member

Back to Agenda

PORTER TOWNSHIP SCHOOL CORPORATION
Investment Register - Open
No Date Range Specified

Inv. Acct	Inv. Number	Purchase Date	Redemption Date	Issued By	Initial Investment	Investment Balance	Interest Percent	Anticipated Interest	Interest Received
0610.00	3	11/25/2025	07/25/2026	1st Source Bank	500,000.00	500,000.00	3.75	12,365.21	.00
TOTAL ALL INVESTMENTS					500,000.00	500,000.00		12,365.21	.00

Submitted to the Board for Approval on July 8, 2026.

Kathleeen B Smith

Kathleeen B Smith, CFO/Treasurer

Secretary

President

Member

Vice President

Member

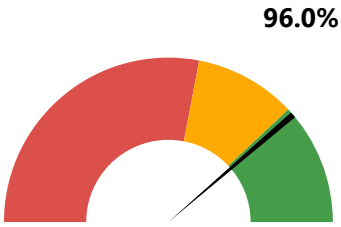
Porter Township School Corporation

Financial Update | July 2026

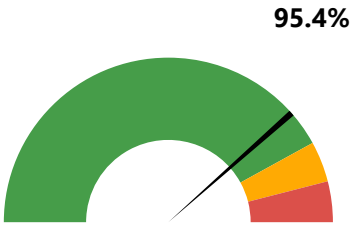
Education & Operations Funds

Dollars in Thousands

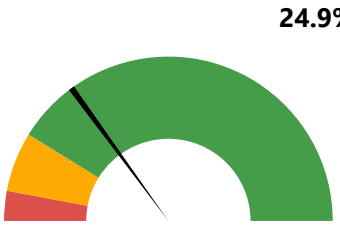
	2024	2025	2026	2027	2028	2029	2030	2031
Beginning Cash Balance	**$2,975.7**	**$2,782.4**	**$2,614.7**	**$3,299.5**	**$3,115.7**	**$2,711.1**	**$2,167.6**	**$1,497.3**
Cash Inflow								
Revenues	15,125.1	16,405.1	15,762.6	16,266.1	16,569.0	16,868.6	17,205.3	17,549.8
Transfer In	1,251.5	1,450.0	2,071.2	1,277.4	1,288.8	1,300.4	485.4	485.5
Total Cash Inflow	**16,376.7**	**17,855.0**	**17,833.8**	**17,543.5**	**17,857.9**	**18,169.0**	**17,690.7**	**18,035.3**
Cash Outflow								
Expenditures	(15,832.3)	(16,478.7)	(15,827.8)	(16,700.1)	(17,224.0)	(17,662.5)	(18,126.3)	(18,617.5)
Transfer Out	(737.7)	(1,544.1)	(1,321.2)	(1,027.2)	(1,038.5)	(1,050.0)	(234.8)	(234.8)
Total Cash Outflow	**(16,570.0)**	**(18,022.8)**	**(17,149.0)**	**(17,727.3)**	**(18,262.5)**	**(18,712.5)**	**(18,361.1)**	**(18,852.3)**
Surplus (Deficit)	**(193.3)**	**(167.7)**	**684.8**	**(183.8)**	**(404.6)**	**(543.4)**	**(670.4)**	**(816.9)**
Ending Cash Balance	**$2,782.4**	**$2,614.7**	**$3,299.5**	**$3,115.7**	**$2,711.1**	**$2,167.6**	**$1,497.3**	**$680.3**
Ending Cash Balance + Rainy Day	**$3,423.3**	**$2,760.1**	**$3,945.0**	**$3,761.1**	**$3,356.5**	**$2,813.1**	**$2,142.7**	**$1,325.8**
Balance as Pct of Expenditures	**21.6%**	**16.7%**	**24.9%**	**22.5%**	**19.5%**	**15.9%**	**11.8%**	**7.1%**



Revenues 2026 Proj vs 2025

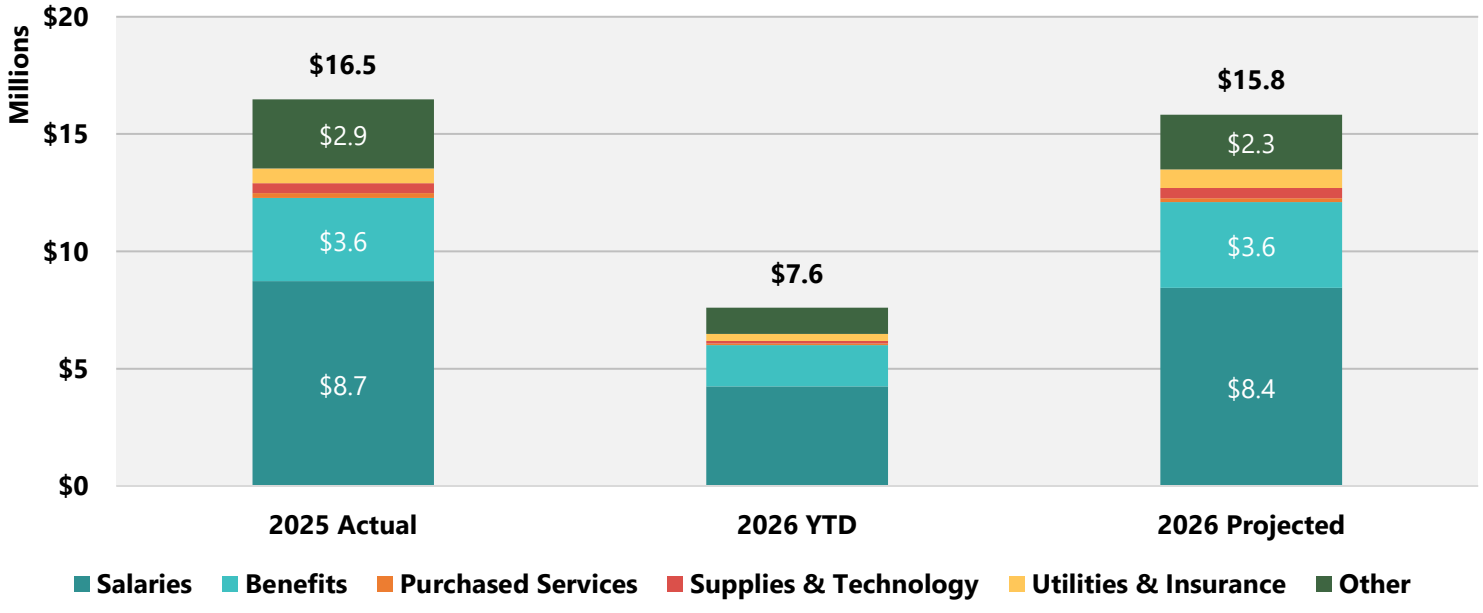


Expenditures 2026 Proj vs 2025



2026 Proj Ending Balance as Pct of Proj Expenditures

2025 Expenditures vs 2026 Projected Expenditures



Actuals through June 2026

Date: 7/10/2026

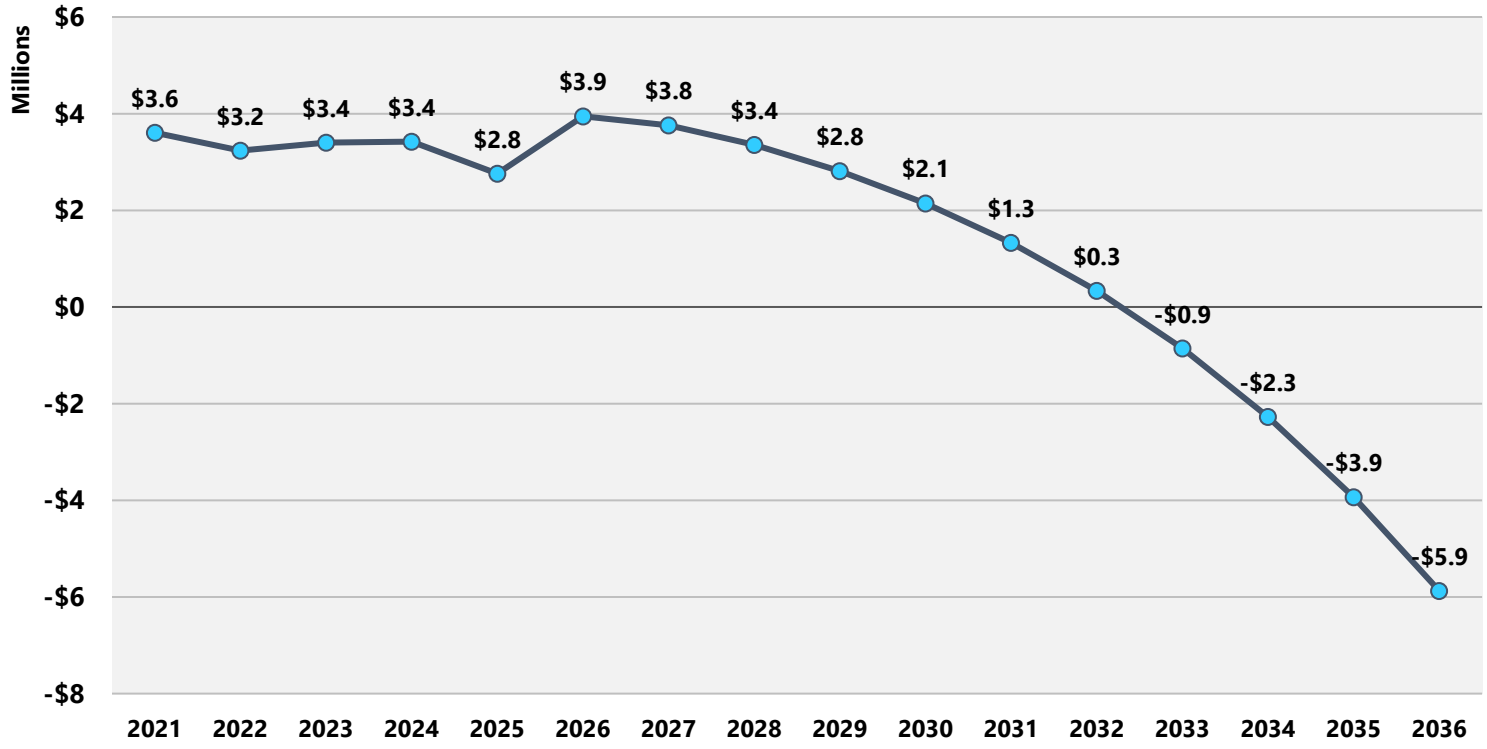
Porter Township School Corporation

Financial Update | July 2026

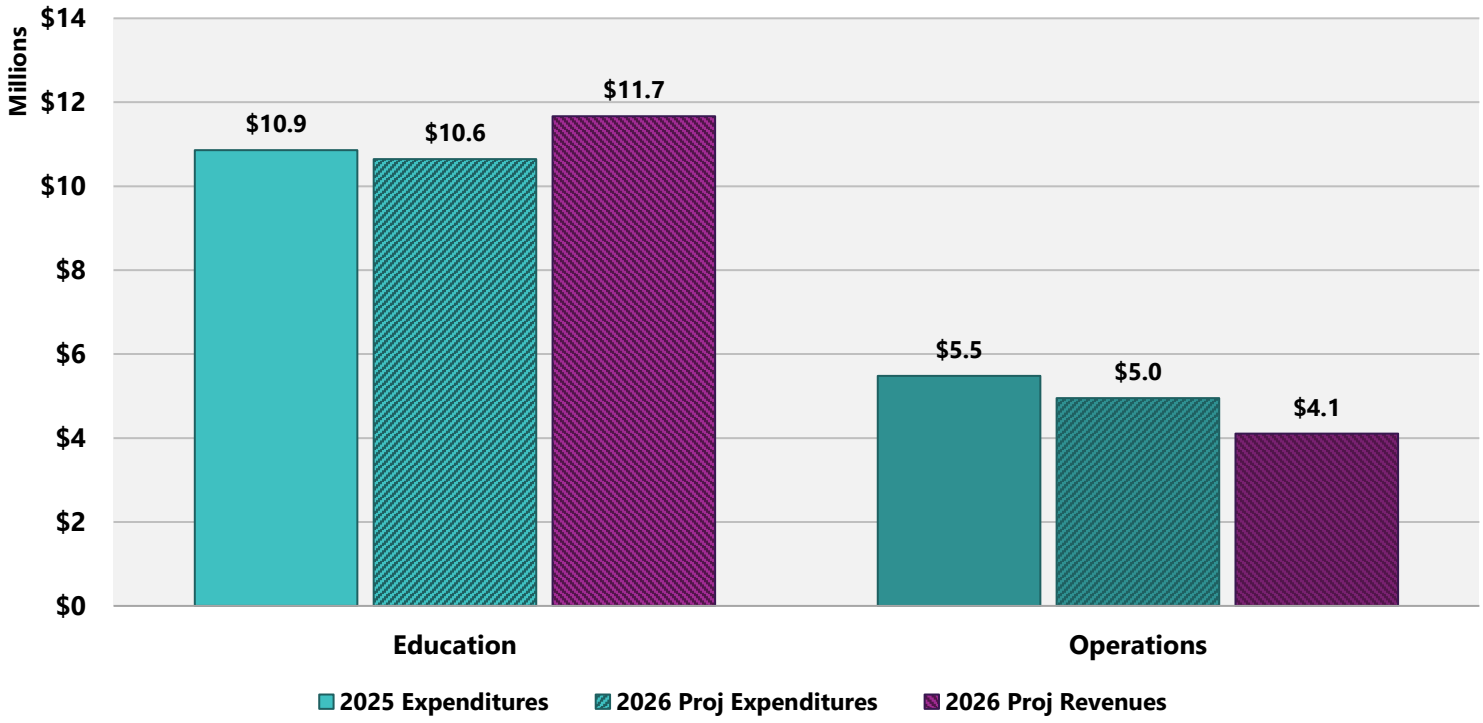
POLICY ANALYTICS LLC

Ending Cash Balance Projection

Education, Operations & Rainy Day Funds



2025 Expenditures vs 2026 Projected Expenditures



Actuals through June 2026

Date: 7/10/2026

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

Back to Agenda

To: **Board of School Trustees**
From: **Kathleen Smith, CFO**
Date: **July 9, 2026**
Re: **Permission to Pre-Pay**

I am requesting permission to pay all future invoices from PLE's new water/wastewater provider, Indiana American Water, as an off-docket item in order to avoid late fees.

KBS

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

Back to Agenda

PORTER TOWNSHIP SCHOOL CORPORATION

RESOLUTION 0726-343
2026 HOMESTEAD CREDIT TRANSFERS BETWEEN THE DEBT SERVICE AND THE OPERATIONS FUNDS

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

WHEREAS, HEA 1210 allows schools to spread the financial impact of the new supplemental homestead credit provided under Indiana Code 6-1.1-20.6-7.7 across all non-exempt funds that levy property taxes, rather than only the operations fund.

THEREFORE, BE IT RESOLVED, that the Board of School Trustees approves the following maximum amount to be transferred from the Debt Service Fund to the Operations Fund during CY 2026.

Total Anticipated Maximum Amount to be Transferred: $361,394.26

BE IT FURTHER RESOLVED, that any such actions consistent with that intent heretofore effected by the School Corporation's Treasurer be, and hereby are, ratified and approved.

Adopted this 16th day of July 2026.

_____
President, Board of School Trustees
Porter Township School Corporation

ATTEST:

_____
Secretary, Board of School Trustees
Porter Township School Corporation

Back to Agenda

AMENDMENT TO STANDARD FORM OF AGREEMENT BETWEEN THE OWNER AND CONSTRUCTION MANAGER

AMENDMENT NO. 2

This Amendment No. 2 is made as of this 16th day of June 2026, by and between Porter Township School Corporation (the "Owner") and The Skillman Corporation (the "Construction Manager").

Subject Matter of Amendment

The Owner and Construction Manager previously entered into an AIA Document C132 – 2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser, electronically modified and executed on December 12, 2024. Amendment No.1 dated September 19, 2025, is also part of this agreement.

This Amendment adds additional scope under the existing Agreement for the following project:

Project Name:

New Administration Center

Project Scope:

- Construct new 8,000 – 10,000 square feet Administration Center
- Building to be constructed on existing Boone Grove High School Campus
- Construction includes associated sitework and parking

Project Schedule:

Refer to Exhibit A-2 – PTS New Administration Center Program Budget/Schedule dated June 16, 2026

Amendment to Article 14 – COMPENSATION

14.1.1 Basic Services Fee

The lump sum compensation for Basic Services shall be:

$100,000.00

14.1.2 Construction Management Staffing

The lump sum compensation for a 1 Full-Time Site Manager, 1 Project Engineer and Support Staff for 6 months shall be:

$202,500.00

All other terms and conditions of the original Agreement shall remain unchanged and in full force and effect. This Amendment shall be deemed incorporated into and made part of the original Agreement.

IN WITNESS WHEREOF, the parties have entered into this Amendment as of the date first written above.

OWNER:

Porter Township School Corporation

By:

_____ Date: _____

Dr. Stacey Schmidt
Superintendent

CONSTRUCTION MANAGER:

The Skillman Corporation

By:

_____ Date: 6/16/26

Scott V. Cherry
Sr. Vice President

Porter Township School Corporation

Amendment No. 2 - Boone Grove High School Improvements

EXHIBIT "A-2" - PTS New Administration Center Program Budget/Schedule

June 16, 2026

PROJECT	Conceptual Budget			Duration (Mos.)	2026												2027					
	Construction Costs	Soft Costs	Total Project		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
Original Contract																						
Porter Lakes Elementary School Addition	$ 14,800,000	$ 2,940,000	$ 17,740,000	16	Construction																	
District-Wide Improvements	$ 500,000	$ 100,000	$ 600,000	10					Construction													
Totals	$ 15,300,000	$ 3,040,000	$ 18,340,000	16																		
Amendment No.1																						
Boone Grove HS Campus Improvements	$ 8,500,000	$ 1,000,000	$ 9,500,000	12		Construction																
Amendment No.2																	*Additional Time (6 Mos.)*					
Porter Township Schools New Administration Center	$ 4,000,000	$ 1,000,000	$ 5,000,000	10											Construction							

Back to Agenda

RECEIVED
JUN 19 2026
Porter Township
School Corporation

TO: Board of School Trustees

FROM: Loretta Rowland

DATE: 6/09/2026

RE: Food Service Bid Recommendations for 2026-2027

___PORTER TOWNSHIP SCHOOL_____'s Food Service Department is a member of the NIESC School Food Cooperative. The Indiana Department of Education has approved the NIESC School Food Cooperative as a registered School Food Authority Cooperative.

After a comprehensive evaluation of requests for proposals (RFPs) and contract renewals for the 2026–2027 school year, the Food Service Department recommends proceeding with purchases under the contracts awarded through this process. These contracts were formally approved by the NIESC Executive / Governing Boards.

Contract Category	Awarded Vendor	Memo
GPO, Main Distributor	HPS, Gordon Food Service	NIESC GPO Renewal Memo
Milk & Dairy	Prairie Farms	NIESC Milk & Dairy Award Memo
Point of Sale	Linq	NIESC POS Renewal Memo
Produce	Piazza Produce	NIESC Produce Renewal Memo
Snack & Beverage	Commercial Food Systems	NIESC Snack & Beverage Renewal Memo
Warewash & Sanitation	Smart Systems	CIESC Warewash & Sanitation Renewal Memo

We respectfully request the Board's approval to proceed with the recommended contracts for the 2026–2027 school year, ensuring timely procurement and full compliance with all applicable state and federal regulations. Your continued support of the district's food service program is sincerely appreciated.

Back to Agenda

CIESC
CENTRAL INDIANA EDUCATIONAL SERVICE CENTER
CN CHILD NUTRITION

Kara O'Neil
Cooperative Programs Child Nutrition Manager
3500 DePauw Blvd. Suite 2020
Indianapolis, IN 46268
(502) 759-7026

March 12, 2026

Mr. Michael Miller
Smart Systems

RE: CIESC Bid Renewal Award-Sanitation

Dear Mr. Miller:

The Central Indiana Educational Service Center is pleased to announce the renewal of the cooperative bid for ware wash and sanitation on behalf of the member school districts of the CIESC Region 9 Child Nutrition Coop. On March 6, 2026, the CIESC Executive Board voted to approve renewal of the bid with Smart Systems.

The purchase period will be for one year, July 1, 2026 – June 30, 2027, under the same terms and conditions as were contained with the original bid.

Thank you for your continued support, helping us to better serve our schools.

Sincerely,

Kara A O'Neil

Kara O'Neil,
Cooperative Programs Child Nutrition Manager

Back to Agenda

CIESC
CENTRAL INDIANA EDUCATIONAL SERVICE CENTER
CN CHILD NUTRITION

Kara O'Neil
Child Nutrition Cooperative Manager
3500 DePauw Blvd. Suite 2020
Indianapolis, IN 46268

February 17, 2026

Smart Systems

RE: CIESC Ware Wash and Sanitation RFP Renewal

Dear Mr. Miller:

The above RFP included a renewal option which was approved by your company in May of 2023. The Central Indiana Educational Service Center (CIESC) desires to renew the services required by the contract for an additional one (1) year term. This form will indicate your desire to renew the referenced contract. All renewals are subject to the approval of the Governing Board of the CIESC.

This contract renewal would be effective for the period of July 1, 2026, through June 30, 2027, under the same unit pricing, terms, and conditions as were contained with the original bid.

In order to begin the renewal process, your approval and signature is needed. If you choose to decline this renewal, sign in the appropriate area and state briefly your company's reason(s) for not renewing. CIESC reserves the right to rebid any contract rather than pursue a renewal.

As always, thank you for your continued support of our school districts.

Please return this letter to my attention by **February 27, 2026,** via email for the necessary action.

Approve:

By Mid Miller Michael Miller, President February 19, 2026
Signature or Agent/Officer Title Date

Decline:

By _____
Signature of Agent/Officer Title Date

Reason for declining: _____

Sincerely,

Kara O'Neil, Child Nutrition Cooperative MaPresident

Kara A. O'Neil

Back to Agenda

SAM.GOV

STANDARDIZED FOOD SERVICE SYSTEMS, INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
JMLJY4AJKTD5	8PEW8	All Awards
Registration Status	**Expiration Date**	
Active Registration	Jan 2, 2027	
Physical Address	**Mailing Address**	
303 S Byrkit ST Mishawaka, Indiana 46544-2904 United States	303 S Byrkit ST Mishawaka, Indiana 46544-2904 United States	

Business Information

Doing Business as	Division Name	Division Number
(blank)	(blank)	(blank)
Congressional District	**State / Country of Incorporation**	**URL**
Indiana 02	Indiana / United States	(blank)

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jan 5, 2026	Jan 2, 2026	Jul 7, 2020

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Apr 26, 1993	Dec 31

Immediate Owner

CAGE	Legal Business Name
(blank)	(blank)

Highest Level Owner

CAGE	Legal Business Name
(blank)	(blank)

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	Business or Organization	Subchapter S Corporation
Profit Structure		
For Profit Organization		

Back to Agenda

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
No	**No**

EFT Indicator	CAGE Code
0000	**8PEW8**

Points of Contact

Electronic Business

Michael Miller, President

303 S Byrkit ST
Mishawaka, Indiana 46544
United States

Government Business

Michael Miller, President

303 S Byrkit ST
Mishawaka, Indiana 46544
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**424690**	**Other Chemical And Allied Products Merchant Wholesalers**

Disaster Response

This entity does not appear in the disaster response registry.

Back to Agenda

TO: Participating Educational Service Centers, Member SFA, and Participating Dairy Vendors

FROM: Sara Williams, Director of Food Procurement

DATE: June 9, 2026

RE: Dairy Proposal Awards

The proposals for milk and dairy products were due on April 21, 2026. The consortium of member food service directors and ESC Team Leaders met on May 14, 2026 in Plymouth and May 18, 19, 20, 2026 via Zoom to review pricing, proposal details, and to evaluate and score their vendor submissions.

Proposals were received from Dairy Farmers of America, DBA Schenkel's Dairy, Pleasant View Dairy, and Prairie Farms Dairy. Vendors were asked to supply a "firm" price and an "escalator/de-escalator" price with school owned coolers and vendor owned coolers. None of the participating vendors requested a fuel surcharge, offered a quick pay discount, or required a minimum order for delivery. **The dairy contract will run from July 1, 2026 - June 30, 2027.**

*The following ESC Members awarded to **Pleasant View Dairy** as their milk and dairy distributor under the **"Firm"** pricing structure:*

Wabash Valley ESC Member
North Newton School Corporation

*The following ESC Members awarded to **Prairie Farms** as their milk and dairy distributor under the **"Escalator/De-Escalator"** pricing structure:*

NIESC Member	**Wabash Valley ESC Member**
St Pius Catholic School	Eastern Howard School Corporation

*The following ESC Members awarded to **Prairie Farms** as their milk and dairy distributor under the "Firm" pricing structure:*

East Central ESC Members Daleville Community Schools Edinburgh Community School Corporation Greensburg Community Schools Liberty Perry School District Northern Rush County / Mays Academy Randolph Southern School Corporation Rush County Schools St Gabriel School Union County College Corner Joint School District Union School Corporation	***NIESC Members*** Caston School Corporation John Glenn School Corporation LaVille Community Schools Middlebury Community Schools North Judson - San Pierre School Corporation Oregon-Davis School Corporation St Joseph High School Saint John Lutheran LaPorte Tippecanoe Valley School Corporation Triton School Corporation Wa-Nee Community Schools West Central School Corporation
NWIESC Members Griffith School Corporation Hammond Academy of Science & Technology Lake Station Community Schools Porter Township School Corporation School City of East Chicago School Town of Highland Union Township School Corporation	***Region 8 Members*** Queen of Angels St Charles Borromeo St John Lutheran School Kendallville South Adams Schools Southern Wells Community Schools
Wabash Valley ESC Members Attica Consolidated School Corporation Benton Community Schools Covington Community School Corporation Frontier School Corporation Lewis Cass Schools Logansport School Corporation MSD of Warren County South Newton School Corporation St James Lutheran Lafayette ***CIESC Member*** Sheridan Community SChools	***Wilson ESC Members*** Canaan Community Academy Crothersville Community Schools Floyd County Head Start Immanuel Lutheran Madison Consolidated Schools Medora Community School Corporation Prince of Peace Catholic Schools (Pope John / Shawe) Rising Sun Schools Rock Creek Academy Sacred Heart Schools St John's Lutheran Lanesville SW Jefferson County Switzerland County School Corporation West Washington School Corporation

*The following ESC Members awarded to **DFA, Schenkel's** as their milk and dairy distributor under the **"Firm"** pricing structure:*

Region 8 Members Eastbrook Community Schools Lakeview Christian School Madison-Grant United School Corporation Marion Community Schools MSD of Steuben County Oak Hill United School Corporation St Jude School Whitko Community School Corporation ***East Central ESC Members*** St Michael's Greenfield	***NIESC Members*** Argos Community Schools Baugo Community Schools Bremen Public Schools Concord Community Schools Culver Community School Corporation East Porter County School Corporation Eastern Pulaski Community School Corporation Fairfield Community Schools Lakeland School Corporation LaPorte Community Schools Michigan City Area Schools Mishawaka Catholic School MSD of New Durham Township New Prairie United School Corporation Plymouth Community School Corporation Prairie Heights Community Schools Premier Arts Academy Rochester Community School Corporation School City of Mishawaka South Central Community School Corporation Tri Township Consolidated Schools Wawasee Community School Corporation Westview School Corporation
NWIESC Members Duneland School Corporation Hanover Community School Corporation MSD of Boone Township Portage Township Schools River Forest Schools School City of Whiting	***Wabash Valley ESC Members*** Clinton Central School Corporation Delphi Community Schools Kankakee Valley School Corporation North White School Corporation Pioneer Regional School Corporation Rensselaer Central School Corporation Tri-County Schools Western School Corporation

*The following ESC Members awarded to **DFA, Schenkel's** as their milk and dairy distributor under the **"Escalator/De-Escalator"** pricing structure:*

NIESC Member Knox Community School Corporation	***NWIESC Member*** School City of Hobart

Vendors will need to contact the schools to make final arrangements and to establish delivery start dates. Please email me at swilliams@niesc.k12.in.us with any questions or concerns. Thank you for participating in this proposal!

Back to Agenda

SAM.GOV

DFA DAIRY BRANDS FLUID, LLC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
SZ7BE4H1A8J3	**8RES3**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Nov 14, 2026**	
Physical Address	Mailing Address	
1019 Flaxmill RD	**1019 Flaxmill Road**	
Huntington, Indiana 46750	**Huntington, Indiana 46750-1362**	
United States	**United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**Schenkel's Dairy**	**280**
Congressional District	State / Country of Incorporation	URL
Indiana 03	**Delaware / United States**	**www.dfamilk.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Nov 18, 2025	**Nov 14, 2025**	**Sep 14, 2020**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
May 1, 2020	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
92NV1	**DFA DAIRY BRANDS FLUID, LLC**

Highest Level Owner

CAGE	Legal Business Name
022S0	**DAIRY FARMERS OF AMERICA, INC.**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Other	***Business or Organization***	***Limited Liability Company***
		Manufacturer of Goods

Profit Structure

For Profit Organization

Back to Agenda

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
No	No

EFT Indicator	CAGE Code
0000	6RES3

Points of Contact

Electronic Business

EVELYN SIERRA, FINANCE MANAGER

17637 E. Valley BLVD.
City Of Industry, California 91744
United States

Government Business

James Black, Customer Product Response Manager

1405 N 98TH ST.
Kansas City, Kansas 66111
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	311511	Fluid Milk Manufacturing

Product and Service Codes

PSC	PSC Name
8910	Dairy Foods And Eggs

Disaster Response

This entity does not appear in the disaster response registry.

Back to Agenda

U. S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

DFA Dairy Brands
Organization Name

NIESC Milk and Dairy Bid 2026-2027
PR/Award Number or Project Name

Teresa Fleming/Area Sales Represenatative for Food Service
Names(s) and Title(s) of Authorized Representative(s) of the FSMC

Teresa Fleming
Signature(s)

04/01/2026
Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

SAM.GOV

PLEASANT VIEW DAIRY CORPORATION

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
M3BNJ8AT45N1	**7K9P1**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Jan 7, 2027**	
Physical Address	Mailing Address	
2625 Highway AVE **Highland, Indiana 46322-1614** **United States**	**2625 Highway Avenue** **Highland, Indiana 46322-1614** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**(blank)**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Indiana 01	**Indiana / United States**	**(blank)**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jan 9, 2026	**Jan 7, 2026**	**Dec 16, 2015**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Jan 3, 1932	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
9RFC0	**DUTCH FARMS INC**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**Subchapter S Corporation**
Profit Structure		
For Profit Organization		

Back to Agenda

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
No	**No**

EFT Indicator	CAGE Code
0000	**7KSP1**

Points of Contact

Electronic Business

Alexis Ross

2625 Highway AVE.
Highland, Indiana 46322
United States

Government Business

Joshua Otte

2625 Highway AVE.
Highland, Indiana 46322
United States

Max Schoen

700 E 107TH Street
Chicago, Illinois 60628
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**311511**	**Fluid Milk Manufacturing**

Disaster Response

This entity does not appear in the disaster response registry.

U. S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

DF – Pleasant View Dairy, LLC	NIESC
Organization Name	PR/Award Number or Project Name

Joshua Otte

Names(s) and Title(s) of Authorized Representative(s) of the FSMC

[signature]	4/14/2026
Signature(s)	Date

Back to Agenda

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Back to Agenda

SAM.GOV

EAST SIDE JERSEY DAIRY INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
YLTAJQUMLLL4	6AH85	All Awards
Registration Status	**Expiration Date**	
Active Registration	Jul 1, 2026	
Physical Address	**Mailing Address**	
3744 Staunton RD Edwardsville, Illinois 62025-6936 United States	3744 Staunton RD. Edwardsville, Illinois 62025 United States	

Business Information

Doing Business as	Division Name	Division Number
ESJD	East Side Jersey Dairy	10
Congressional District	*State / Country of Incorporation*	URL
Illinois 15	Illinois / United States	www.prairiefarms.com

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jul 3, 2025	Jul 1, 2025	Mar 17, 2002

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Jan 1, 1920	Sep 30

Immediate Owner

CAGE	Legal Business Name
3B9G4	PRAIRIE FARMS DAIRY INC

Highest Level Owner

CAGE	Legal Business Name
(blank)	(blank)

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	Business or Organization	Manufacturer of Goods
Profit Structure		
For Profit Organization		

Back to Agenda

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments **No**	Debt Subject To Offset **No**
EFT Indicator **0000**	CAGE Code **6AH85**
EFT Indicator **4833**	CAGE Code **8NHA8**
EFT Indicator **4834**	CAGE Code **97D36**
EFT Indicator **4835**	CAGE Code **9B9T4**
EFT Indicator **4836**	CAGE Code **9Q2D3**

Points of Contact

Electronic Business

Jerra Vogel	**3744 Staunton Road** **Edwardsville, Illinois 62040** **United States**
MIKE WREN	722 Broadway Anderson, Indiana 46012 *United States*

Government Business

Gary Davis	**3744 Staunton Road** **Edwardsville, Illinois 62040** **United States**
JC Copas	722 Broadway Anderson, Indiana 46012 United States

Past Performance

Shaun Eland	**PO Box 855672** **Minneapolis, Minnesota 55485** **United States**
Robert Peacock, Sales Manager	PO Box 1229 Kosciusko, Mississippi 39090 United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**311511**	**Fluid Milk Manufacturing**
	311514	**Dry, Condensed, And Evaporated Dairy Product Manufacturing**
	424430	**Dairy Product (Except Dried Or Canned) Merchant Wholesalers**
	424490	**Other Grocery And Related Products Merchant Wholesalers**

Disaster Response

This entity does not appear in the disaster response registry.

Back to Agenda

U. S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Prairie Farms Dairy
Organization Name

2026-2027 NIFSC Milk/Dairy
PR/Award Number or Project Name

Robert A Ruppert General Manager
Names(s) and Title(s) of Authorized Representative(s) of the FSMC

Signature(s)

4-10-26
Date

Back to Agenda

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

TO: Participating Educational Service Centers, Member SFA, and Participating Vendors

FROM: Sara Williams, Director of Food Procurement

DATE: June 9, 2026

RE: Snack & Beverage Proposal Renewal

The proposals for snack and beverage products were due on August 5, 2024. The Wabash Valley Education Center, the Northwest Educational Service Center, the East Central Education Center, Region 8 ESC, and NIESC combined our snack and beverage volume into one RFP. A group of member food service directors and ESC Team Leaders met on August 14, 2024 via Zoom to review pricing, proposal details, and to evaluate and score their vendor submissions. This award covers all Indiana ESC members.

Commercial Food Systems does not have a minimum delivery requirement or any delivery fees. This is year 3 of the contract. This renewal will run July 1, 2026 - June 30, 2027. The following members will renew with Commercial Food Systems as their snack and beverage distributor for the 2026-2027 school year:

NIESC	NWIESC	ECESC
Argos Comm Schools	Duneland School Corp	Edinburgh Comm School Corp
Baugo Comm Schools	Griffith School Corp	Greensburg Comm Schools
Bremen Public Schools	Hammond Academy of Science & Technology	Rush County Schools
Caston School Corp	Hanover Comm School Corp	Union County College Corner
Concord Community Schools	Lake Station Comm Schools	
Culver Community School Corp	MSD of Boone Township	
East Porter County School Corp	Portage Township Schools	
Fairfield Community Schools	Porter Township School Corp	
John Glenn School Corp	River Forest Schools	
Knox Community School Corp	School City of East Chicago	
Lakeland School Corp	School City of Hobart	
LaPorte Community Schools	School City of Whiting	
LaVille Comm Schools (Union-North)	School Town of Highland	
Michigan City Area Schools	Union Township School Corp	
Middlebury Community Schools		
MSD of New Durham Township		
New Prairie United School Corp		
North Judson - San Pierre School Corp		
Oregon-Davis School Corp		
Plymouth Comm School Corp		
Prairie Heights Community Schools		
Rochester Community School Corp		

Back to Agenda

St Joseph High School School City of Mishawaka South Central Comm School Corp Tippecanoe Valley School Corp Triton School Corporation Tri-Township Consolidated Schools Wawasee Community School Corp West Central School Corp Westview School Corp		
Region 8 Eastbrook Community Schools Madison-Grant United School Corp Marion Community Schools Oak Hill United School Corp St. John Lutheran - Kendallville South Adams Schools Southern Wells Community Schools Whitko Community School Corp **CIESC** Sheridan School Corp	**WVEC** Benton Community Schools Clinton Central School Corp Covington Comm School Corp Delphi Comm Schools Eastern Howard School Corp Frontier School Corp Kankakee Valley School Corp Lewis Cass Schools Logansport School Corp MSD of Warren County North Newton School Corp North White School Corp Pioneer Regional School Corp Rensselaer Central School Corp South Newton School Corp Tri-County Schools Twin Lakes School Corp Western School Corp	**WESC** Crothersville Comm Schools Immanuel Lutheran Prince of Peace Catholic Schools Rising Sun Schools Rock Creek Academy Sacred Heart Schools St John's Lutheran Lanesville SW Jefferson County Switzerland Schools West Washington Schools

Please email me at swilliams@niesc.k12.in.us with any questions or concerns. Thank you for participating in this proposal!

Back to Agenda

SAM.GOV

COMMERCIAL FOOD SYSTEMS, INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
JMHQQ27KJZC6	**82G96**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Jan 13, 2027**	
Physical Address	Mailing Address	
2210 Enterprise Park DR **Indianapolis, Indiana 46218-4294** **United States**	**2210 Enterprise Park DR** **Indianapolis, Indiana 46218-4294** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**Commercial Food Systems**	**01**
Congressional District	State / Country of Incorporation	URL
Indiana 07	**Indiana / United States**	**www.commercialfoodsystems.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jan 15, 2026	**Jan 13, 2026**	**Mar 12, 2018**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Oct 15, 1984	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**Subchapter S Corporation**
Profit Structure		
For Profit Organization		

Back to Agenda

Socio-Economic Types

Veteran-Owned Business

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
Yes	**No**

EFT Indicator	CAGE Code
0000	**82G96**

Points of Contact

Electronic Business

Anthony C Gates, President

2210 Enterprise Park Place
Indianapolis, Indiana 46218
United States

Government Business

Anthony C Gates, President

2210 Enterprise Park Place
Indianapolis, Indiana 46218
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**424410**	**General Line Grocery Merchant Wholesalers**

Disaster Response

This entity does not appear in the disaster response registry.

Back to Agenda

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Commercial Food Systems, Inc.

Organization Name | PR/Award Number or Project Name

René MacKenzie, Bid Specialist

Name(s) and Title(s) of Authorized Representative(s)

René MacKenzie

Signature(s)

April 30,2026

Date

Form AD-1048 (1/92)

Back to Agenda

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Back to Agenda

Northern Indiana Educational Services Center
56535 Magnetic Drive
Mishawaka, IN 46545
Phone (574)254-0111 Fax (574)254-0148

TO: ESC Member School Corporations and Participating Produce Vendors

FROM: Sara Williams, Director of Food Procurement

DATE: June 9, 2026

RE: GPO Proposal Renewal

The original proposals for Cafeteria Food, Supplies and Commodities were due at NIESC on January 22, 2025. The Food Service Directors from NIESC and participating ESC members from Region 4, 5, 6, 7, and 8 met on February 7, 2025 via zoom to review and score the proposals and to select their vendor.

This contract with HPS / Gordon Food Service is a major supplier (90% of food purchasing per the ESC agreement) renewal award for the period of July 1, 2026 - June 30, 2027. This is the second year of the contract. The following ESC Members in the attached list have committed to purchase from this contract.

GPO Renewal Participating Members for 2026-2027

Please email me at swilliams@niesc.k12.in.us **with any questions or concerns. Thank you for participating in this proposal.**

Back to Agenda

Indiana ESC School Food Co-op 26-27

ESC	MEMBER
WESC - 2	Canaan Community Academy
WESC - 2	Crothersville Community Schools
WESC - 2	Immanuel Lutheran
WESC - 2	Medora Community School Corporation
WESC - 2	Prince of Peace Catholic Schools (Pope John / Shawe)
WESC - 2	Rising Sun
WESC - 2	Sacred Heart Schools
WESC - 2	St John's Lutheran / Lanesville
WESC - 2	Switzerland
WESC - 2	West Washington
ECESC - 4	Daleville Community Schools
ECESC - 4	Edinburgh Community School Corporation
ECESC - 4	Greensburg Community Schools
ECESC - 4	Northern Rush County Schools/Mays Academy
ECESC - 4	Randolph Southern School Corporation
ECESC - 4	Rush County Schools
ECESC - 4	St Gabriel School
ECESC - 4	Union County College Corner Joint School Dist.

Back to Agenda

Indiana ESC School Food Co-op 26-27	
ESC	MEMBER
ECESC - 4	Union School Corp
WVEC - 5	Attica Consolidated School Corporation
WVEC - 5	Benton Community Schools
WVEC - 5	Clinton Central School Corporation
WVEC - 5	Covington CSC
WVEC - 5	Delphi Community Schools
WVEC - 5	Eastern Howard School Corporation
WVEC - 5	Frontier School Corporation
WVEC - 5	Kankakee Valley School Corporation
WVEC - 5	Lewis Cass Schools
WVEC - 5	Logansport School Corporation
WVEC - 5	MSD of Warren County
WVEC - 5	North Newton School Corporation
WVEC - 5	North White School Corporation
WVEC - 5	Pioneer Regional School Corporation
WVEC - 5	Rensselaer Central School Corporation
WVEC - 5	South Newton School Corporation
WVEC - 5	St. James Lutheran
WVEC - 5	Tri-County Schools
WVEC - 5	Twin Lakes School Corporation
WVEC - 5	Western School Corporation

Back to Agenda

Indiana ESC School Food Co-op 26-27	
ESC	MEMBER
NWIESC - 6	Duneland School Corporation
NWIESC - 6	Griffith School Corp.
NWIESC - 6	Hammond Academy of Science & Technology
NWIESC - 6	Hanover Comm School Corp
NWIESC - 6	Lake Station Comm Schools
NWIESC - 6	MSD of Boone Township
NWIESC - 6	Portage Township Schools
NWIESC - 6	Porter Township School Corporation
NWIESC - 6	River Forest Schools
NWIESC - 6	School City of East Chicago
NWIESC - 6	School City of Hobart
NWIESC - 6	School City of Whiting
NWIESC - 6	School Town of Highland
NWIESC - 6	Union Township School Corporation
NIESC - 7	Argos Community Schools
NIESC - 7	Baugo Community Schools
NIESC - 7	Bremen Public Schools
NIESC - 7	Caston School Corporation
NIESC - 7	Concord Community Schools
NIESC - 7	Culver Community School Corp
NIESC - 7	East Porter County School Corporation

Back to Agenda

Indiana ESC School Food Co-op 26-27	
ESC	MEMBER
NIESC - 7	Eastern Pulaski Comm School Corp
NIESC - 7	Fairfield Comm Schools
NIESC - 7	John Glenn School Corp
NIESC - 7	Knox Community Schools
NIESC - 7	Lakeland School Corporation
NIESC - 7	LaPorte Community Schools
NIESC - 7	LaVille Community Schools
NIESC - 7	Michigan City Area Schools
NIESC - 7	Middlebury Community Schools
NIESC - 7	Mishawaka Catholic School
NIESC - 7	MSD of New Durham Township
NIESC - 7	New Prairie United School Corp
NIESC - 7	North Judson-San Pierre School Corp
NIESC - 7	Oregon-Davis School Corp
NIESC - 7	Plymouth Comm School Corp
NIESC - 7	Prairie Heights Comm Schools
NIESC - 7	Premier Arts Academy
NIESC - 7	Rochester Comm School Corp
NIESC - 7	Saint Joseph High School
NIESC - 7	Saint John Lutheran
NIESC - 7	School City of Mishawaka

Back to Agenda

Indiana ESC School Food Co-op 26-27	
ESC	MEMBER
NIESC - 7	South Central Comm School Corp
NIESC - 7	St. Pius Catholic School
NIESC - 7	Tippecanoe Valley School Corp
NIESC - 7	Triton School Corporation
NIESC - 7	Tri Township Consolidated Schools
NIESC - 7	Wa-Nee Comm Schools
NIESC - 7	Wawasee Community School Corp
NIESC - 7	West Central School Corp
NIESC - 7	Westview School Corp
Region 8	Eastbrook Community Schools
Region 8	Lakeview Christian
Region 8	Madison-Grant United School Corp.
Region 8	Marion Community Schools
Region 8	MSD of Steuben County
Region 8	Oak Hill United School Corp
Region 8	St. John Lutheran School
Region 8	Saint Charles Borromeo
Region 8	St. Jude
Region 8	South Adams Schools
Region 8	Southern Wells Community Schools
Region 8	Whitko Community School Corporation

Back to Agenda

Indiana ESC School Food Co-op 26-27	
ESC	MEMBER
CIESC - 9	Sheridan Community Schools

Back to Agenda

SAM.GOV®

GORDON FOOD SERVICE, INC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
NNMWLT6GE358	**49355**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Jan 20, 2027**	
Physical Address	Mailing Address	
1300 Gezon PKWY SW **Wyoming, Michigan 49509-9300** **United States**	**1300 Gezon PKWY SW** **Wyoming, Michigan 49509-9300** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**Gordon Food Service**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Michigan 03	**Michigan / United States**	**www.gfs.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jan 22, 2026	**Jan 20, 2026**	**Apr 1, 2002**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Jan 2, 1945	**Oct 31**

Immediate Owner

CAGE	Legal Business Name
9GBX3	**GFS US HOLDING, LLC**

Highest Level Owner

CAGE	Legal Business Name
9GDG5	**GFS HOLDING, INC.**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**(blank)**
Profit Structure		
For Profit Organization		

Back to Agenda

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
Yes	**No**

EFT Indicator	CAGE Code
0000	**49355**

Points of Contact

Electronic Business

Mike Steffes, E-Business Technical Specialist

1300 Gezon Parkway SW
Wyoming, Michigan 49509
United States

Government Business

Dorothy Cole, Sales Director of Education

1300 Gezon Parkway SW
Wyoming, Michigan 49509
United States

MARLA TROUTMAN

P.O. Box 1787
Grand Rapids, Michigan 49501
United States

Past Performance

Lindsay Kolar, Assistant Corporate Secretary

1300 Gezon Parkway SW
Wyoming, Michigan 49509
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**424410**	**General Line Grocery Merchant Wholesalers**
	311991	**Perishable Prepared Food Manufacturing**
	424420	**Packaged Frozen Food Merchant Wholesalers**
	424430	**Dairy Product (Except Dried Or Canned) Merchant Wholesalers**
	424440	**Poultry And Poultry Product Merchant Wholesalers**
	424450	**Confectionery Merchant Wholesalers**
	424460	**Fish And Seafood Merchant Wholesalers**
	424470	**Meat And Meat Product Merchant Wholesalers**
	424480	**Fresh Fruit And Vegetable Merchant Wholesalers**
	424490	**Other Grocery And Related Products Merchant Wholesalers**

Disaster Response

Yes, this entity appears in the disaster response registry.

No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	(blank)

States	Counties	Metropolitan Statistical Areas
MICHIGAN	**(blank)**	**(blank)**

Back to Agenda

FLORIDA
TEXAS

Back to Agenda

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

GORDON FOOD SERVICE, INC.
Organization Name

NIESC 26-27
PR/Award Number or Project Name

Lindsay A. Kolar, Assistant Secretary
Name(s) and Title(s) of Authorized Representative(s)

Lindsay Kolar
Signature(s)

April 1, 2026
Date

Form AD-1048 (1/92)

Back to Agenda

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Back to Agenda

SAM.GOV

HPS LLC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
MYTMC6EBJJL9	**85NE4**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Mar 25, 2027**	
Physical Address	Mailing Address	
3275 N M37 Highway	**3275 N M37 Highway**	
Middleville, Michigan 49333-0247	**Middleville, Michigan 49333-0247**	
United States	**United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**Hps Llc**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Michigan 03	**Delaware / United States**	**hpsgpo.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Mar 27, 2026	**Mar 25, 2026**	**Jun 19, 2018**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Feb 17, 2009	**Jun 30**

Immediate Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Partnership or Limited Liability Partnership	**Business or Organization**	**Limited Liability Company**

Profit Structure

Other Not For Profit Organization

Back to Agenda

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
Yes	**No**

EFT Indicator	CAGE Code
0000	**85NE4**

Points of Contact

Electronic Business

Richard M Jones, Vice President

3275 N M37 HWY
P.O. Box 247
Middleville, Michigan 49333
United States

Government Business

Richard M Jones, Vice President

3275 N M37 HWY
P.O. Box 247
Middleville, Michigan 49333
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**425120**	**Wholesale Trade Agents And Brokers**

Disaster Response

This entity does not appear in the disaster response registry.

Back to Agenda

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

HPS, LLC
Organization Name

NIESC GPO RFP year #2
PR/Award Number or Project Name

Michelle Pleiness, VP of Member Development
Name(s) and Title(s) of Authorized Representative(s)

Michelle Pleiness
Signature(s)

3/31/26
Date

Form AD-1048 (1/92)

Back to Agenda

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

TO: ESC Member School Corporations and Participating Produce Vendors

FROM: Sara Williams, Director of Food Procurement

DATE: June 9, 2026

RE: Produce Proposal Renewal

The original proposals for produce products were due on April 21, 2023. The East Central Education Service Center, Wabash Valley Education Center, Northwest Educational Service Center, and NIESC combined our produce volume into one RFP.

NIESC received two proposals for the school year 2023-2024. One from Piazza Produce and one from Creation Gardens. Creation Gardens did not submit the required E-Verify Form and after given an opportunity to provide it, they failed to respond. The Creation Gardens Proposal was rejected. Piazza completed all requirements of the proposal and were the sole vendor we evaluated.

Piazza will continue to impose a minimum of $150 on all orders. They are holding the fixed fee on 33 items for one year. This is year 4 of the contract. This renewal will run July 1, 2026 - June 30, 2027.

The following members will renew with **Piazza Produce** as their produce distributor for the 2026-2027 School Year. New Members on this contract are indicated with an asterisk*.

NIESC Members	***WVEC Members***	***NWIESC Members***
Baugo Comm Schools	Benton Comm Schools	Duneland School Corp
Caston School Corp	Delphi Comm Schools	Griffith School Corp
Culver Comm School Corp	Eastern Howard School Corp	Hammond Academy of S&T
Eastern Pulaski Comm School Corp	Frontier School Corp	Hanover Comm School Corp
John Glenn School Corp	Lewis Cass Schools	MSD of Boone Township
Lakeland School Corp	Logansport School Corp	Portage Township Schools
LaPorte Comm Schools	MSD of Warren County	Porter Township School Corp
LaVille Comm Schools	North Newton School Corp	River Forest Schools
Michigan City Area Schools	North White School Corp	School City of East Chicago
Mishawaka Catholic Schools	Pioneer Regional School Corp	School Town of Highland
MSD of New Durham Township	South Newton School Corp	
Oregon-Davis School Corp	St James Lutheran - Lafayette	
Plymouth Comm School Corp	Western School Corp	
Rochester Comm School Corp		
Saint Joseph High School		
South Central Comm School Corp		
Tippecanoe Valley School Corp		
West Central School Corp		

ECESC Members	***Region 8***	***Wilson ESC Members***
Edinburgh CSC	Marion Community Schools	Immanuel Lutheran
Greensburg Comm Schools	MSD of Steuben County	Rock Creek Academy
Rush County Schools		Switzerland County School Corp

Please email me at swilliams@niesc.k12.in.us with any questions or concerns. Thank you for participating in this proposal.

Back to Agenda

SAM.GOV

PIAZZA PRODUCE, LLC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
FHJUKVJAT5M9	**6X3Z2**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Sep 3, 2026**	
Physical Address	Mailing Address	
5941 W 82ND ST	**4501 Massachusetts Avenue**	
Indianapolis, Indiana 46278-1339	**Indianapolis, Indiana 46218**	
United States	**United States**	

Business Information

Doing Business as	Division Name	Division Number
PAPANIA'S	**Piazza Produce & Specialty Foods**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Indiana 07	**Delaware / United States**	**www.piazzaproduce.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Sep 5, 2025	**Sep 3, 2025**	**Jun 6, 2013**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Feb 7, 1978	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
8EP18	**IF&P HOLDING COMPANY, LLC**

Highest Level Owner

CAGE	Legal Business Name
0QPM0	**WPP FAIRWAY HOLDINGS, LLC**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Partnership or Limited Liability Partnership	**Business or Organization**	**Limited Liability Company**
Profit Structure		
For Profit Organization		

Back to Agenda

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
Yes	**No**

EFT Indicator	CAGE Code
0000	**6X3Z2**

Points of Contact

Electronic Business

Beth Mouzin, VP/Business Integration

5941 W 82ND ST
Indianapolis, Indiana 46268
United States

Government Business

Sherri K. Nierste, General Counsel

4501 Massachusetts Avenue
Indianapolis, Indiana 46218
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**424480**	**Fresh Fruit And Vegetable Merchant Wholesalers**

Disaster Response

This entity does not appear in the disaster response registry.

Back to Agenda

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Piazza Produce d/b/a Piazza Produce + Specialty Food, LLC
Organization Name

PR/Award Number or Project Name

Marcus Agresta, President
Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

3-27-26
Date

Form AD-1048 (1/92)

Back to Agenda

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

TO: Participating Educational Service Centers, Member SFA, and Participating Vendors

FROM: Sara Williams, Director of Food Procurement

DATE: June 9, 2026

RE: POS Proposal Renewal

Original proposals for the POS RFP were due on May 12, 2022. Proposals were received from PaySchools, EMS Linq Inc.-Titan, and Heartland-Mosaic. The evaluation committee met on May 17, 2022 to review pricing, proposal details, and to evaluate and score their vendor submissions.

Awards were made to both Titan / Linq and Heartland.

This is a federally procured contract and is available statewide to all ESC Members.

Heartland elected not to renew the contract for the 2026-2027 school year.

Linq has agreed to a renewal of this contract and has requested a price increase for the 2026-2027 school year. This renewal will run July 1, 2026 - June 30, 2027.

Back to Agenda

SAM.GOV

EMS LINQ, LLC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
R2HWL869GPN3	**83S67**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Jul 30, 2026**	
Physical Address	Mailing Address	
2801 Via Fortuna STE 400 **Terrace Vii** **Austin, Texas 78746-7909** **United States**	**2801 Via Fortuna STE 400** **Terrace Vii** **Austin, Texas 78746-7909** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**Ems Linq, Llc**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Texas 10	**Delaware / United States**	**www.linq.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Aug 1, 2025	**Jul 30, 2025**	**May 11, 2018**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Jan 23, 2018	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
8KPQ0	**WCAS XIII ASSOCIATES LLC**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**(blank)**

Profit Structure

For Profit Organization

Back to Agenda

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
No	**No**

EFT Indicator	CAGE Code
0000	**83S67**

Points of Contact

Electronic Business

Carson Apps, Director of Sales Operations

2801 Via FORTUNA, Terrace VII, Suite 400, AUSTIN,
Tx 78746
Austin, Texas 78746
United States

Government Business

Mike Borges, President and General Manager

2801 Via FORTUNA, Terrace VII, Suite 400, AUSTIN,
Tx 78746
Austin, Texas 78746
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**513210**	**Software Publishers**
	541519	**Other Computer Related Services**

Disaster Response

This entity does not appear in the disaster response registry.

Docusign Envelope ID: D5E84DEF-228E-8608-82FA-3E904A16748F

Back to Agenda

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

EMS LINQ, LLC	26-27 NIESC POS
Organization Name	PR/Award Number or Project Name

Stuart Gahm	CFO
Name(s) and Title(s) of Authorized Representative(s)	

Signed by:
Stuart Gahm
C844754A01G8458...
Signature(s)

5/18/2026
Date

DS

REVIEWED FOR

Form AD-1048 (1/92)

Docusign Envelope ID: D5E84DEF-228E-8608-82FA-3E904A16748F

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Back to Agenda



Porter Township School Corporation
Professional Staff Evaluation Process
Growth Model

Back to Agenda

Table of Contents

Introduction, Page 2

Observation Plan, Pages 3-6

Professional Growth Matrix, Pages 7-20

Negative Impact on State and Local Assessments, Pages 21

Assessment Guidance, Pages 22

Timelines/ Ineffective and Needs Improvement Ratings, Pages 23-24

Performance Evaluation Remediation Plan Form, Page 25

Introduction

Studies demonstrate that “effective schools can make a substantial difference in the achievement of students… among the elements such as a well-articulated curriculum and safe and orderly environment, the one factor that surfaced as the single most influential component of an effective school” is the quality of the instruction within it (Marzano, 2007, p. 1). To that end, the Professional Growth Framework was created by a representative group of Porter Township Schools teachers and administrators to define the behaviors, activities, and attributes that increase the likelihood of learning among students. The Professional Growth Framework is rooted in the research of Marzano and Danielson. The Professional Evaluation Procedures are based upon the same research. The goal of this document is to provide guidelines that will enhance overall instruction while identifying those areas of teaching that PTSC teachers do well and identify areas for additional training and professional development. The overall goal of this procedure is to help each educator become an expert in the field of teaching.

Observation Plan

Teacher Observation Process

A. A "Probationary" Teacher is a teacher who:
   a. Serves under a contract as a teacher in a public school corporation; and
   b. Has not received a rating in an evaluation under IC 20-28-11.5; or
   c. Earns a rating of ineffective or needs improvement in an evaluation under IC 20-28-11.5; or
   d. A teacher who earns a rating of ineffective or improvement necessary, as defined in I.C. 20-28-11.5, shall develop, in conjunction with the evaluator, a Remediation Plan (Page 6). The teacher shall have up to ninety (90) school days to correct the deficiencies noted on the teacher's completed Performance Evaluation Results Form as required in I.C. 20-28-11.5-6(b).

B. A "Professional" Teacher is a teacher who:
   a. Serves under a contract as a teacher in a public school corporation; and
   b. All teachers who have taught for at least one year will begin in the professional teacher category.
   c. Earned a rating of effective or highly effective.

In order to fulfill the primary purpose of the teacher evaluation procedure and determine progress on established goals, frequent classroom observations, which may be announced or unannounced, will need to be completed by evaluators in order to determine an accurate depiction of what each teacher does well and on what each one can improve in order to perfect her/his professional craft. Observations may take place in the following manner:

- Unplanned Observation – classroom visits less than 15 minutes in duration. The goal of the unplanned observation is to look for decision points the teacher is making about curriculum, instruction, and assessment resulting in meaningful reflective conversations designed to produce growth. Observers need to be in classrooms to provide meaningful feedback to teachers that will help them improve professional practice. This isn't about identifying strengths and weaknesses, this is about reflective conversations about teaching and learning. There will be at least two unplanned observations per year.

- Planned Observation – classroom visits of at least 15 minutes in duration or the duration of the lesson. There will be at least one Planned observation.

Probationary Teachers shall be observed a minimum of (5) times per school year with at least one of the classroom observations being a Planned Observation. Three (at least one Planned Observation) of the observations must occur within the first 90 days of the school year if the teacher is on a Remediation Plan.

Professional Teachers shall be observed a minimum of three (3) times per school year with at least one of the classroom observations being a Planned Observation.

March 21, 2023

The primary purpose of the Performance Evaluation Plan is to promote continuous improvement in instruction for each of our students. The Performance Evaluation Procedure outlines the process and identifies the documents that will be used throughout this procedure. Communication between teachers and evaluators is an essential component in the success of realizing continuous professional growth among all certified employees of Porter Township School Corporation (PTSC). This communication will identify the needs for individual and collective professional development programs, recognize high-quality teaching performance, and inform recommendations related to current and future job status.

The Performance Evaluation Procedure will be conducted in an open, cooperative process between the evaluator and teacher. The building principal or assistant principal assumes the responsibility for completing the official evaluation form. All evaluated employees receive completed observation and documented feedback within seven business days of the observation. All certificated employees will be evaluated annually.

Observations should be conducted by building-level administrators. Whenever possible, the current-level administrators should do all evaluations of staff in their buildings. Should it become necessary, the superintendent may assign another building-level administrator to assist in conducting evaluations necessary to meet all deadlines.

All building-level administrators should be trained by the superintendent prior to the start of school. Once an administrator has been trained, they do not need to complete further training each year. The superintendent will meet yearly with administrators/evaluators to ensure district consistency. The superintendent will provide a yearly review of inter-rater reliability and review this with the building-level representatives. The building principal will train certified staff on the process.

For teachers with IGM, will be the primary measure for growth model data and will inform 5% of the evaluation.

For teachers who do not teach tested subjects the evaluation will be informed by adequate progress on alternative tests. At the high school level, quarterly assessments will be utilized. At all other levels, STAR testing will determine the appropriate level.

Teacher Appreciation Grant Policy

Highly Effective teachers will receive at least 25% more of the Teacher Appreciation Grant stipend than teachers rated as Effective.

The TAG policy may be differentiated by building.

The governing body may provide an amount not exceeding 50% of the amount of a stipend to an individual teacher.

Teacher artifacts:

In order to make the evaluation procedure yield accurate results and appropriate feedback for improvement, additional evidence may be requested of the teacher or voluntarily submitted by the teacher.

By May 1st artifacts must be submitted to the administrator.

Suggested list of optional artifacts:

Domain I: Planning and Preparation:

- Lesson Plans
- Long Range Plans
- Assessment Plan
- Grading Plan/Grade Book
- Discipline Plan
- Substitute Plans

Domain II: Classroom Environment:

- Effective Domain (self-esteem, incentives, rewards, projects, etc.)
- Physical Layout (rationale)
- Seating Arrangement (rationale)
- Group Building Strategies
- Cooperative Learning
- Classroom Rules/Routine
- Management Forms
- Bulletin Boards (interactive, instructional, affective)
- Homework Plan

Domain III: Instruction:

- Units of Study/Thematic Units
- Literature/Book Lists
- Extension/Enrichment Activities
- Review/Reinforcement Activities
- Modifications/Differentiations for Special Needs
- Flexible Grouping Plans
- Instructional Sequence (samples from whole lesson sequence-planning through culmination)
- Completed Student Work Samples (with evidence of individually specific teacher feedback)
- Homework Assignments and Guides
- Technology Links (multimedia, Internet, etc.)
- Curriculum Integration Efforts
- Videotaping of Instruction/Photo Chronology of Unit Sequence

Domain IV: Teacher Leadership:

- Professional Involvement (District Committees, School Committees, Professional Organizations
- Community Projects

- Research to Practice (professional reading, journals)
- Team/Grade Level (group-planning notes)
- Parent Communication (notes, letters, phone calls, surveys, forms, etc.)
- Coursework (conferences, workshops, presentations, meetings)
- Collegiality

*Use of technology resources is encouraged in developing artifacts.

Back to Agenda

Professional Growth Matrix

Domain 1: Purposeful Planning (15% of Evaluation)

Purposeful Planning	Highly Effective	Effective	Needs Improvement	Ineffective
Demonstrating knowledge of Content and Pedagogy	In addition to the characteristics of "effective," Teacher's lesson planning is aligned with the Indiana State Standards/ Common core standards. Planning also demonstrates extensive knowledge of the content areas taught as well as those related content areas. The teacher encourages students to make connections between relevant content areas.	Teacher's lesson planning is aligned with the Indiana State Standards/ Common core standards. Planning also demonstrates accurate knowledge of the content areas taught and reflects an understanding of those related content areas. The teacher makes connections between relevant content areas for students.	Teacher's lesson planning displays an attempt to align with the Indiana State Standards/ Common core standards.The teacher's lesson planning displays familiarity with the important concepts of the subject but displays a lack of connections with other content areas.	Teacher's lesson planning displays little or no alignment with the Indiana State Standards/ Common core standards.The teacher's lesson planning displays limited knowledge of the important concepts and/or includes content errors. Relationships among topics and concepts are not made.
Designing Coherent Instruction and Outcomes	Learning follows a coherent sequence, is aligned to instructional goals, and is designed to engage students in high-level cognitive activity. All outcomes are clear to the student, represent high-level learning, and reflect the different learning needs of students, if necessary.	Learning follows a coherent sequence, is aligned with instructional goals, and is designed to engage students in significant cognitive challenges. Most outcomes are clear to the student, represent high-level learning, and reflect the different learning needs of some students, if necessary.	Learning rarely follows a coherent sequence. Learning goals and actual lesson outcomes do not align. Students are engaged in moderate cognitive activity. Some of the learning activities are aligned with instructional outcomes, but with no differentiation.	Learning does not follow a coherent sequence, is not aligned with instructional goals, and does not engage students in high-level cognitive activity. Outcomes are often unclear to the student and reflect only one type of learning.
Designing Student Assessments	Teacher gives clear criteria for the assessment of student work. All instructional outcomes are present in the proposed assessment. Teacher-created assessments are authentic and real-world appropriate. Assessments are adapted for individual student needs as necessary.	The teacher gives clear criteria for the assessment of student work. All instructional outcomes are present in the proposed assessment. Assessments are adapted to the individual needs of some students.	Assessment criteria have been established but are not clear. Assessment procedures are partially congruent with instructional outcomes. Assessments are designed for the whole class and not the individual student.	Lack of criteria for how students will be assessed. Assessment procedures are not congruent with instructional outcomes. Assessments are designed for the whole class and not the individual student.

Domain 2: Classroom Environment (25% of Evaluation)

Classroom Environment	Highly Effective	Effective	Needs Improvement	Ineffective
Creating an Environment of Respect and Rapport	In addition to the characteristics of "effective," The teacher demonstrates knowledge and caring about individual students' lives beyond school. When appropriate, students correct one another in their conduct toward classmates. The teacher's response to a student's incorrect response respects the student's dignity.	Talk between teacher and students and among students is uniformly respectful. The teacher makes connections with individual students. Students exhibit respect for the teacher.	The quality of interactions between teacher and students, or among students, is uneven, with occasional disrespect. Teacher attempts to respond to disrespectful behavior, with uneven results. The teacher attempts to make connections with individual students, but student reactions indicate that the efforts are not completely successful.	Teacher/Students use disrespectful talk toward students. Student body language indicates feelings of hurt or insecurity. The teacher does not address disrespectful interactions among students. The teacher displays no familiarity with or caring about individual students' interests or personalities.
Managing Classroom Procedures	Teacher provides activities and procedures that are well-established to engage students in meaningful work during times when the teacher completes other tasks (i.e., attendance) and/or while helping other students; and Teacher establishes routines, transitions, and procedures that are executed, periodically reviewed, and changed/adapted as needed as evidenced by students knowing what is expected of them; and requiring minimal prompting from the teacher.	The teacher provides only brief periods of time when students are not engaged in meaningful work (for example, while the teacher is completing attendance records, etc.); and The teacher establishes routines, transitions, and procedures that are executed, periodically reviewed, and changed/adapted as needed as evidenced by students … knowing what is expected of them, and requiring minimal prompting from the teacher.	The teacher provides more than brief periods of time when students are left without meaningful work to keep them engaged; or The teacher establishes routines, transitions, and procedures, but a significant amount of teacher direction or prompting is required in order for them to be followed.	The teacher provides significant periods of time in which the students are not engaged in meaningful work; or The teacher establishes few if any, routines or procedures as evidenced by students being unclear about what they should be doing; or requiring significant amounts of directing or prompting from the teacher most of the time.

Classroom Environment	Highly Effective	Effective	Needs Improvement	Ineffective
Managing Student Behavior	In addition to the characteristics of "effective," Student behavior is age-appropriate, and student misbehavior is handled rapidly and effectively. The teacher monitors student behavior without speaking – just moving about. Students treat each other respectfully.	Student behavior is generally appropriate. The teacher monitors student behavior against classroom procedures. Teacher response to student misbehavior is consistent, appropriate, effective, and respectful to students.	The teacher tries with uneven results, to monitor student behavior and respond to student misbehavior. There is an inconsistent implementation of classroom procedures.	There is little or no teacher monitoring of student behavior. Students challenge classroom procedures. Response to students' misbehavior is repressive or disrespectful of student dignity.

Domain 3: Effective Instruction (35% of Evaluation)

Effective Instruction	Highly Effective	Effective	Improvement Necessary	Ineffective
Communicate with students through a variety of strategies	Expectations for learning, directions, and procedures, and explanations of content are clear to students. The teacher's oral and written communication is clear and expressive. Strategies reflect high expectations and are appropriate to students' cultures, and levels of development, and anticipate possible student misconceptions	Expectations for learning, directions, and procedures, and explanations of content are clear to students. Communications are appropriate to students' cultures and levels of development.	Expectations for learning, directions, procedures, and explanations of content are clarified after initial confusion; the teacher's use of language is correct but may not be completely appropriate to student's cultures or levels of development.	Expectations for learning, directions, procedures, and explanations of content are unclear or confusing to students. Teacher's use of language contains errors or is inappropriate to student's cultures or levels of development.
Reflective Practices on Instruction	Teacher's reflection on the lesson is thoughtful and accurate, citing specific evidence. The teacher draws on a repertoire to suggest alternative strategies and predict the likely success of each.	The teacher provides an accurate and objective description of the lesson citing specific evidence. The teacher makes some specific suggestions as to how the lesson might be improved.	The teacher has a generally accurate impression of instructional effectiveness.	The teacher does not know whether the lesson was effective or misjudges the success of a lesson. The teacher has no suggestions for how a lesson might be improved.
Engaging students in learning	Students are highly intellectually engaged throughout the lesson in significant learning, and make meaningful contributions to the activities, student groupings, and materials. The lesson is adapted as needed to the needs of individuals and cultural differences and the pacing allows for student reflection and closure.	Activities and assignments, material, and grouping of students are fully appropriate to the instructional outcomes, and students' cultures and levels of understanding. All students are engaged in work of a high level of rigor. The lesson's structure is coherent with an appropriate pace.	Activities and assignments, materials, and groupings of students are partially appropriate to the instructional outcomes, or students' cultures or levels of understanding, resulting in moderate intellectual engagement. The lesson has a recognizable structure but is not fully maintained.	Activities and assignments, materials, and groupings of students are inappropriate to the instructional outcomes, or students.

Effective Instruction	**Highly Effective**	**Effective**	**Improvement Necessary**	**Ineffective**
Using Assessment in Instruction	Formal and informal assessment is used in a sophisticated manner in instruction. Students are fully aware of and may contribute to the criteria and performance standards by which their work will be evaluated. Self-assessment is used by students as well as monitoring of progress by both students and teachers. High-quality feedback is given to students from a variety of sources.	Formal and informal assessment is regularly used in instruction, through self-assessment by students, monitoring of progress by teacher and/or students, and feedback to students. Students are fully aware of the assessment criteria used to evaluate their work.	Formal and informal assessment is occasionally used in instruction, through some monitoring of the progress of learning by teacher and/or students. Feedback to students is inconsistent, and students are aware of only some of the assessment criteria used to evaluate their work.	Formal and informal assessment is not used in instruction, either through students' awareness of the assessment criteria, monitoring of progress by the teacher of students or through feedback to students.
Demonstrate flexibility and being responsive	Teacher seizes an opportunity to enhance learning, building on a spontaneous event or student interest. The teacher provides the opportunity for the success of all students, using an extensive repertoire of instructional strategies.	The teacher promotes the successful learning of all students, making adjustments as needed to instruction plans and accommodating student questions, needs, and interests. The teacher uses an adequate repertoire of instructional strategies.	The teacher attempts to modify the lesson when needed and to respond to student questions, with moderate success. The teacher accepts responsibility for student success but has only a limited repertoire of strategies to draw upon.	The teacher adheres to the instruction plan, even when a change would improve the lesson or of students' lack of interest. The teacher brushes aside student questions; when students experience difficulty the teacher blames the students or their home environment.

Domain 4: Teacher Leadership (15% of Evaluation)

Teacher Leadership	Highly Effective	Effective	Improvement Necessary	Ineffective
Contribute to School Culture	In addition to effective the teacher additionally may: ● Seek out leadership roles ● Voluntarily dedicates time to students and peers outside of class	Contribute ideas and expertise to further the school's mission and initiatives Dedicate time efficiently, when needed, to helping students and peers outside of class	When sought out, teacher contributes occasional ideas and expertise to further the school's mission and initiatives	Teacher rarely or never contributes ideas aimed at improving school efforts. The teacher dedicates little or no time outside of class to students or peers.
Collaborate with Peers	In addition to effective the teacher additionally may: ● Seek out opportunities to collaborate ● Support peers ● Take on leadership roles within collaborative groups	Teacher will: ● Actively participate in regular opportunities to work with and learn from others ● Ask for assistance, when needed, and provide assistance to others in need	Teacher will: ● Participate in occasional opportunities to work with and learn from others ● Ask for assistance when needed	Teacher rarely or never participates in opportunities to work with others. The teacher works in isolation and is not a team player.
Seek Professional Skills and Knowledge	In addition to effective the teacher additionally may: ● Regularly share newly learned knowledge and ● Practices with others ● Seek out opportunities to lead professional development sessions	Teacher will: ● Actively pursue opportunities to improve ● Knowledge and practice ● Seek out ways to implement new practices into instruction, where applicable ● Welcome constructive feedback to improve practices	Teacher will ● Attend all mandatory professional development opportunities	Teacher rarely or never attends professional development opportunities. Teacher shows little or no interest in new ideas, programs, or classes to improve teaching and learning.

Back to Agenda

Special Educator Professional Growth Matrix

Domain 1: Purposeful Planning (15% of Evaluation)

Purposeful Planning	Highly Effective	Effective	Needs Improvement	Ineffective
Demonstrating knowledge of Content and Pedagogy	In addition to the characteristics of "effective," Teacher's lesson planning is aligned with the Indiana State Standards/ Common core standards. Planning also demonstrates extensive knowledge of the content areas taught as well as those related content areas. The teacher encourages students to make connections between relevant content areas.	Teacher's lesson planning is aligned with the Indiana State Standards/ Common core standards. Planning also demonstrates accurate knowledge of the content areas taught and reflects an understanding of those related content areas. The teacher makes connections between relevant content areas for students.	Teacher's lesson planning displays an attempt to align with the Indiana State Standards/ Common core standards.The teacher's lesson planning displays familiarity with the important concepts of the subject but displays a lack of connections with other content areas.	Teacher's lesson planning displays little or no alignment with the Indiana State Standards/ Common core standards.The teacher's lesson planning displays limited knowledge of the important concepts and/or includes content errors. Relationships among topics and concepts are not made.
Designing Coherent Instruction and Outcomes	Learning follows a coherent sequence, is aligned to instructional goals, and is designed to engage students in high-level cognitive activity. All outcomes are clear to the student, represent high-level learning, and reflect the different learning needs of students, if necessary.	Learning follows a coherent sequence, is aligned with instructional goals, and is designed to engage students in significant cognitive challenges. Most outcomes are clear to the student, represent high-level learning, and reflect the different learning needs of some students, if necessary.	Learning rarely follows a coherent sequence. Learning goals and actual lesson outcomes do not align. Students are engaged in moderate cognitive activity. Some of the learning activities are aligned with instructional outcomes, but with no differentiation.	Learning does not follow a coherent sequence, is not aligned with instructional goals, and does not engage students in high-level cognitive activity. Outcomes are often unclear to the student and reflect only one type of learning.
Designing Student Assessments	Teacher gives clear criteria for the assessment of student work. All instructional outcomes are present in the proposed assessment. Teacher-created assessments are authentic and real-world appropriate. Assessments are adapted for individual student needs as necessary.	The teacher gives clear criteria for the assessment of student work. All instructional outcomes are present in the proposed assessment. Assessments are adapted to the individual needs of some students.	Assessment criteria have been established but are not clear. Assessment procedures are partially congruent with instructional outcomes. Assessments are designed for the whole class and not the individual student.	Lack of criteria for how students will be assessed. Assessment procedures are not congruent with instructional outcomes. Assessments are designed for the whole class and not the individual student.

Domain 2: Classroom Environment (25% of Evaluation)

Classroom Environment	Highly Effective	Effective	Needs Improvement	Ineffective
Creating an Environment of Respect and Rapport	In addition to the characteristics of "effective," The teacher demonstrates knowledge and caring about individual students' lives beyond school. When appropriate, students correct one another in their conduct toward classmates. The teacher's response to a student's incorrect response respects the student's dignity.	Talk between teacher and students and among students is uniformly respectful. The teacher makes connections with individual students. Students exhibit respect for the teacher.	The quality of interactions between teacher and students, or among students, is uneven, with occasional disrespect. Teacher attempts to respond to disrespectful behavior, with uneven results. The teacher attempts to make connections with individual students, but student reactions indicate that the efforts are not completely successful.	Teacher/Students use disrespectful talk toward students. Student body language indicates feelings of hurt or insecurity. The teacher does not address disrespectful interactions among students. The teacher displays no familiarity with or caring about individual students' interests or personalities.
Managing Classroom Procedures	Teacher provides activities and procedures that are well-established to engage students in meaningful work during times when the teacher completes other tasks (i.e., attendance) and/or while helping other students; and Teacher establishes routines, transitions, and procedures that are executed, periodically reviewed, and changed/adapted as needed as evidenced by students knowing what is expected of them; and requiring minimal prompting from the teacher.	The teacher provides only brief periods of time when students are not engaged in meaningful work (for example, while the teacher is completing attendance records, etc.); and The teacher establishes routines, transitions, and procedures that are executed, periodically reviewed, and changed/adapted as needed as evidenced by students … knowing what is expected of them, and requiring minimal prompting from the teacher.	The teacher provides more than brief periods of time when students are left without meaningful work to keep them engaged; or The teacher establishes routines, transitions, and procedures, but a significant amount of teacher direction or prompting is required in order for them to be followed.	The teacher provides significant periods of time in which the students are not engaged in meaningful work; or The teacher establishes few if any, routines or procedures as evidenced by students being unclear about what they should be doing; or requiring significant amounts of directing or prompting from the teacher most of the time.

Classroom Environment	Highly Effective	Effective	Needs Improvement	Ineffective
Managing Student Behavior	In addition to the characteristics of "effective," Student behavior is age-appropriate, and student misbehavior is handled rapidly and effectively. The teacher monitors student behavior without speaking – just moving about. Students treat each other respectfully.	Student behavior is generally appropriate. The teacher monitors student behavior against classroom procedures. Teacher response to student misbehavior is consistent, appropriate, effective, and respectful to students.	The teacher tries with uneven results, to monitor student behavior and respond to student misbehavior. There is an inconsistent implementation of classroom procedures.	There is little or no teacher monitoring of student behavior. Students challenge classroom procedures. Response to students' misbehavior is repressive or disrespectful of student dignity.
Existing Data (Strengths, Progress Monitoring, Present Levels of Performance PLOPs, & Parent Concerns)	**At Level 4, a teacher fulfills the criteria for Level 3 and additionally:** Current student strengths are included and are educationally relevant. Student needs are defined in the PLOPs and connected to a goal(s) Parent concerns are updated and possible solutions are included (parent concern section or notes)	Strengths of the student are included and somewhat educationally relevant. Progress Monitoring includes a description of the student's performance and includes data points related to the student's progress toward the goal. The PLOP includes all four elements: 1. Includes a background statement and describes the impact of the disability on the student's participation in the general education curriculum 2. Academic achievement across subject areas 3. Functional performance 4. Current annual data (ex. curriculum-based assessments, district assessments, statewide assessments, attendance, grades,	-Student strengths are included, but are not educationally relevant -Progress Monitoring lacks a description of the student's performance or fails to include data points related to the student's progress towards the goal -The PLOP is updated, but does not include all four elements Parent Concerns are not updated	Student strengths are not updated. Progress Monitoring is not documented or updated. The PLOPs are not relevant or updated. Parent Concerns are not addressed.

		progress towards diploma if applicable) Parent concerns are updated.		
Annual Goals	**At Level 4, a teacher fulfills the criteria for Level 3 and additionally** Goals are written based on Level 3 criteria and also are clearly related to the PLOPs.	Goals include all four of the elements: 1. Specific to one skill that aligns with an appropriate state standard 2. Observable 3. Measurable, and 4. Able to be monitored Specially designed instruction is individualized to the student's needs.	The goal(s) are updated but do not include all four elements. 1. Specific to one skill that aligns with an appropriate state standard 2. Observable 3. Measurable, and 4. Able to be monitored Specially designed instruction is not individualized to the student's needs.	The goals are not updated, relevant, and/or do not include all of the elements: 1. Specific to one skill that aligns to an appropriate state standard 2. Observable 3. Measurable, and 4. Able to be monitored Specially designed instruction is not individualized to the student's needs, appropriate, or not in line with the student's needs.
Provisions, Related Services, and Behavior	Provisions, related services, behavioral supports, and/or transitions are clearly developed and are connected to the PLOPs and discussion documented in the notes Transition summary, if applicable, includes Level 3 criteria, indicates student input, and is connected to student goals and provisions.	Provisions, related services, behavioral supports, and/or transitions are clearly developed and are connected to the PLOPs. A transition summary, if applicable, identifies the authentic assessment, and highlights the student's strengths, and post-secondary goals. Goals are age-appropriate, identify a specific skill, and connect to student transition summary, if	Provisions, related services, behavioral supports, and/or transitions are not clearly developed, may contain errors, and are loosely connected to the PLOPs. Goals are age-appropriate but do not identify a specific skill or connect to the student transition summary, if applicable.	Provisions, related services, behavioral supports, and/or transitions are not developed and/or contain errors. Goals are not age-appropriate, identify a specific skill, or connect to the student transition summary, if applicable. The transition summary, if applicable, is not based on authentic assessments.

		applicable.	The transition summary, if applicable, does not summarize strengths and identify post-secondary goals based on authentic assessments.	
Written Notes	**At Level 4, a teacher fulfills the criteria for Level 3, and additionally:** Parent concerns were stated and solutions presented are evident.	Case Conference written notes are clear and concise including: -Parent rights are provided -Involvement from the parent(s) was apparent, and determination of IEP plan is evident including LRE placement -Parent concerns have been stated and documented.	Case Conference written notes are: 1. general and do not provide support of case conference committee members' involvement, including parents, 2. parent rights provided are not indicated, or 3. indicate the determination of the IEP plan moving forward, including LRE placement.	Case Conference written notes are: 1. generalized and not concise, 2. parent rights provided are not indicated, 3. details of case conference committee involvement was not evident, and 4. determination of IEP plan, including LRE placement, was not documented.

Domain 3: Effective Instruction (35% of Evaluation)

Effective Instruction	Highly Effective	Effective	Improvement Necessary	Ineffective
Communicate with students through a variety of strategies	Expectations for learning, directions, and procedures, and explanations of content are clear to students. The teacher's oral and written communication is clear and expressive. Strategies reflect high expectations and are appropriate to students' cultures, and levels of development, and anticipate possible student misconceptions	Expectations for learning, directions, procedures, and explanations of content are clear to students. Communications are appropriate to students' cultures and levels of development.	Expectations for learning, directions, procedures, and explanations of content are clarified after initial confusion; the teacher's use of language is correct but may not be completely appropriate to student's cultures or levels of development.	Expectations for learning, directions, procedures, and explanations of content are unclear or confusing to students. Teacher's use of language contains errors or is inappropriate to student's cultures or levels of development.
Reflective Practices on Instruction	Teacher's reflection on the lesson is thoughtful and accurate, citing specific evidence. The teacher draws on a repertoire to suggest alternative strategies and predict the likely success of each.	The teacher provides an accurate and objective description of the lesson citing specific evidence. The teacher makes some specific suggestions as to how the lesson might be improved.	The teacher has a generally accurate impression of instructional effectiveness.	The teacher does not know whether the lesson was effective or misjudges the success of a lesson. The teacher has no suggestions for how a lesson might be improved.
Engaging students in learning	Students are highly intellectually engaged throughout the lesson in significant learning, and make meaningful contributions to the activities, student groupings, and materials. The lesson is adapted as needed to the needs of individuals and cultural differences and the pacing allows for student reflection and closure.	Activities and assignments, material, and grouping of students are fully appropriate to the instructional outcomes, and students' cultures and levels of understanding. All students are engaged in work of a high level of rigor. The lesson's structure is coherent with an appropriate pace.	Activities and assignments, materials, and groupings of students are partially appropriate to the instructional outcomes, or students' cultures or levels of understanding, resulting in moderate intellectual engagement. The lesson has a recognizable structure but is not fully maintained.	Activities and assignments, materials, and groupings of students are inappropriate to the instructional outcomes, or students.

Effective Instruction	**Highly Effective**	**Effective**	**Improvement Necessary**	**Ineffective**
Using Assessment in Instruction	Formal and informal assessment is used in a sophisticated manner in instruction. Students are fully aware of and may contribute to the criteria and performance standards by which their work will be evaluated. Self-assessment is used by students as well as monitoring of progress by both students and teachers. High-quality feedback is given to students from a variety of sources.	Formal and informal assessment is regularly used in instruction, through self-assessment by students, monitoring of progress by teacher and/or students, and feedback to students. Students are fully aware of the assessment criteria used to evaluate their work.	Formal and informal assessment is occasionally used in instruction, through some monitoring of the progress of learning by teachers and/or students. Feedback to students is inconsistent, and students are aware of only some of the assessment criteria used to evaluate their work.	Formal and informal assessment is not used in instruction, either through students' awareness of the assessment criteria, monitoring of progress by the teacher of students, or through feedback to students.
Demonstrate flexibility and being responsive	Teacher seizes an opportunity to enhance learning, building on a spontaneous event or student interest. The teacher provides the opportunity for the success of all students, using an extensive repertoire of instructional strategies.	The teacher promotes the successful learning of all students, making adjustments as needed to instruction plans and accommodating student questions, needs, and interests. The teacher uses an adequate repertoire of instructional strategies.	The teacher attempts to modify the lesson when needed and to respond to student questions, with moderate success. The teacher accepts responsibility for student success but has only a limited repertoire of strategies to draw upon.	The teacher adheres to the instruction plan, even when a change would improve the lesson or of students' lack of interest. The teacher brushes aside student questions; when students experience difficulty the teacher blames the students or their home environment.

Back to Agenda

Domain 4: Teacher Leadership (15% of Evaluation)

Teacher Leadership	Highly Effective	Effective	Improvement Necessary	Ineffective
Contribute to School Culture	In addition to effective the teacher additionally may: ● Seek out leadership roles ● Voluntarily dedicates time to students and peers outside of class	Contribute ideas and expertise to further the school's mission and initiatives Dedicate time efficiently, when needed, to helping students and peers outside of class	When sought out, teacher contributes occasional ideas and expertise to further the school's mission and initiatives	Teacher rarely or never contributes ideas aimed at improving school efforts. The teacher dedicates little or no time outside of class to students or peers.
Collaborate with Peers	In addition to effective the teacher additionally may: ● Seek out opportunities to collaborate ● Support peers ● Take on leadership roles within collaborative groups	Teacher will: ● Actively participate in regular opportunities to work with and learn from others ● Ask for assistance, when needed, and provide assistance to others in need	Teacher will: ● Participate in occasional opportunities to work with and learn from others ● Ask for assistance when needed	Teacher rarely or never participates in opportunities to work with others. The teacher works in isolation and is not a team player.
Seek Professional Skills and Knowledge	In addition to effective the teacher additionally may: ● Regularly share newly learned knowledge and ● Practices with others ● Seek out opportunities to lead professional development sessions	Teacher will: ● Actively pursue opportunities to improve ● Knowledge and practice ● Seek out ways to implement new practices into instruction, where applicable ● Welcome constructive feedback to improve practices	Teacher will ● Attend all mandatory professional development opportunities	Teacher rarely or never attends professional development opportunities. Teacher shows little or no interest in new ideas, programs, or classes to improve teaching and learning.

Negative Impact on State and Local Assessments

Negative impact on student learning, as measured by student performance on statewide assessments, is characterized by a significant decrease in student achievement and notably low levels of student growth. The department of education will calculate the negative impact for all teachers with Indiana Growth Model data.

For teachers in non-tested subjects local assessments will be utilized to determine the negative impact.

Students will be tested at the beginning of the year and at the end of the year using these local assessments. If the mean percentage of overall student performance is less at the end of the year than at the beginning of the year then a negative impact will be determined.

Assessment Guidance

FMLA/ Emergency/ Extended leaves of absence

If you work 120 days you will receive a 10% or 5% letter grade.

Non-state Tested Subjects

For any teacher in a non-state tested subject in accordance with Indiana code, the school letter grade will be used to meet the aforementioned requirement. If there is no state test in a teacher's discipline, then the school letter grade will count for 10%.

State tests will be administered by licensed teachers who are from the same building as the teacher on leave and on a permanent contract with Porter Township School Corporation.
The lists below describe the assessments for the district.

Formative Assessment

All formative assessment pieces will be utilized in accordance with the expectation set forth by the state.

Final Summative Evaluation

The final summative evaluation will include the scores for observations combined with the school letter grade and negative impact information. The school letter grade (constituting 5% of the evaluation), the IGM/local assessment (constituting 5% of the evaluation), and observations will be calculated in Pivot; consequently, teachers will be rated as highly effective, effective, improvement necessary, or ineffective. The negative impact will be included as required by the state code.

Back to Agenda

Timelines/ Ineffective and Needs Improvement Rating

Documentation will be provided within 7 school days of observation.
This is applicable to ALL teachers, not just ineffective teachers.

If a teacher receives a final rating of Ineffective:

Five days after the final evaluation conference, the APTED president and superintendent are notified in writing by the building administrator. Within 10 days, the APTED building representative or designee will be present at the meeting between the Principal, mentor teacher, and ineffective teacher. The teacher has a right to request a private meeting with the superintendent after the conclusion of this meeting. This request must be made in writing. Mentor teachers should be in the same content area/grade level, if possible.

Mentor teachers should be allowed to observe a teacher if requested by the teacher being evaluated. Within 25 days, the first planning session is held and a plan is outlined(teacher, mentor teacher, APTED representative, and Principal all involved). Teachers placed on remediation will be observed a minimum of 5 times. The teacher should be evaluated at least once every 30 days for a 90-day school period.

After the post-conference, if the teacher is rated ineffective, at the option of the teacher or evaluator, a second observation and evaluation can be requested to be performed by another building-level administrator as assigned by the superintendent. Notice of this appointment must be sent to both the teacher and the association president. Notification must be made within 7 school days and an unscheduled, follow-up evaluation should be completed 10 school days after the second evaluator is assigned.

If after the second evaluation/observation, the teacher doesn't agree with the building level administrators as well as the second evaluator’s evaluation of ineffective, the teacher may request a conference with the superintendent within 7 school days.

Resources for ineffective teachers

When a teacher is rated ineffective, opportunities should be provided to improve areas of weakness. This can be done through attending conferences, viewing webinars, taking advantage of resources, or consulting with highly effective teachers.

A mentor teacher should be able to observe ineffective teachers if requested. The Ineffective teacher should be able to observe the mentor teacher if requested. Administrators and mentors will provide a list of presenters/resources that could be helpful to the ineffective teacher.

Conferences may only be attended if funds are available.

Notification to Parents

If a teacher is rated ineffective, they cannot have the same group of students for a second year. If for staffing reasons, a student has an ineffective teacher 2 years in a row, parents must be notified by the administration in writing as dictated by state statute.

License renewal for ineffective teacher

Credits towards license renewal during the 90-day period should be focused on areas of weaknesses on evaluation.

Remedial Form

Any teacher rated as ineffective or needing improvement will need to collaborate using the Performance Evaluation Remediation Plan Form.

Porter Township School Corporation
Performance Evaluation Remediation Plan Form

Teacher's Name:	School Year
School Assignment(s):	Work Assignment(s):
In what areas was the teacher found to be deficient as documented on the PERFORMANCE EVALUATION PLAN RESULTS:	n/a
Action Plan for correcting the deficiencies:	n/a
Timeline for correcting the deficiencies (at most one semester, or no more than 90 school days if one semester exceeds ninety (90) days per IC 20-28-11.5-6(b)):	n/a
Describe indicators/evidence of progress towards accomplishing the goal:	n/a
Describe the resources/support that you anticipate needing in order to accomplish the goal:	n/a
Staff Member Signature: Date:	Administrator Signature: Date:

Back to Agenda

PORTER TOWNSHIP SCHOOL CORPORATION DISTRICT STUDENT HANDBOOK

SUPERINTENDENT
Stacey Schmidt, PhD

ASSISTANT SUPERINTENDENT
Ben Parrish

PORTER LAKES ELEMENTARY SCHOOL
(Grades Pre-K – 3)
208 South 725 West
Hebron, IN 46341
Kristin Mucha, Principal
Cindy Rosinia ~~Brad Parks~~, Assistant Principal
Tel: 219-306-8076 Ext. 5000
Tel: 219-507-0509 Ext. 5000
Tel: 219-476-3455 Ext. 5000

BOONE GROVE ELEMENTARY SCHOOL
(Grades 4 – 5)
325 West 550 South
Boone Grove, IN 46302
Edward Ivanyo, Principal
Tel: 219-306-8663 Ext. 4000
Tel: 219-507-0507 Ext. 4000
Tel: 219-462-1032 Ext. 4000

BOONE GROVE MIDDLE SCHOOL
(Grades 6 – 8)
325 West 550 South
Boone Grove, IN 46302
Jessica Wotherspoon, Principal
Matt Boone, Dean of Students
Tel: 219-306-8664 Ext. 3003
Tel: 219-507-0508 Ext. 3003
Tel: 219-464-4828 Ext. 3003

BOONE GROVE HIGH SCHOOL
(Grades 9 – 12)
260 South 500 West
Valparaiso, IN 46385
Clay Corman, Principal
James Rosinia, Assistant Principal
Tel: 219-306-8600 Ext. 2000
Tel: 219-507-0510 Ext. 2000
Tel: 219- 476-3455 Ext. 2000

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

Board Approved 7-10-2025

Back to Agenda

TABLE OF CONTENTS

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

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

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

ELEMENTARY SCHOOLS SUPPLEMENTAL SECTION

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

BOONE GROVE MIDDLE SCHOOL SUPPLEMENTAL SECTION

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

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

BOONE GROVE HIGH SCHOOL SUPPLEMENTAL SECTION

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

Back to Agenda

Attendance.....66
Absences 66
Online Instructional Day Attendance..... 66
Attendance Affecting Extra-Curricular and Athletic Events.....66
Field Trips (FTR).....67
Finals Waiver Program..... 67
Tardy Policy..... 67
Truancy.....67
Habitual Truancy..... 67
Discipline & Behavior:..... 68
Statement..... 68
iPad Lockdown.....68
Student Interaction Policy..... 68
Types of Discipline.....68
Chronic Offenses..... 69
Reasons for Disciplinary Action..... 69
Academic Dishonesty, Cheating, and Plagiarism.....69
Bullying..... 69
Cafeteria Conduct.....69
Dress Code..... 70
Food/Beverage..... 70
Hallway Conduct.....70
Harassment and Discrimination..... 70
Harassment..... 70
Horseplay..... 70
Language, Gestures, Behavior.....70
Loitering..... 70
School Bus Regulations and Conduct..... 70
Bus Pass Procedures..... 71
Student Passes..... 71
Student Driving/Student Parking.....71
Invalidation of Driver's License or Permit..... 71
Transportation for School Sponsored Events..... 71

General Information.....71
Assemblies and Convocations.....71
iPad Information.....71
Dances.....71
Distribution of Non-School Materials & Signs..... 72
Fundraisers.....72
Locker Rooms.....72
Teacher Assistants (TAs)..... 72
Student Activities..... 72
BGHS Student in Good Standing..... 72
Attendance..... 72
Grades.....72
On Pace for Graduation..... 72
Behavior..... 72
Extra-Curricular Activities..... 72
Attendance Affecting Extra-Curricular and Athletic Events.....73
Transportation.....73
National Honor Society/Article 1-Selection of Member..... 73
Athletics..... 73
Statement of Philosophy.....73
Objectives..... 73
Athletic Code.....73
Enforcement Procedures.....74
Penalties.....74
IHSAA Eligibility Rules.....74
Transportation.....74
Athletic Awards.....74
Student Services:.....75
Food Services..... 75
Media Center..... 75
Student Identification Card.....75

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

Back to Agenda

PORTER TOWNSHIP SCHOOL DISTRICT

PORTER TOWNSHIP SCHOOL CORPORATION
COMBINED STUDENT HANDBOOK

ENROLLMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

COMPULSORY ATTENDANCE POLICY

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

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

Back to Agenda

Understanding Absences

Excused vs. Parent/Guardian Verified vs. Unexcused

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

EXCUSED

Parent/Guardian Notifies School on the day of the absence

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

Pre-Arranged Excused Absences:

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

Repercussions

In addition to all building provision in the student handbook:

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

PARENT/GUARDIAN VERIFIED

Parent/Guardian Notifies School on the day of the absence

4 days per semester are allowed, or as approved by a building administrator

***any day beyond 4 will be unexcused**

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

UNEXCUSED

Students should have ZERO Unexcused Absences

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

Repercussions

In addition to all building provision in the student handbook:

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HEALTH INFORMATION

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

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

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

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

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

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

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

Immunizations:

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

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

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

Medications Given in School:

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

1. All medication must be brought to the nurse's office (by an adult), where it will be kept in a locked cabinet in the clinic. Dispensing of medications will only be done by the school nurse, or a trained designee of the school.
2. All prescription medication must be sent in the labeled pharmacy container.
3. Over-the-counter medication must be sent in the original container.
4. All medication administered at school must be accompanied by the school medication form stating the following:
   Student's Name Time of Administration
   Name of Medication Reason for Administration
   Dosage to be Administered Legal Guardian's
   Signature Physician's Signature (for prescribed meds)
5. For students in Grade K-8: medication may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
6. Medication may be sent home with students in Grade 9-12, if the student's parent provides written permission for the student to receive the medication. Some medications are not suitable for sending home with children. In some cases, the nurse will contact parents to pick up excess at the end of the school year.

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

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

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

Self-Administered Medication:

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

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

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

the school nurse.

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

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

Emergencies/Student Illnesses
If an emergency or illness should occur at school, the following actions will take place:
1. The nurse or designee will attempt to notify the parents at home.
2. If parents cannot be reached at home, we will attempt to reach them at work.
3. If parents cannot be contacted, the emergency number will be called.

If an accident involves serious injury, the following will occur:
1. The principal or his/her designee will use their best judgment to determine the need for emergency medical service.
2. An ambulance will be called, if deemed necessary.

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

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

EMERGENCY PROCEDURES

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

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

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

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

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

Emergency Days Requiring Late Start or Early Release of School:
At times, it may be necessary to delay the start of or close our schools because of an emergency or unsafe situation for

our students. **Please develop and periodically review appropriate plans for the possibility of a delayed start, early dismissal, or school closing with your child.**

School Closings/Emergencies:
School closings and/or emergency information will be sent out via School Messenger, the PTSC alert system. Please make sure that your child's school has your correct email address, cell phone number, and home phone number so that you will receive these messages. Closings will also be posted at www.ptsc.k12.in.us and on the Porter Township School Corporation Facebook page.

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

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

POLICY STATEMENTS

Student Internet and Technology Responsible Use Policy

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

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

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

I will:

- Bring my iPad to school fully charged each day.
- Keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent(s)/guardian(s)).
- Treat others with respect online and offline alike.
- Strive to be a responsible digital citizen.

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

I will not:

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

I understand:

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

- Failure to return the device when required by the school corporation or when withdrawing will result in consequences including but not limited to disciplinary action, fines and/or a police report.
- If my case is not considered protective enough by PTSC, I may be required to obtain a more protective case.

Consequences for misuse:

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

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

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

INTERNET/TECHNOLOGY – TERMS AND CONDITIONS

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

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

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

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

5.) ***Prohibitions*** **–** Users of the Porter Township School Corporation Internet resources and computer accounts may not:
a.) Access, upload, download or distribute pornographic, obscene or sexually explicit materials.
b.) Transmit obscene, abusive or sexually explicit language.
c.) Violate any local, state or federal statute.
d.) Vandalize, damage or disable the property of another person or organization. This would include uploading or downloading email attachments and executable files infected with a virus.
e.) Access another person's materials, information or files without the implied or direct permission of the person.
f.) Violate copyright or otherwise use another person's intellectual property without his or her prior approval or proper

citation.

Computer Technology and Networks:

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

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

Textbook Rental and Student Fees:

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

Matters Regarding Instructional Materials:

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

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

A. The criticism is to be addressed to the principal, in writing and shall include:
   1. author;
   2. title;
   3. publisher;
   4. the complainant's familiarity with the material objected to;
   5. sections objected to, by page and item;
   6. reasons for objection

B. Upon receipt of the information, the principal may appoint a review committee.

C. The Superintendent shall be an ex officio member of any such committee.

D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
   1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
   2. the accuracy of the material
   3. the objectivity of the material
   4. the use being made of the material

E. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

F. The committee's recommendation shall be reported to the Superintendent in writing. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

G. The complainant may appeal this decision within ten (10) days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

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

STUDENT CONDUCT

Grounds for Suspension or Expulsion Apply when the Student is:

1. On school grounds immediately before or during school hours or immediately after school hours or at any other

time when the school is being used by a school group; or
2. off school grounds at a school activity function or event; or
3. traveling to or from school or school activity function or event; or
4. bullying conduct (as described in the section entitled "Bullying") occurring off school grounds; or
5. unlawful activity (as described in the section entitled "Unlawful Activity") occurring on or off school grounds.

Effect of Out-of-School Suspension/Expulsion

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

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

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

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

Unlawful Activity

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Drug/Alcohol, Tobacco Policy

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

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

Consequences & Restorative Practices for item 1:

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

Consequences & Restorative Practice for item 2:
1st Offense 3-5 days suspension (ISS or OSS), referral to law enforcement where warranted for possible ticket
2nd Offense 3-5 days suspension (ISS or OSS), and possible recommendation for expulsion
Substance Abuse Education and Prevention Program

Consequences & Restorative Practice for item 3:
1st Offense 1-3 days suspension (ISS or OSS)
2nd Offense 1-3 days suspension (ISS or OSS), and possible recommendation for expulsion
Substance Abuse Education and Prevention Program

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

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

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

Note: It takes two students to cause a fight. It takes one student to cause physical aggression**.** This rule applies when a student and/or a group of two or more students cause or attempt to cause physical injury to another person. "I was just kidding," "This was just horseplay," "We were just messin' around," "It's a tradition," "We're friends" are not justifiable excuses.
***Consequences*:** Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

Inciting or Planning a Fight on School Property or at a School Sponsored Activity.
Consequences: Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

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

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

Slander/ Libel
Deliberate false verbal or written statements that harm another person's reputation.
Consequences: Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

Slurs
Statements that deliberately harm another person and related to a person's disability, ethnic, racial, religious, sexual orientation.
Consequences: Disciplinary actions which may include, but are not limited to, suspension and possible recommendation for expulsion.

Taunting/ Teasing/ Spreading Rumors

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

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

Theft

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

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

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

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

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

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

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

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

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

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

Search and Seizure

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

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of the student. Any information received will be examined as to its validity and credibility prior to any action being taken.

Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will

produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

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

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the student if the items may be lawfully possessed by the student. Seized items of no value and seized items that may not lawfully be possessed by the student shall be destroyed.

BULLYING

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

What is Bullying?

Bullying can take many forms including slurs, rumors, name-calling, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, stalking, physical or other intimidation, hazing, other written or electronic text messages, social media posts, emails, and verbal or physical actions. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

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

Reporting Bullying Behavior

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

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

Investigation of Report

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

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

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

PERSONAL COMMUNICATION DEVICES

Policy 5136 - PERSONAL COMMUNICATION DEVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT PERSONAL COMMUNICATION DEVICE (PCD) RECORDINGS

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

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

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

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

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

VISITOR PERSONAL COMMUNICATION DEVICE (PCD) RECORDINGS

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

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

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

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

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

CCTV AND RECORDING CAMERA SYSTEM

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

CHILD ABUSE AND NEGLECT

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

COMPULSORY REPORTING

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

CONFIDENTIALITY

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

CONFISCATION OF INAPPROPRIATE ITEMS BROUGHT TO SCHOOL

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

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

Disruptive/ Nuisance Items/ Electronic Devices

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

ELASTIC CLAUSE

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

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

EMERGENCY CARDS / PERMISSION TO PICK-UP

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

DISTRIBUTING COMMERCIAL OR OTHER MATERIALS

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

LOSS OR DAMAGE OF PERSONAL PROPERTY

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

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

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

TRESPASSING ON SCHOOL PROPERTY

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

PORTER TOWNSHIP COMPUTER FACILITIES, EQUIPMENT AND SOFTWARE PROCEDURES

Definition of Copyright

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

Summary of Federal Copyright Law (Public Law 96-517, Section 7(b):
For the purposes of copyright, a computer program is defined in the law as a set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result.

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

The copyright law says that, without the expressed permission of the copyright owner, you MAY NOT:
1. make multiple copies of a copyrighted program, even for use within a single school;
2. make any use of printed copyrighted software documentation that is not allowed by the actual copyrighted program itself.

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

Rules and Regulations

Each of the following provisions of this policy for the use of computer facilities, equipment, and software belonging to Porter Township School Corporation applies alike to all school employees, all students, and any member of the community at large using said facilities, equipment, or software.
1. Everyone using corporation computer facilities and equipment is expected to adhere to the provisions of Public Law 96-517, Section 7(b) with regard to copyrighted software.
2. No one may use unauthorized copies of software on computers belonging to the school.
3. No one may enter, use, copy, alter, or tamper with computer files or software belonging to another person or the school without the expressed permission of the owner of the files.
4. Theft of or willful/irresponsible damage of any computer facilities, equipment, or software belonging to the corporation will not be tolerated.
5. No unauthorized person may use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems either local or in remote locations.
6. No one may use any corporation computer equipment for obscene, suggestive, or threatening communications.
7. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the corporation employee in charge at the time of the violation or to the appropriate administrator.

Computer User Responsibilities

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

Legal Responsibilities

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

Libel

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

Penalties

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

INTERNET POLICY

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

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

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

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Porter Township School Corporation. Access is a privilege, not a right. Access entails responsibility.
Users should not expect that files stored on the school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

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

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

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

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

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

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

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

FERPA POLICY

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

School and Student Records

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

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

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

CRIMINAL GANG AND CRIMINAL GANG ACTIVITY POLICY

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

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the corporation or used to transport Corporation students, and at school-sponsored functions. The

Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

The full Porter Township School Corporation Criminal Gang and Criminal Gang Activity Policy can be found on the district's website at www.ptsc.k12.in.us.

GRADING

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

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

PROGRESS REPORTS

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

GUN FREE SCHOOLS ACT

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

SEXUAL HARASSMENT

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

2. **DEFINITION**
   a. Unwelcome Conduct of a Sexual Nature
      i. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding

physical or personality characteristics of a sexual nature.

ii. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

iii. Sexual Harassment

iv. For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

v. Submission to the conduct is made either an explicit or implicit condition of education;

vi. The conduct substantially interferes with a student's educational opportunities and/or performance or creates an intimidating, hostile, or offensive educational environment.

3. **COMPLAINT PROCEDURES**

It is the express policy of Porter Township School Corporation to encourage persons who believe that they are victims of sexual harassment to come forward with such claims.

a. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below or may complain directly to a teacher, coach, activity sponsor, building principal, or the Title IX complaint designee of the school corporation. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or class assignment.

b. The right of confidentiality, both of the complainant and of the accused, will be respected and consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

c. Reporting Sexual Harassment

d. All reports of sexual harassment shall be handled in the following manner:

i. Reports must be in writing on forms supplied by the corporation (if a verbal complaint is made, the school official should file a written report);

ii. Reports must name the person(s) charged with sexual harassment and state the facts;

iii. Reports must be presented to the building principal or designated Title IX Supervisor where the alleged conduct took place. The building principal shall inform the superintendent or his/her designee of all filed reports;

iv. The building principal or designated Title IX Representative who receives a report shall thoroughly investigate the alleged sexual harassment;

v. The report and the results of the investigation will be presented to the superintendent and complainant. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action she/he deems appropriate.

vi. The Board of Trustees will consider the report and the superintendent's recommendation in executive session.

4. **SANCTIONS FOR MISCONDUCT**

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

a. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to warning, reassignment, suspension, or discharge.

b. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

5. **FALSE REPORTING**

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

NONDISCRIMINATION ON THE BASIS OF GENDER, AGE, RACE, RELIGION, ETC.

It is the policy of the Porter Township School Corporation not to discriminate in the educational programs or activities it operates on the basis of gender, race, religion, disability, or national origin.

HANDICAPPED NONDISCRIMINATION

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits, of, or otherwise be subjected to discrimination under any program or activity, unless the nature or severity of the handicap is such that education in regular classes and services cannot be achieved satisfactorily.

CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURE
(For Indiana's Civil Rights Compliance Program)

Purpose: No student at Porter Township School Corporation schools will be judged on the basis of sex, national origin, race, religion, color, or handicap.

1. Applies to Regulatory TITLES VI (race, color, national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator
   a. The building principal or designee for allegations of building-level violations to students or building patrons.
   b. The superintendent or designee for allegations and violations of a corporate level such as policy or practice.
5. Civil Rights Compliance Officer The superintendent of schools or designee.
6. The Process
   a. Level One
      i. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission, the date of same, and the parties involved.
      ii. The compliance coordinator shall initiate an investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
      iii. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
      iv. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a Level Two procedure shall be enacted.
   b. Level Two
      i. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three calendar days of receipt.
      ii. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, true compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
      iii. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in an extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.
NOTE: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

MAKEUP WORK

Students will be allowed one (1) makeup day for work assigned during each absence. Teacher discretion is to be given if the makeup work is difficult.

- Work assigned prior to an absence is not make-up work and is due upon the student's return to class.
- Students who have turned in a pre-arranged absence form understand that the school work must be kept up and agree to hand in assignments given according to arrangements made with the teacher at the time of signing the form.

- Work assigned prior to out-of-school suspension or truancy from school, and which falls due during this absence

period, must be turned in on the student's first day back in school and will be graded.
- Work assigned during an out-of-school suspension or unexcused absence is expected to be made up but may not receive a grade and/or credit.
- Students that are absent will be afforded time to make up missed assessments during class time upon their return to class.

PARENT CONFERENCES

Please contact the teacher if you wish to discuss your child's progress. Parents may access the Skyward Parent Portal at any time to gain information about the academic progress of their child.

SAFETY AND SECURITY

The safety and security of our students, faculty, and staff during the normal school day and at school-related events beyond the normal school day is our priority.

Parents, students, and the community at-large should correctly see that our schools are a safe and engaging learning community. Our schools have developed and rehearsed many advanced safety and security measures and precautions to help ensure the safety of all students. These measures and precautions, along with School Messenger notice should provide students, parents, staff, and the community with comfort in the safety and security of students.

Our schools should be fear-free; however, if there are times of concern, students or parents should contact the proper teacher, counselor, or principal immediately. Students who see inappropriate behavior in these areas should report them immediately to a teacher or the principal.

Parents and students who learn of inappropriate behaviors or actions should also report them immediately to the school office. Active parent involvement in the security and safety of students is essential. The school must know of concerns to resolve concerns at school. When in doubt, report any possibly dangerous or concerning information to the school.

If a threat or an incident occurs, our schools have rehearsed safety procedures to provide for the safety of students as well as for safe evacuation of the building if needed.

SIGN IN

Students must sign in at the office when returning to school for any reason. Students late to school risk being marked absent or tardy.

SIGN OUT

Students must be signed out by an approved adult in the main office to leave the building during the school day. Drivers picking up students should report to the office and sign students out.

TIP LINE

Safety is one of our district's top priorities, which is why we are now using Say Something Anonymous Reporting System, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration easily and anonymously. You can report tips on bullying, harassment, drugs, vandalism, or any safety issue you are concerned about anonymously online. You can access our tip line at the following address: https://www.sandyhookpromise.org/say-something-tips/ Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support. **Please use this responsibly.**

You can also access safety resources via the PTSC Safety & Security website at https://www.ptsc.k12.in.us/safety-and-security/

VISITORS AND SCHOOL SAFETY CHALLENGES

The School Board understands that parents or other persons with legitimate educational purposes may visit the school; however, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The School Board understands that parents or other persons with legitimate educational purposes may visit the school; however, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

All visitors requesting access to areas outside of the main office must obtain prior approval from the building administrator. Requests must be made at least 24 business hours in advance.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Arrangements must be made with the teacher in advance of the bringing of treats, toys, and "show and tell" items to ensure no unexpected disruptions.

Parents who are employed by the school but not working at the time, are considered visitors. Parents and the public who hold elected offices are considered visitors.

School doors are locked at all times. All visitors are required to provide a valid driver's license upon entry into a building. Visitor information will be entered into the Raptor Visitor Management System for access approval and they must sign in and out at the main office or at the location designated by the individual school building. After being properly identified, their credentials verified, and the reason for their visit documented and approved, each visitor will receive a visitor identification badge that must be worn throughout their visit. Please note that school personnel are authorized to refuse entry to any person. Any person denied entry to the school will be asked to immediately leave the school property. Within 48 hours of such denial, a school administrator and/or the school resource officer will conduct an investigation of the occurrence.

For the safety of our students and staff, any person in the school building without a visitor identification badge may be considered to be trespassing and/or potentially dangerous to the security and safety of students. Our schools have developed advanced and rehearsed lockdown procedures if an intruder is to enter the building. These measures are to protect the safety of students, teachers, and staff.

PARENTAL/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT

IN COMPLIANCE WITH THE PROCEDURAL REQUIREMENTS OF SECTION 504 OF THE REHABILITATION ACT OF 1973, THE FOLLOWING NOTICE OF PARENT/ STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT SHALL BE UTILIZED BY PORTER TOWNSHIP SCHOOL CORPORATION.

THE FOLLOWING IS A DESCRIPTION OF THE RIGHTS GRANTED BY FEDERAL LAW TO STUDENTS WITH DISABILITIES. THE INTENT OF THIS HANDOUT IS TO KEEP YOU FULLY INFORMED CONCERNING DECISIONS ABOUT YOUR CHILD AND TO INFORM YOU OF YOUR RIGHTS IF YOU DISAGREE WITH ANY OF THESE DECISIONS. YOU HAVE THE RIGHT TO:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition;

2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to the identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate education in academics, non-academics, and extracurricular activities. This includes the right to be educated with non-disabled students to the maximum extent appropriate. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual needs of handicapped persons as adequately as the needs of non-handicapped persons are met and are based upon adherence to procedures that satisfy the requirements of and implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services that he/she is found to be eligible for under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's record;
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and be represented by counsel. All hearing requests should be made to: Porter Township School Corporation, 248 South 500 West, Valparaiso, Indiana 46385
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a grievance.
17. The Section 504 representative may be contacted at your child's school.

SECTION 504
POLICY AND PROCEDURES FOR IDENTIFICATION, EVALUATION AND PLACEMENT PROCEDURES

1. REFERRAL

a. A referral for possible Section 504 eligibility may be initiated by a parent or professional of the school system if there is a suspicion that the child may have a physical or mental impairment, has a history of or is regarded as having an impairment that substantially limits one or more major life activities.
b. A referral must be made in writing, dated, and include the reason for the referral.
c. The Section 504 representative will notify the parent/guardian in writing of the referral.
d. The Section 504 representative will determine a conference date and document the information on the Notice of Section 504 Conference Form. The notice will be sent to the parent(s) and a copy to all conference participants.
e. The Section 504 representative will coordinate the gathering of relevant information necessary to assist in the identification of a Section 504 student.

2. EVALUATION

a. The primary purpose of conducting an individual assessment of a student referred for a Section 504 evaluation is to gather information sufficient to permit a group of persons knowledgeable about the child to determine whether the student is handicapped under Section 504.
b. In determining whether a student is disabled under Section 504, the Conference Committee must conclude that:
   i. The student has a physical or mental impairment.
   ii. The presence of the physical or mental impairment substantially limits one or more major life activities.

iii. Because of the substantial limitation, the student is in need of accommodations/adaptations in the educational setting.

c. The evaluation procedure must be completed within 40 school days from the date on the Section 504 Referral Form or prior to the commencement of the following school term where the referral was made with less than 40 days left in the school term.
d. The evaluation procedures may include standardized testing, interview with the child and parent, rating scales, observational data, adaptive behavior assessments, teacher records, social and cultural background data, and medical record.
e. An evaluation conducted as per Article 7 is one means of meeting the evaluation requirement under Section 504.

3. CONFERENCE

a. Upon completion of the Section 504 evaluation, the Section 504 representative will convene a Section 504 conference to determine eligibility.
b. The conference will be held within 40 school days of the date of referral.
c. The conference will involve a group of persons knowledgeable about the child.
d. The conference committee will be responsible for making the determination of eligibility under Section 504.
e. The 504 representative will complete the Section 504 conference summary form documenting the evaluation findings, eligibility, and the educational services/accommodations to be provided.
f. Recommendations made at the Section 504 conference shall be determined by consensus of the participating school staff.
g. The Section 504 Conference Summary will serve as the Section 504 Alternative Learning Plan by describing the needed educational services and/or reasonable accommodations to be made.

4. REEVALUATION

a. The Section 504 representative will ensure that a reevaluation of the initial evaluation is conducted every three years.
b. Notice will be sent to the parents informing them of the intent to reevaluate.
c. The reevaluation will review the components of the most recent evaluation.
d. The reevaluation will be completed within 40 instructional days of the referral or prior to the commencement of the following school term where the referral was made with less than 40 instructional days left.

5. ANNUAL REVIEW

On an annual basis, the Section 504 representative will review the Alternative Learning Plan to determine continued eligibility and if the same type and intensity of services are to be continued.

6. SUSPENSION AND EXPULSION

a. Section 504 students may be suspended for infractions to the student discipline code. When a student approaches an aggregate of 10 instructional days, the building principal will notify the Section 504 representative. The Section 504 representative will convene a Section 504 conference to discuss the current educational plan.
b. If the school is considering expulsion, the Section 504 representative will convene a causal case conference. The members of the casual conference will be school staff knowledgeable about the student. It is the responsibility of the causal conference to determine if a causal relationship exists. If a causal relationship is found, the student may not be expelled. However, the Section 504 conference committee will look at alternative educational placements.
c. If no causal relationship exists, expulsion procedures may continue following the school's regular education expulsion procedures.
d. If a student is found in violation of the school's drug and alcohol policies, a causal conference is not needed. If a student is handicapped solely by virtue of being addicted to drugs and/or alcohol and the student is found to
e. be in violation of established school policy regarding drugs and alcohol, the student may be treated like any non-handicapped student. Should a student be found in violation of the school's drug and alcohol policies, a causal conference is not needed.
f. If a student is found to be in violation of the school's weapon policy or if the act for which the school is seeking expulsion is found to be inherently dangerous, the school may take such actions as it deems necessary to ensure the safety of all persons in the school building pending the outcome of any hearing.
g. If a Section 504 student is expelled, educational and related services cease for the duration of the expulsion.
h. This policy does not prevent the school from using its normal reasonable procedures for dealing with students

who are endangering themselves and/or others.

i. The building principal may require any student 16 years of age or older who seeks to enroll in school following an expulsion involving disorderly conduct or conduct dangerous to persons or property to enroll in an alternative program or evening school.

504 GRIEVANCE PROCEDURES

1. COMPLAINT

a. Any party may request mediation, an impartial hearing, and an appeal of any decisions or actions taken regarding the student's identification, evaluation, educational program, or placement.

b. The complaint must be a written statement of the specific facts and/or perceived wrongful acts. If a person who is unable to write wishes to file a complaint, assistance may be obtained by contacting the Section 504 Coordinator.

c. All hearing requests should be made to: Superintendent, Porter Township School Corporation, 248 South 500 West, Valparaiso, Indiana 46385

2. HEARING

a. Hearings shall be conducted within 40 instructional days from the date the complaint is stamped received by the superintendent unless the hearing officer grants an extension.

b. Upon receipt of the complaint, the Section 504 Coordinator will appoint an independent hearing officer. This hearing officer does not have to be an Article 7 hearing officer. The school corporation shall bear all costs pertaining to the hearing including the transcription, hearing officer fee and expenses, but shall not be responsible for the fees and expenses incurred by the parent/guardian/student or their representative.

c. The parent involved in the hearing shall be given the right to have the child who is the subject of the hearing present, open the hearing to the public, and be represented by counsel or any other person. Introduction of any evidence at the hearing that has not been disclosed to both parties at least five days before the hearing is prohibited, subject to the discretion of the hearing officer.

d. During the pendency of an administrative or judicial proceeding, unless the school corporation and parent of the child agree otherwise, the child involved in the proceeding shall remain in his present educational placement. If there is a dispute regarding this present placement, the hearing officer shall order an interim placement.

e. A verbatim record of the hearing, either by tape recording or by a court reporter, shall be made at no cost to the parent.

f. Within 10 instructional days after the hearing, the hearing officer shall render a decision in writing. The written decision shall be sent by certified mail to both parties. Such a decision shall include findings of fact, conclusions of law, and orders, if necessary, which will be binding on all parties. The orders shall be implemented no later than 30 instructional days from the date of the written opinion unless exceptional circumstances exist which, in the hearing officer's judgment, warrant delay in implementation.

PTSC Multi-Tiered System of Supports (MTSS)

Porter Township Schools is committed to helping every student learn and grow. Our Multi-Tiered System of Supports (MTSS) is a districtwide approach that ensures all students receive the academic, behavioral, social-emotional, and organizational support they need to succeed.

MTSS is part of the general education program and is designed to meet the needs of all learners. It does not replace special education, nor can it be used to delay a parent's right to request a special education evaluation.

MTSS is a proactive, schoolwide framework that helps us:

- Identify students who may need additional help
- Provide targeted support during the school day
- Monitor progress to ensure growth
- Work closely with families throughout the process

The PTSC MTSS system follows:

- Indiana Department of Education MTSS guidance
- Indiana Academic Standards
- Indiana Learning Checkpoints (ILC)
- Local assessments
- Evidence-based interventions
- Indiana Article 7 regulations (Special Education Law)

Throughout the year, all students participate in screening measures such as:

- Indiana Learning Checkpoints (Reading & Math)
- Classroom assessments and assignments
- Teacher observations
- Free research-based screening tools

Students can be screened three times per year (fall, winter, and spring) to ensure timely identification of needs. Some students may also participate in additional diagnostic checks as needed. These tools help us understand where a student is excelling and where we may need to provide more support. Using the data collected from those screenings, students are placed in three tiers.

Tier 1 – Support for All Students

Tier 1 is the high-quality instruction all students receive every day.

It includes:

- Differentiated instruction
- Clear routines and expectations
- Small-group practice
- Reading, writing, and math support
- Self-regulation check-ins and positive behavior systems
- Organization and executive functioning routines

Most students (80% or more) succeed with Tier 1 alone. Progress is monitored regularly through classroom assessments, observations, and screening data.

Tier 2 – Targeted Small-Group Support

Some students benefit from extra practice in certain skill areas.

Tier 2 includes:

- Small groups of students
- Support in reading, math, behavior, or organizational skills
- 15–30 minutes, 2–4 times per week
- 6–8 week support cycles
- Regular progress monitoring
- Classroom-based interventions delivered by the general education teacher, support staff, and with support and consultation from specialized staff as needed

Examples of Tier 2 supports include:

- Small-group reading practice
- Phonics or decoding help
- Math strategy lessons
- Social skills instruction
- Check-in/check-out routines
- Organization and planning support

Tier 3 – Intensive Support

A few students may need more individualized, focused help.

Tier 3 includes:

- Very small groups (1–3 students) or one-on-one support
- Daily intervention (15–30 minutes)
- Highly individualized instruction
- Frequent progress monitoring (weekly or more often)
- Classroom-based intervention with consultation from specialists

Examples include:

- Structured literacy instruction
- One-on-one math support
- Behavior intervention plans
- Emotional regulation skill instruction
- Executive functioning coaching (planning, memory, task initiation)

Movement Between Tiers

MTSS is flexible and responsive. Students may move between tiers based on their progress and needs. Decisions to move students between tiers are based on multiple sources of student data. Supports for students are adjusted regularly to ensure effectiveness. Teachers maintain accurate records of interventions provided, the frequency and duration of supports, the student progress data, and communication with families. Placement in a specific tier does not guarantee assignment to a particular teacher, program, or schedule. All decisions regarding student support are based on multiple sources of data.

MTSS Team

Each school has an MTSS Team that reviews student data and determines which supports are needed. The team can include staff members such as:

- Principal – Oversees MTSS, ensures documentation, and chairs MTSS meetings
- School Counselor – Supports behavioral and emotional needs
- Special Education Teacher (consultation only) – Advises on interventions, accommodations, and data
- General Education Teachers – Deliver interventions and monitor progress
- Multidisciplinary Team Members – Consult as needed (Title I, specialists)

The MTSS Team meets approximately every 6–8 weeks to:

- Review student progress
- Adjust supports
- Determine next steps

Family Communication & Partnership

PTSC believes strongly in partnering with families. Families will receive:

- Written notification if a student is placed in Tier 2 or Tier 3
- A copy of the student's MTSS Action Plan
- Updates on progress every 4–8 weeks
- Strategies for supporting learning at home
- The opportunity to meet with the MTSS Team at any time upon request

MTSS and Special Education

MTSS is part of general education and does not replace special education services. The MTSS process cannot delay or deny a parent's right to request an evaluation. Under Article 7 (Indiana Special Education Law), a parent may request an educational evaluation at any time. Additionally, a student may be referred for evaluation with or without prior MTSS interventions. A parent may make a verbal request to school staff, and that must be documented by school staff. The school must respond to a referral within 10 school days by either requesting parent consent for evaluation or providing written notice of refusal. Once parental consent is received, the evaluation must be completed. A Case Conference Committee (CCC) meeting must be held within 50 instructional days. Parents will receive Procedural Safeguards outlining their rights, which include participation in all meetings, access to evaluation results, and options for dispute resolution.

When Special Education Referral is Considered

MTSS helps us understand what kind of support a student needs, but it does not determine special education eligibility. A referral by the school for evaluation may be considered when a student is not making progress despite intensive (Tier 3) support, data suggests a suspected disability, or the student requires specially designed instruction. Eligibility decisions are made only by the Case Conference Committee (CCC) after an evaluation is completed to determine eligibility for special education. This only happens with parental consent.

Porter Township Schools provides equitable access to MTSS supports regardless of race, color, national origin, sex, disability, language status, socioeconomic status, or any other protected category. All MTSS decisions are based on student need and data.

Our goal is simple: we want to provide the right support at the right time, so every student can succeed.

One Wolf Pack. Every student. Every day. Reaching their full potential.

RESPONSE TO INTERVENTION (RTI)¶

¶

Porter Township's Response to Intervention is an initiative to address the revised Article 7 of the Indiana Administrative Code. Article 7 defines how children are identified for special education. In particular, you may hear the terms "Tiers of Instruction" or "Response to Intervention" (RTI). The primary purpose of Porter Township's Response to Intervention is not special education eligibility determination, though that may be a possible outcome. This process is used to identify students who do not respond adequately to intervention or who need ongoing intensive intervention to experience success and sustain growth. This process is also briefly explained in the elementary handbook.¶

¶

If the data collected indicates that a child is struggling in math or reading, s/he may be provided with an extra boost of instruction. This extra instruction will be referred to as Tier 2 or 3. (Tier 1 is the core curriculum used with all students in a particular grade level.) Please know that at any time special educators may also be involved with students in Tier 1, 2, or 3.¶

¶

If the data shows that your child would benefit from additional interventions, you will receive a notification. This

notification will indicate that your child is working in a tier group. This additional instruction will take place during the regular school day. If you receive this notification, please do not be alarmed. While this process may help us to identify children as needing assistance in special education, it does not mean that we think your child needs special education. It is a good thing that your child is receiving extra help when the need is first identified instead of waiting until a child is far below grade level. As always, do not hesitate to ask if you have a question.¶

¶

Finally, while Porter Township's Response to Intervention instructs the educators to provide additional interventions to students who are struggling, parents with concerns may still talk to the counselor, your child's teacher, or the principal to ask for an evaluation to determine eligibility for special education and related services.¶

¶

¶

¶

¶

¶

Academic Systems¶

Behavior Systems¶

Tier Three¶

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

¶

Tier Two¶

- Targeted group instruction intervention¶
- Individualized interventions supplemental to core curriculum¶

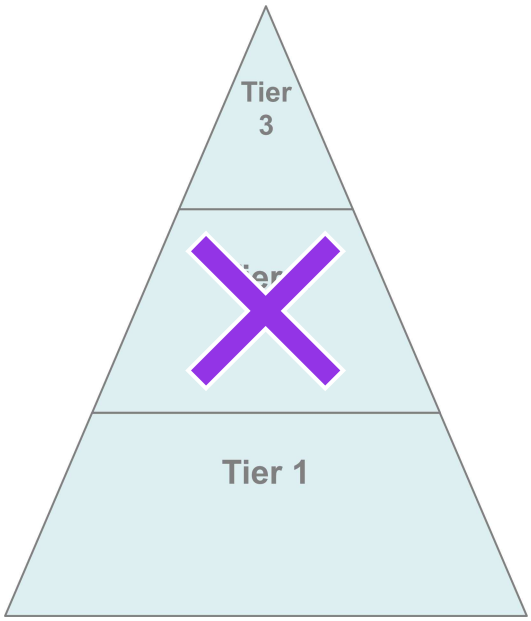
¶

Tier One¶

- Core curriculum with State standards in general education classroom behavior expectations¶
- Research-based/different iated instruction¶
- Universal Screening¶

¶

¶



Tier Three

- Individualized intensive interventions
- Uniquely different strategies; increased in length, frequency and/or duration
- More frequent monitoring

Tier Two

- Targeted group intervention
- Individualized interventions
- Progress monitoring

Tier One

- Core behavior expectations
- Research-based
- Universal Screening

Back to Agenda

Student Nutrition Program

School Meal Programs:

Porter Township School Corporation participates in multiple USDA Child Nutrition Programs including the National School Breakfast, and the National School Lunch programs. It is our goal to ensure all students are well-nourished and ready to learn.

Menus are planned to include age-appropriate serving sizes of protein, fruits and vegetables, whole grains, and fat-free or low-fat milk options. Menus must also meet USDA mandated weekly standards for calories, saturated fat, sodium, and trans-fat.

Information about school meal programs may be found on the Food and Nutrition Services Department website PLSC.K12.IN.US including:

• Charging policy and Online prepayment for students who wish to purchase meals or a la carte items

• Diet Modification Forms (requires a medical practitioner signature for all modification

• Menus

• Nutritional requirements for breakfast and lunch

• Smart Snack requirements for all foods sold on the school campus during the school day

• Free and Reduced Meal Applications

• Link to employment application for school nutrition job openings

• Porter Townships Wellness Policy

Meal Payments:

Each school cafeteria uses a computer system for the student meal account. The system will allow prepayments into the meal account, very similar to a bank savings account. All payments need to be deposited into student accounts prior to meal service. Deposits may be made online using a credit or debit card through "Titan Family Connect App" or you can find the link on our website at PTSC.K12.IN.US. Titan Family Connect App provides parents the ability to view account balances, and food purchases, and schedule automatic payments. More information is available on PTSC.K12.IN.US.

Balances left in the meal account stay with the account and are carried over to the next school year. If a child must transfer out of the school district and a balance is left in the account, the parent may request a refund by contacting the Director of the Food and Nutrition Services Department.

Charging Policy: Board Policy 8500 - FOOD SERVICE PROGRAM available at the following link:

https://go.boarddocs.com/in/ptsc/Board.nsf/Public?open&id=policies#

Wellness Advisory Council and Wellness Policy:

As part of a comprehensive wellness initiative, the district has a board-approved Wellness policy (8510) that outlines the policies on nutrition education, physical activity, and the nutritional requirements for foods that may be sold to students during the school day. A wellness committee composed of parents, students, administration, educational staff, school health professionals, members of the public, and school administrators oversees the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy. Those interested in serving on the council should contact the Director of Food and Nutrition 219-306-8600, Ext. 2141.

To meet the mandated and required USDA Wellness Policy regulation about food and beverages brought in for students to eat/drink during the school day (the school day is considered midnight to 30 minutes after the last bell) – it is Porter Township's policy that ALL food and drink brought in must be commercially prepared (nothing homemade) and have nutrition facts label as well as ingredient list. This includes food and drink brought in for classroom parties, PTA events during the school day, anything a teacher or aide would bring in to share with their students, etc. If you have any questions or concerns about this new regulation, please contact the Director of Food and Nutrition 219-306-8600, Ext. 2141.

Special Diets:

Students with a medical need for meal modifications will be accommodated once a completed Diet Modification Form is completed and returned to the Department of Food and Nutrition Services. This form may be found on the Food and Nutrition Services Department website PTSC.K12.IN.US, from the School Kitchen Manager, from the School Nurses, or by calling 219-306-8600 ext. 2141.

If the student has a disability that prevents them from eating a regular student meal, this form must be completed and signed by a licensed physician or other medical personnel licensed to write prescriptions in the state of Indiana. For the student's safety and per Federal regulations, we cannot provide a special diet that does not meet the USDA regulations until this form has been received. A copy of the form will also be shared with the school nurse and the special education department if the student has a disability. Once the completed form is returned the diet information will be entered into the point-of-sale system to alert Department personnel about the student's diet restrictions.

If for some reason a student no longer needs a meal modification, a statement from a physician's office stating that the modification is no longer needed will need to be sent to the Director of the Food and Nutrition Services Department. Forms can be mailed to: Dept. of Food and Nutrition Services,

260 S 500 W Valparaiso, IN 46385 or emailed to Tonia.Batesole@PTSC.K12.IN.US

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, 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. **Email:**

Program.Intake@usda.gov

This institution is an equal-opportunity provider

DRUG TESTING PROGRAM

The Board recognizes the importance of providing learning opportunities for students through involvement in athletics and other extracurricular activities. The Board also recognizes and accepts its responsibility to take a stand against the use of unauthorized and/or illegal drugs or substances by students at any time.

The Board requires that each student in the high school and middle school participating in one of the School Corporation's interscholastic athletic programs, extra-curricular programs, or driving to school, sign an enrollment application agreeing that the student will participate in a random drug-testing program, conducted and paid for by the School Corporation, commencing with the school year in which the student begins participation, or accepts a parking pass, as applicable.

The School Corporation's drug-testing program may include urinalysis testing, saliva screening and/or breathalyzer to determine if the Student Code of Conduct has been violated. The School Corporation will also see that:

- Testing is administered randomly;
- Tests will produce consistently reliable results;
- In addition to standard screening test, gas chromatography testing may be used;
- The privacy of students is protected by limitations on the disclosure of the test results.

Parents are able to sign up their children to ensure they will be pulled at a random time during the year for a fee of $31.00.

The building principal shall be responsible for administering the drug-testing program and imposing sanctions for all students who violate this policy. Test results will not become a part of the student's permanent record. Test information will not be disclosed to law enforcement authorities unless subpoenaed in a legal proceeding. In the event that the School Corporation is required to release the information, the student and his/her parents will be notified twenty-four (24) hours before the response is made.

Any student who tests positive for any drug other than a prescribed medication used as directed by the student's physician shall be removed from the athletic activity, and the extra-curricular activity, and/or denied the privilege of driving to school.

I.C. 20-26-3 I.C. 20-26-5-4 I.C. 20-30-15-6 *Linke v. Northwestern School Corporation (763 N.E. 2nd 972)*

The student drug-testing program is an important statement made by the School Corporation with regard to its stance against the use of unauthorized and illegal drugs and substances by students. It is also an important action on the part of the School Corporation to safeguard the health and welfare of all students.

This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reasons for preventing students from participating in extracurricular activities and driving to school.

All students at the High School and Middle School wishing to participate in an interscholastic athletic program and/or an extracurricular program sponsored by the School Corporation or to drive to school must submit an authorization form stating they will participate in the Drug-Testing Program. The authorization form (Form 5530.01 F1) must be signed by the student and the student's parent and returned to the school in order to establish participant status. Once submitted, the authorization will be valid for the student's entire career at the Middle School or High School, as applicable, unless the student and the student's parent submit to the building principal a written statement indicating the student's withdrawal from participation in the covered activities (Form 5530.F). In the case of driving privileges, in addition to submission of the withdrawal statement, the student must surrender the parking pass.

At the beginning of every school year, an annual drug testing fee will be charged in conjunction with all other aspects of the policy. This fee will be non-refundable.

The building principal and Superintendent shall maintain a database that correlates a randomly assigned number to the name of each student participating in athletics, extracurricular activities, and parking at school who has submitted the appropriate authorization form on a regular basis, student numbers will be selected randomly from the list of numbers for testing. The number of random tests given each school year shall be determined by the Superintendent and shall result in no less than 10% and not more than 50% of the eligible students being tested. Only the building administrators and Superintendent will know the name of the student associated with each assigned number. Other school and/or agency

personnel, with a legitimate need to know, will have access to the student number without the student name.

The School Corporation may contract with an external agency for the purpose of collecting and/or analyzing the collected test samples. Urine samples shall be collected under the supervision of collection agency personnel and under such conditions that

protect the privacy of the students being tested. Saliva samples shall be provided under the direct observation of appropriate personnel who, at the same time, shall administer any confirmatory breathalyzer test as may be determined necessary by school officials. If a student is unable to produce a sample at the appointed time, s/he will be asked to provide a sample later in the same day.

Samples will be tested for controlled substances including, but not limited to, amphetamines, barbiturates, opiates, marijuana, cocaine, steroids, and alcohol.

After samples have been collected the testing agency shall take all precautions in safeguarding the samples, the results, and accurately reporting their findings to the applicable building principal. In all cases, the testing agency shall dispose of all negative samples and retain positive test results for at least thirty (30) days. The testing agency shall report all results by sample number to the applicable building principal.

In the case of a positive test result, the testing agency shall notify the student and the student's parents being certain to protect the privacy of the student at the same time.

If the test is verified positive, the Principal will make a concerted effort to contact and meet with the student and his/her parent/guardian at a school corporation facility. The student and/or parent will be given the opportunity to explain reasons why the student should not be judged in violation of the drug-testing policy. The applicable building principal is responsible for determining the appropriate disciplinary action when positive test results are identified. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The coach, organization sponsoring supervisor, or administrator in charge of school parking, as applicable will be informed of the student's ineligibility for participation; however, information about a positive test will not be shared.

Self-Reporting: Any student who self-reports for use/abuse in violation of applicable school drug/alcohol policies will be treated as a first positive test resulting in loss of driving privileges and/or 30% non-participation in athletics and/ or extracurricular activities, as applicable, until documentation of completion of a certified counseling program is presented to the building principal. The next offense or positive test will count as a second offense/positive test.

Refusals: A refusal to provide a specimen is a violation of the Drug Testing Policy and will result in the same consequences as a second positive test. A decision of the collector as to whether the student is unable or is refusing to provide a specimen may be appealed to the collection agency and that decision may be appealed to the building principal. The decision of the building principal shall be final. *[and subject to the student disciplinary code]*

Withdrawals: Students withdrawing from the random drug testing selection pool will not be eligible to participate in interscholastic athletics, extracurricular activities or to drive to school for 365 calendar days from the date of withdrawal. A consent form signed by a student, if over age 18, or the student and the parent/guardian, if the student is under 18, will be required prior to removal from the selection pool.

The following are rules and regulations for student participants in extracurricular activities (including dances and attendance at events) and for students who drive to school:

1. All rules and regulations of the Porter Township School Corporation random drug testing policy must be met by the end of the first two weeks of school or the first day of school for students who have driving privileges for the current school year.
2. Violations of rules as listed in this extracurricular handbook will be investigated immediately upon school knowledge of the incident as in the athletic and student handbooks.
3. Nothing in this policy shall be construed to require the school corporation to follow the provision of the Due Process and Pupil Discipline State law (IC 20-33-8 *et seq., as amended from time to time*) in removing students from participation in any interscholastic athletic program or extracurricular activity or from driving to school.
4. All students of the Porter Township School Corporation who drive to/from school or who participate in any interscholastic athletic program or extracurricular activities are required to participate in a random drug testing program as stated in these procedures/policy.
5. Students who fail to comply with the above requirements will not be allowed to participate in interscholastic athletic

programs, extracurricular activities nor have driving privileges as provided in these rules/ regulations.

6. Students withdrawing from the random drug testing selection pool will not be eligible to participate in interscholastic athletic programs, extracurricular activities or drive to school for 365 calendar days from the date of withdrawal. A consent form signed by the student, if over age 18, or the student and his/her parent/guardian, if the student is under age 18, will be required prior to removal from the selection pool.
7. Penalties for violation of the Drug Testing Policy as verified by a positive test will result in the following consequences which will accumulate over the student's high school career:
   A. First Positive Test (First Offense):
   - Nonparticipation for a minimum of 50% of all interscholastic athletic program and/or extra-curricular activities in which he/she participates from the date of the offense. If less than 50% remains in the program/activity, the suspension will be enforced in the next athletic program/ ECA activity.
   - Loss of driving privileges for a period of one calendar year
   - Upon documentation of successfully completing a certified counseling program the offense will be reduced to 25% of ineligibility. This applies only to the first offense.
   - Upon documentation of successfully completing a certified counseling program driving privileges will be reinstated.

   B. Second Positive Test (Second Offense):
   - Nonparticipation for a minimum of one calendar year in all interscholastic athletic program and/or extracurricular activities and driving to school
   - Upon documentation of successfully completing a certified counseling program driving privileges will be reinstated
   - Upon documentation of successfully completing a certified counseling program the offense will be reduced to half a calendar year.

   C. Third Positive Test (Third Offense):
   - Restriction from participating in interscholastic athletic program and/or extracurricular activities and/or driving privileges for the remainder of the student's high school career
8. Student consent forms must be turned in within two days of receiving the form or before the first day of participation/driving to school.
9. Extracurricular substance abuse rules and regulations are in addition to each activity's individual rules and regulations pertaining to their specific club or activity and in addition to school rules set forth in the student and athletic handbooks.
10. Extracurricular is defined as those activities sponsored by the school that are not for credit and occur outside of regular classroom education, generally outside the regular school day on school property or at school sponsored events.
11. Students who are absent from school the day their number is randomly selected to be tested will be tested the next testing day.

Back to Agenda

PORTER LAKES ELEMENTARY SCHOOL & BOONE GROVE ELEMENTARY SCHOOL

PORTER TOWNSHIP SCHOOL CORPORATION
ELEMENTARY SCHOOL STUDENT SECTION

Welcome to Porter Township School Corporation! Our staff is committed to providing a quality educational, social, and emotional experience for all of our students. As a staff, we will do our best to make your child's school experience a great one.

Porter Township School Corporation's mission statement refers to our belief that all students will succeed. We understand the importance of individual student progress and willingly accept this responsibility. As a staff, we will continue to strive for excellence and we will also commit ourselves to challenging students to do their best.

This challenge creates a necessary and important collaboration between home and school. Parents are a child's best teacher and we can only build on the foundation you have created. Your cooperation and assistance is essential to the success of your child.

If there is any way in which we can assist you, please contact us immediately. Furthermore, please take time to share your thoughts and concerns with us. We are genuinely interested in hearing your views and ideas. Please feel free to drop us a note.

Back to Agenda

PORTER LAKES ELEMENTARY SCHOOL

Kristin Mucha, Principal

Cindy Rosinia~~Brad Parks~~, Assistant Principal

BOONE GROVE ELEMENTARY SCHOOL

Edward Ivanyo, Principal

To the extent that information is not addressed in the building-level provision, the district-wide provisions apply.

ARRIVAL AND DISMISSAL PROCEDURE

Porter Lakes Elementary School:
Students may arrive before 8:25 a.m. only when given specific **advanced** permission by school personnel. Students may proceed to their classrooms after 8:25 a.m.

School Begins: 8:40 a.m. **Two (2) Hour Delay: School Begins: 10:40 a.m.**
School Ends: 3:15 p.m.

NOTE: All schools will begin school 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the originally scheduled time (see schedule listed above). These times are subject to change.

Porter Lakes Elementary School Attendance:
Students arriving after 8:40 a.m. will be considered tardy.
Students arriving after 12:00 Noon will be counted as absent half day.
Students leaving before 12:00 Noon will be counted as absent half day.

Boone Grove Elementary School:
Students may arrive before 8:30 a.m. only when given specific **advanced** permission by school personnel. Students may proceed to their classrooms after 8:30 a.m.

School Begins: 8:45 a.m. **Two (2) Hour Delay: School Begins: 10:45 a.m.**
School Ends: 3:20 p.m.

NOTE: All schools will begin 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the normal start time (see schedule listed above). These times are subject to change.

Boone Grove Elementary School Attendance:
Students arriving after 8:45 a.m. will be considered tardy.
Students arriving after 12:00 Noon will be counted as absent half day.
Students leaving before 12:00 Noon will be counted as absent half day.

Bicycles:
Porter Lakes Elementary School: Students are permitted to ride their bicycles to school; however, for safety purposes, students must walk their bicycles onto school grounds.

Boone Grove Elementary School: For safety purposes, students are not permitted to ride their bicycles to school.

Bus Information:
If a student needs to ride a different bus home, a note from the parent/guardian is required by the school office in advance.

Walkers:
Students classified as "walkers" are to bring a note signed by a parent or guardian to be kept on file at the school. Students must use established crosswalks and paths.

Students who need to walk home occasionally must bring a note signed by a parent or guardian on a per-occasion basis and given to the teacher and office.

Mid-Day Dismissal:
If you know in advance that you will take your child out of school during the day, please send a note to your child's teacher notifying him/her of the date, time, and reason for early departure. If someone other than the parent or guardian is to pick up a student, the office must be contacted via telephone or a note in advance by the parent or guardian.

In the interest of child safety, if a student is to be picked up at any time other than normal dismissal time, he/she must be signed out in the office by the parent or authorized person.

End-of-Day Dismissal:
We try to accommodate the needs of parents and students. Special requests need to be communicated in a timely manner to ensure that school personnel have every student where they should be at dismissal. If students need to alter their normal departure procedure, the school office or teacher must be notified via parental note or parental telephone call by **2:00 p.m.** on the first affected day. Otherwise, the students will follow their normal departure plan. Notes should be dated, include the student's full name and teacher's name, plus specify how the student should go home.

All students who are not riding the bus are to wait in their designated area(s) until directed to dismiss. Parents/guardians are to wait outside the designated area(s).

Notes:
Please be aware that the "regular dismissal" for students is to ride a bus home. If your child will be a car rider every day, we will need a note at the beginning of the school year stating this change in dismissal. Any change in daily dismissal must be accompanied by a note. The office receives many, many notes each day, and everyone is logged into the computer. This communication is very important. It is necessary to include specific information on your notes.

AFTER SCHOOL ACTIVITIES

At Teacher/Principal Request: Occasionally it may be necessary for a student to remain after school for disciplinary reasons. The parent/Guardian will be notified of the date and time to pick up his/her child.

Clubs, Sports, Programs, and Activities: Students participating in after-school sports, Brownies, Scouts, clubs, etc. must bring in a signed parent permission note to their teacher before they can stay. The teacher will submit the note to the main office. Notes are required each time a student stays for an after-school event. Notes should be dated, include the student's full name and teacher's name, plus specify how the student should go home.

Children may not remain after school waiting for non-school related activities to begin without a parent or guardian present. Students may not return to the building without a parent/guardian.

GENERAL INFORMATION

Bookstore:
Limited supplies are available in the bookstore.

Food Service Procedures:
The mission of the Food Service Department of Porter Township Schools is to prepare and serve nutritious and appealing meals that meet the dietary guidelines of the Federal Government. These meals will be served to students, staff, and community in a positive and cheerful manner, maintaining financial soundness and contributing to the quality and excellence of a student's educational experience.

A closed campus is observed for student lunch except for special school-sponsored occasions. Hot lunches are served in the school cafeteria. Extra milk and juice may also be available for purchase by students.

- If a student brings food to be shared for any reason, the food must be store-bought and individually wrapped and approved by the principals.
- NO CHARGES ala-cart items will be allowed. No child will be denied a full meal, all charges to a cafeteria account are the responsibility of the parent/guardians.
- NO FAST FOODS OR SOFT DRINKS from fast food restaurants (EX: NO McDonald's).

Parents of students who are unable to consume a particular food item because of medical or other special dietary needs may request substitution by contacting the Food Service Director.

Parents who have made arrangements to eat lunch with their child must report to the office to sign in and get a "VISITOR" sticker before going to the cafeteria**. Contact the main office to make arrangements for the visit and an adult lunch 24 business hours prior to the visit.**

Lost and Found:
All articles found in or near the school should be turned in at the school office. All articles of clothing, books, school bags, lunches, etc. should be marked clearly with the child's name and grade level. Articles will be held for 30 days; after which time they will be given to a charitable organization.

Field Trips:
Field trips are planned educational activities for the enhancement of curriculum, and all students are expected to participate. Students who return a signed permission slip will be allowed to attend. If a permission slip is not returned, the student will attend school and complete assigned work until his/her class has returned from the field trip. Students are to follow the directions of adults supervising the trip. Students participating in a field trip will ride the school bus with their classmates unless special arrangements have been made with the principal and teacher. Regular school rules are to be followed. (Students may be excluded as a disciplinary action but school attendance will be required.)

Homework Policy:
According to Porter Township School Corporation policy, homework is an out-of-school assignment that contributes to the educational process of the student. It should be an extension of class work and should be related to the objectives of the curriculum presently studied.

Homework should fulfill the following purposes or objectives:

1. Review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. Help students take responsibility and use organizational skills.
3. Promote wise and orderly use of time.
4. Encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. Provide opportunities for broad enrichment activities.

While homework provides an opportunity for parents to cooperate with students in the learning process, it should not be so difficult, excessive or complex that parental assistance is required or necessary.

The following is a time guideline for working on homework for an average-ability student:

30 minutes per night for Grades 1 & 2
45 minutes per night for Grades 3 & 4
60 minutes per night for Grade 5

Open-ended assignments such as science experiments, projects, reports, etc. may be given periodically to enrich the child's classroom learning experience. Since these projects are of an independent nature, the above time schedule may be extended.

Physical Education:
For their safety, students must wear gym shoes on the day their class is scheduled for P.E.

A doctor's note must accompany any student who has been unable to participate in P.E. classes for more than one (1) class period. Any student requiring restricted participation in P.E. class must have a doctor's release to resume participation provided to the Principal.

Recess:
Normally, outside recess will not be held if the outside temperature or wind-chill is 10 degrees Fahrenheit or below. However, the wind chill factor, playground conditions, and other pertinent information will be taken into consideration by school personnel in deciding whether recess will be held inside or outside. Children should come to school prepared for outdoor recess each day.

Students needing to stay in for recess for a period of more than one day must have a doctor's excuse provided to the teacher.

Student Assistance Personnel: Each elementary school has a Student Advisor on designated days of the week to assist students with social, educational, or emotional concerns related to their school performance. Students and parents may request to meet with the Student Advisor.

Pets: Pets may not be brought to school without the prior permission of the teacher and the principal

Reporting Student Absence:
Porter Township Schools is concerned with the safety and whereabouts of your school-age child. When children are not in school, we assume they are at home. For the safety of your child, we ask that parents/guardians call the school office by 9:00 a.m. informing us of your child's absence and the reason and length of time he/she will be absent. Students who have been absent from school should not return to an after-school activity. Exceptions to this rule will be at the discretion of the Principal. If the school was not contacted at the beginning of your child's absence, we ask that a note be sent indicating the reason and date of absence, upon the child's return to school. A parent or guardian signature is required unless you are providing a written doctor's excuse.

If the absence was caused by a contagious disease, a doctor's note is required when the student returns.

Missed Assignments:
Students may make up work missed during absences for full credit. They will have one day for every day missed to complete the work. When parents call to report a student absent, **the request for homework must be made at that time – before 9:00 a.m.** Assignments may be picked up at the end of the day or sent home with a designated student. If the assignments are not completed, this privilege may be revoked. In case of suspension, make-up work will be at the discretion of the teacher. In the case of an expulsion, make-up work will not be allowed.

REPORT CARDS/ACADEMIC PROGRESS

Report Cards:
Parents of students in Grades 1-5 will be emailed report cards following the end of each nine-week grading period. There are four nine-week grading periods each school year.

Progress Reports (Grades 1-5):
Porter Township Schools is constantly striving to improve communication between the home and school. For this reason, the district has invested in a student information system that provides a parent portal access to the student's grades anytime the parent feels the need to check. Parents may access the parent portal through the Skyward Information System to review their child's grades anytime through the year. It is important for parents to remember that there is roughly a five (5) day delay from the time an assignment is turned in and the grade appears for review. Parents without access to the internet may request a progress report from the teacher and one will be sent home.

Promotion, Assignment, and Retention:
Promotion or retention of students is a matter of appropriate placement of students in a class where they may learn most effectively. Students will be placed at the appropriate level of instruction at which they can function with due consideration being given to their educational, social, and emotional needs. Promotion occurs when a student is completing the caliber of work required to demonstrate attainment of the grade level's curriculum. Retention occurs when a student is not achieving the caliber of work that indicates the student should be promoted to the next grade. Early in the second semester, the teachers will contact parents regarding the possibility of retention if a child is producing work that is below grade level. In some cases, an additional year of reinforcing academic skills can offer a child confidence, maturity, and a sense of well-being that is necessary for the child's educational achievement. Students who have not attained their grade level's curriculum and retention is not a viable option, may be assigned rather than promoted to the next grade level. Final decisions on student promotion, assignment, or retention rest with the building principal.

PORTER TOWNSHIP ELEMENTARY SCHOOL BEHAVIOR CODE

As educators, it is important that we provide a safe environment that is conducive to learning for your child. We expect respect for self, respect for others, and respect for property. We, as role models, work to instill good behavior in students. We spend time each school year building relationships and providing guidance to students about proper behavior in a cooperative learning environment. We encourage students to follow specific procedures in all areas of the school.

PROCEDURES

Classroom Procedures:
Each classroom teacher establishes procedures at the beginning of the school year with students. The classroom procedures will be explained to parents at Open House.

Hallway Procedures:
Students are to walk quietly and in an orderly manner in the hallways when classes are in session. Hats are removed upon entering the building. Students are to follow the directions of their teachers when traveling in the hallway from one area to another.

Cafeteria Procedures:
The lunch period is a relaxed period of time when students may be social but practice behavior and manners that are not offensive to anyone. The following expectations are emphasized:
1. Students are to use calm, quiet voices and remain seated.
2. Students are to listen and obey the lunchroom supervisors.
3. Students are not allowed to bring soda pop or gum to school as part of their regular noontime lunch.
4. Students are not to trade food or beverages.
5. Parents should not bring soda pop or fast food to the cafeteria when dining with their child.
6. Students are not to take food, drinks, or containers out of the café after lunch.
7. Students are not to leave the cafeteria during lunch period without permission.

Playground Procedures:
Everyone is to take care not to endanger themselves or bring harm to others.
1. All playground equipment shall be used for its intended purpose.
2. Student-organized games shall be played in areas separate from others (i.e. soccer in the grass, etc.).
3. Children are not to re-enter the building from recess without permission from the duty person.
4. Food and drinks are not permitted on the playground.
5. Inclement weather poses extra danger so students must be more careful and follow special rules which are:
    a. No snowballs, slush or ice kicked or thrown.
    b. No sliding on ice.
    c. Dress must be appropriate for snow conditions, i.e. snow boots, coat, hat, gloves, and snow pants.
6. At the signal, all children on the playground are to line up quickly, quietly, and in an orderly manner.

Convocation Procedures:
Students are to treat speakers or performers with courteous attention. Applause is the way to show appreciation or pleasure for the performer and/or performance.

Student Dress:
We believe classrooms are centers of learning and that good grooming and appropriate attire have a positive effect on student behavior. A student's apparel or grooming must not interfere with the educational process, create an actual or potential health or safety hazard, or cause damage to school property. Parents will be notified of infractions, if and when the principal deems a student's dress is inappropriate.

Some examples of infractions include but are not limited to: tank tops (unless worn over a T-shirt); make-up; pajamas, short shorts; running shorts; halter tops; "Spandex" clothing; half T-shirts; low rise pants; clothing with suggestive or obscene language on it; clothing which exposes underwear, midriff or which is of a see-through nature; clothing that is ragged or torn or dirty; clothing which advocates or advertises the use of illegal drugs, alcohol or tobacco; heavy chains worn as necklaces, open-sided shirts or shorts that are extremely loose to the point of revealing; no open-toed shoes, sandals, or flip-flops. Hats, headgear, coats, and sunglasses are not appropriate for use inside the building. Students are not allowed to walk around the building in their socks, so shoes must be provided when students wear boots to school. Gym shoes with rollers are not permitted.

DISCIPLINARY ACTION

We expect all actions to be taken in such a way so that no harm will result to either person or property. If a child physically or verbally abuses others, destroys or defaces school property, or disrupts the educational process of our schools, he/she will be disciplined. This includes cheating and plagiarism on school assignments.

Academic Dishonesty, Cheating, and Plagiarism:
Academic dishonesty, cheating, and plagiarism are defined as one student copying answers from another student or a student copying information in such a way that the work is not the student's original work. This applies to any type of student work and the use of such aids as cheat sheets, electronic devices, etc. This policy applies equally to the person or student who allows his/her work to be copied. All work should be completed in the student's handwriting.
Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, internet articles, drawings, artwork, and all other types of works that are not one's own. (See High School Section for more details on page 54.)

Consequences:
1st Offense: Redo the paper/project/assignment with a loss of 1 letter grade.
2nd Offense: Loss of all credit for the paper/project/assignment.

The primary disciplinarian of the student is the immediate adult in charge of the situation. This action will begin the process of discipline that might include one or more of the following:

Verbal conferencing with teacher and/or principal
Reprimands and removal from situation
Minimal loss of privileges
Isolation from other students
Note or phone call to the parent
Conference with parents
Loss of special privileges such as field trips
Restitution
Removal from bus riding privileges
In-school suspension
Out-of-school suspension
Expulsion from school

The building principal or designee will make the final decision regarding in-school and out-of-school suspension and other forms of discipline, including a recommendation for expulsion.

BUS DISCIPLINE AND PROCEDURES

The use of a school bus as transportation to and from school is a privilege. It is, therefore, subject to loss if the misconduct of any rider so warrants. The bus conduct rules are specifically formulated for safety and good personal conduct; therefore, good behavior is expected of all. Any questions concerning transportation should be directed to the bus service at ***219-464-3899***.

Students should arrive five (5) minutes before scheduled pick-up time. All boarding stations are subject to change. A 48-minute difference in the beginning and ending of elementary and high school requires both students and drivers to be punctual. Cooperation by all is essential.

The bus driver will wait a reasonable amount of time for a child to enter the bus. Parents are responsible for making sure that their child(ren) is ON TIME and waiting at their designated stop five minutes before the bus is scheduled to arrive. If a child is not riding the bus, the parent should contact the bus barn at ***219-464-3899*** or wave the bus driver on (to keep on going).

It is very important for parents to make available to the bus company or school emergency contact information. It is the parent's responsibility to provide to the bus company an alternative address to which their child(ren) may be taken in case of emergency. **PARENTS:** If you know that you will not be home when your child(ren) is dropped off, make sure your child(ren) knows what to do when coming home to an empty house. If parents are not at home the bus driver **MUST** have an alternative address because children will not be returned to the school.

Due to bus capacity and safety, students will be permitted to ride alternate routes with prior approval from the building principal or his/her designee. The number of riders will be limited to bus capacity. A permission slip is required when a child is to board or depart the bus at an alternate stop.

The bus driver is responsible for bus discipline. The driver has full authority to handle all problems that arise on a school bus just as a teacher has in the classroom. Bus drivers may suspend a student's bus service for one day for infractions of any rules. The following rules and regulations will be followed:

1. Students are to be COURTEOUS AND COOPERATIVE at all times.
2. Sit in your assigned seat immediately upon entering the bus. Remain in the assigned seat until the bus has come to a complete stop at your departure point.
3. Teasing, loud voices, profanity, or indecent conduct will not be tolerated.
4. Students will keep their hands, feet, and all objects to themselves. They will not use their body or objects in an objectionable manner, nor will they throw objects out the window.
5. FOOD, GUM, AND OR BEVERAGES ARE NOT TO BE CONSUMED ON THE BUS.
6. Use and/or possession of tobacco, alcohol, drugs, firearms, knives, fireworks, and any instrument/object considered to be unsafe are forbidden.
7. Vandalism will not be tolerated. Parents will be responsible for restitution.
8. NO PETS, LARGE PROJECTS, OR GLASS CONTAINERS are permitted.
9. Any student wishing to use alternate bus routes must have a signed permission slip (by parent or guardian) turned into the school office by 9:00 a.m. on the day of the needed service. The signed note should then be given to the bus driver.

Consequences:
First Offense - The driver will confer with the student as a warning.
Second Offense - Anecdotal (misconduct) report will be sent to the parent and a copy will be sent to the principal. Parents must sign and return the report to the bus driver within two school days of anecdotal receipt. If not signed and returned within the designated time frame, the child will lose riding privileges until it is returned.
Third Offense - Riding privileges may be suspended for up to three days.

Depending upon the severity or recurrence of the infraction, riding privileges can be eliminated up to the remainder of the semester at the discretion of the school administrator.
Severe infractions, such as but not limited to fighting, injuring others, or physical damage to the bus or personal property, may warrant an immediate suspension from riding the bus, thus bypassing the normal set of consequences.

Back to Agenda

OTHER SPECIAL SERVICES

The following services are offered to those students who meet the eligibility criteria:

Multidisciplinary Evaluation:
A multidisciplinary educational evaluation may include psychological and achievement testing for students suspected of having learning problems.

Special Education Services:
Students who are evaluated and meet Federal and State Guidelines for special education may be provided services.

Financial Assistance:
Free Lunch
Reduced Lunch

Other School Services:

Title I Remediation	Home-School Advisory
High Ability (HAS) Program	Section 504 Services

There is a procedure in place to address a child's threat to himself. Parents will be notified, and the proper form will be completed by school personnel for signature by parents.

Back to Agenda

BOONE GROVE MIDDLE SCHOOL

BOONE GROVE MIDDLE SCHOOL SUPPLEMENTAL SECTION

PRINCIPAL

Jessica Wotherspoon

To the extent that information is not addressed in the building-level provision, the district-wide provisions apply.

BOONE GROVE MIDDLE SCHOOL MISSION:

To ensure the lifelong academic, social, and career development of all students in becoming responsible and valued citizens.

ACADEMIC INFORMATION: *Grades:* *Teachers use the following letter names for student assessment.*

A+	100%	4.0 GPA
A	93% - 99%	4.0 GPA
A-	90% - 92%	3.7 GPA
B+	87% - 89%	3.3 GPA ~~GPA~~
B	83% - 86%	3.00 GPA
B-	80% - 82%	2.7 GPA ~~GPA~~
C+	77% - 79%	2.3 GPA ~~GPA~~
C	73% - 76%	2.00 GPA
C-	70% - 72%	1.7 GPA~~GPA~~¶
D+	67% - 69%	1.3 GPA
D	63% - 66%	1.00 GPA
D-	60% - 62%	.7 GPA
F	0% - 59%	0.00 GPA

Grading Formula: Each teacher will determine his/her students' grades for each progress report, quarter, and semester. Each nine-week quarter is 50% of the semester mark.

For students taking a course that results in earning a high school credit such as, Algebra I Honors, Prep College and Careers, Health, and Gym, the teacher will use the following formula for deciding the semester grades: each nine-week grade counts 3/7 of the semester grade. The semester exam will count as 1/7 of the semester grade.

High Ability Class Grade Expectations:
A student in High Ability (HA) Classes must maintain a grade of B- or better on all REPORT CARDS to remain in HA classes. Failure to do so will~~could~~ result in removal from the HA class in which the unsatisfactory grade was earned and will require a schedule change. Once a student is removed from a HA class, they cannot return to that HA subject until the following year if they qualify again.~~ at the recommendation of the teacher~~. A student in High Ability classes will sign a an agreement~~paper~~, along with their parent or guardian indicating they were informed that they have been placed in at least one HA class and that they are clear about the expectations of the class. This form must be returned to the HA teacher within the first 5 days of classes.

Changing Classes: Students cannot withdraw from a class, or make class changes without signed approval of the principal in consultation with staff. Withdrawals and changes in classes are rare and only for specific academic reasons.

Honor Roll: The Honor Roll is calculated on a 4.0-point basis according to the GPA scale above, at the end of Semester 1 and at the midterm of quarter 4 for the second grading period. ~~each 9-week grading period~~. There are two Honor Roll distinctions as follows: Principal's Honors = 4.0 GPA ~~with an A- or better in all subjects.~~ Academic Honors = 3.3-3.994.0 ~~4.0~~ GPA with a C~~B-~~ or better in all subjects.

¶

Academic Integrity: Honest assessment of student progress demands honest work by each learner. Academic dishonesty (cheating) occurs when students get or help others in doing work that is not their own. Students should not use dishonest methods to fulfill academic responsibilities. Any instances of cheating by the student may be subject to disciplinary

action.

Potential Consequences: Zero on assignment and/or discipline up to detention

Examples of academic dishonesty are, but not limited to:

1. Communicating with another student during a test.
2. Copying from another student's test or quiz.
3. Putting your name on another student's work
4. Using unauthorized notes or materials during a test or quiz.
5. Getting information about a test or quiz without the consent of the teacher.
6. Plagiarism (Turning in a paper or project which, in part or whole, is not the student's own work.)
7. Copying another person's assignment or allowing someone to copy one's assignment unless allowed by the teacher.
8. Copying or using data created by another student..

Retention: The academic team will closely monitor the progress of students. If a student fails multiple core academic subjects at the end of the first semester, the possibility of retention will be considered and parents will be notified. A committee consisting of the academic team, the counselor, the administration, and parents will meet during the second semester to discuss possible retention. The final decision for retention rests with the building principal.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

Yearlong (all grade levels)

Art Club
Student Council / Builders Club
National Junior Honor Society
Best Buddies
Game Club

Fall

Baseball (7th & 8th Boys) (6th grade, if needed)
Cross-Country (6th, 7th & 8th Coed)
Football (7th & 8th Boys)
Spell Bowl
Volleyball (6th, 7th & 8th Girls)
Cheerleading (Girls)
Softball (7th & 8th Girls) (6th Grade, if needed)

Winter

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

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

Spring

Academic Teams (Coed)
Track (6th, 7th & 8th Boys and Girls Teams)
Soccer

Attendance Affecting Athletic and Extracurricular Participation:

Students may not take part in athletic or extracurricular activities on a school day in which an out of school suspension or in school detention (not including lunch detention) is assigned or the following non-school day.

To take part in a practice or event, the student must attend four (4) or more class periods that day. If the practice or event falls on a non-school day, the student must have attended at least four (4) class periods the previous school day.

Eligibility: To take part in extracurricular/ athletic activities the student:

1. Must be a student in good standing at Boone Grove Middle School.
2. Must have a completed physical form along with a concussion form on file in the office that is good for one calendar year. These forms are due prior to the 1st practice.
3. Athletes must have completed seven separate days of organized practice in this sport under the direct supervision of the middle school coaching staff preceding the date of participation in the inter-school contest.
4. To be eligible for middle school athletics, the student must not reach his or her fifteenth (15th) birthday before August 15th of the school year of participation.
5. **Athletic or extracurricular participants will be subject to grade checks every week (except the first week of school) and the checks will occur on Fridays *or the last official school day of the week)* for academic eligibility. Students who have a failing grade will immediately become ineligible for participation in athletic contests or extracurricular activities until the next grade check. Students are able to continue practicing during their academic probation. One or more failing grades at midterms or on a report card will result in a participant being placed on academic probation making them ineligible to participate in athletic contests or extracurricular activities until the next grade check. Academic eligibility at the start of the year for 7th and 8th grade students will be determined by the previous year's quarter 4 report card. If a student has a failing grade on that report card, they will start the school year on academic probation until the first grade check on**

the second Friday of the school year. Students participating in off season practices and conditioning will need to be passing all classes to participate in those off season activities.

6. Eligibility in sixth grade is determined by the first grade check which occurs during the second week of school . **Note: Students transferring in from another school must have been eligible in the school from which they transferred.**
7. Must not have transferred from one school to another for athletic purposes because of undue influence or persuasion by any person or group.
8. Must not have received, in recognition of athletic ability, any award not approved by the administration or the IHSAA.
9. Must not accept commercial awards that advertise any business firm or individuals.
10. Must not reflect discredit on the school or create a disruptive influence on the discipline, good order, moral or educational environment in the school.
11. After absences of five or more days because of illness or injury, must present to administration written confirmation of ability to take part in athletics from a doctor licensed to practice medicine.
12. Girls may not take part in a program for boys when there is a program for girls in that sport in which they can qualify as a girls' entrant.
13. Must turn in a form consenting to the Drug Testing Program.
14. Must turn in transportation form and money before the first home or away contest.
15. Must turn in a signed uniform/equipment form before being issued either.

THIS IS ONLY A SUMMARY OF THE RULES. CONTACT YOUR SCHOOL PRINCIPAL, COACH OR ATHLETIC DIRECTOR FOR FURTHER INFORMATION AND BEFORE TAKING PART IN ATHLETIC PROGRAMS OUTSIDE OF SCHOOL.

ARRIVAL AND DISMISSAL

Students may arrive before 6:45 a.m. only when given permission by school personnel. **Students may proceed to their classrooms after the bell rings at 7:03 a.m.**

School begins: 7:15 a.m. **Two (2) Hour Delay: School Begins: 9:15 a.m.**
School dismissal: 2:15 p.m.

NOTE: All schools will begin 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the normal start time (see schedule listed above). These times are subject to change.

Calling in Absences: Parents should call the school before 8:00 a.m. the day of a student's absence. Office hours are from 6:45 a.m. to 3:15 p.m. every regular school day.

Absences: For the purposes of credits and grades, absences are tabulated per period.

eLearning Instructional Day Attendance:

eLearning day work is to be turned in before 7:15 AM the day following a scheduled eLearning day or as teacher directed. If work is not turned in on time, the student will be counted as absent for that class. ~~and that student will lose the opportunity to participate in the next scheduled eLearning day at home.~~ Also, it will be counted as late work and will be graded as such. See "Classwork Expectations" for more information.

~~Students who lose the opportunity to participate in the next eLearning day at home, will be required to come to school on the elementary school bus, or have their parents bring them in to school by 8:30 AM on the next scheduled eLearning day. They will remain at school from 8:30 AM – 3:20 PM and be responsible for completing all work during the school day while being supervised by staff. A consequence will be issued by the principal if a student does not attend this required "in-person" day. Students will be allowed to ride the elementary bus home unless that privilege has been taken away from them. Should they not complete their May eLearning day assignments, they will be issued a Saturday school to complete their work. The completion of the work after the due date does NOT negate the loss of being able to work from home on the next eLearning day.~~ ¶

Field Trips (FTR): Field trips are designed to enhance classroom instruction and are not considered an absence.

- A charge may be required.
- Prior to the trip, students are required to submit to the sponsor/teacher a parent-signed permission slip regardless of the student's age.
- The school's or function's dress code must be followed. Students who do not comply will remain at school.
- All work due on the day of a field trip must be turned in prior to the student's departure (the teacher's discretion may allow a variance).

- Students should make arrangements with the individual teacher for work missed.

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

- Lateness without a pass will be considered tardy.
- A student who has a pass from a member of the educational staff will have his/her tardiness excused.
- Tardies will be cumulative for all classes. The cumulative record of tardies will be maintained in the office (Skyward).
- It is the parent and student's responsibility to arrive on time. Students that are dropped off late will be marked tardy.

Consequences (Per Semester):.

Starting with the a third ~~second~~ tardy, students will be issued a lunch detention. If the student has repeated tardiness, they can be issued further lunch detentions up and to in-school ~~or after-school~~ detentions.

CLASSROOM RULES

Students must follow the classroom rules set by their teachers.. Classroom rules are discussed with students at the start of each year and posted in each classroom.

CLASSWORK EXPECTATIONS

Schoolwork/classwork is NOT optional. A student is expected to finish and turn in work on time. Should they not do so, the teacher or administration may assign consequences until work is completed. Consequences may include: A Working Lunch, Lunch Detention, After School Detention, In-School detention..

CONVOCATIONS / AWARD ASSEMBLIES

School convocations and assemblies will be scheduled periodically throughout the school year. These assemblies recognize student participation in: athletics, academics, performing arts, and service; watch patriotic recognitions, and promote topics of interest and relevance as requested by the BGMS faculty. For specific information on student expectations and behavior see Rules and Expectations for students in assemblies.

DANCES

Only Boone Grove Middle School students may attend BGMS dances. Students must meet all extracurricular participation and eligibility requirements to attend. Students may not loiter and must enter the school dance immediately. Students must remain for the entire dance unless a parent comes to the dance to pick them up. Parents should be prompt in picking up their student(s) after the dance. Once a student leaves a dance they may not return.

DISCIPLINARY OPTIONS

It is the general policy of the school corporation to use progressive discipline to the extent reasonable and fitting based on the specific facts and circumstances of the student's misbehavior. The specific form of discipline chosen in a particular case is solely within the discretion of the administration. More severe disciplinary sanctions, including exclusion or expulsion, will be imposed for any violation if warranted by the student's misconduct, as determined by the administration. Disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with teacher, administration, counselor, or other school corporation personnel, and verbal warning;
- Parent contact;
- Parent conference;
- Removal from class;
- In-school detention;
- Suspension from extracurricular activities;
- Detention or restriction of privileges;
- Loss of school privileges;
- Community service;
- In-school monitoring or changed class schedule;
- Adjusted school programs;
- Referral to in-school support services;
- Referral to community or outside agency services;
- Financial restitution;
- Assignment to alternative program;
- Referral to police, other law enforcement agencies, or other suitable authorities;
- Referral to court for juvenile delinquency adjudication;
- Out-of-school suspension;
- Preparation of an admission or readmission plan;

- Expulsion;
- Other disciplinary action as considered fitting by the administration or school corporation.

BGMS Personal Cell Phone/Smartwatch/Electronics Policy

All cell phones/electronic devices including smart watches and smart glasses shall~~hould~~ be kept in the student's locker during the school day and powered off as stated in the corporation PCD policy.~~set to silent~~. This includes lunch. The **School Issued IPad** and a pair of earphones for classes are the only exceptions to this rule. Consequences accumulate each semester.. Boone Grove Middle School is not responsible for lost or stolen cell phones or personal electronic devices.

Any student device/cell phone seen or heard during the school day will be confiscated and given to the office. ~~Smartwatches that are being used to make calls, text (parents or peers), or play games during the day will be confiscated and the below listed confiscation procedure shall apply.~~¶

Cell Phone Confiscation Procedures:

- 1st Offense: ~~Discipline Referral in Skyward,~~ Warning, the device will be given back to the **student** at the end of the school day.
- 2nd Offense: Discipline Referral in Skyward, lunch detention, the device will be given back to the students at the end of the day.
- 3rd Offense: Discipline Referral in Skyward, lunch detention, the device will be given to the **parent/guardian** when they come to pick it up.

- Additional offenses: Administration discretion.

EARBUDS AND EARPHONES

Students are **discouraged** from bringing expensive Bluetooth earbuds/earphones to school. A cheap pair of wired earbuds or headphones will work just fine and will be needed for the ILEARN test during the year. Earbuds/earphones should not be worn in class unless allowed by the teacher. Earbuds/earphones should not be worn in the hallways or in the cafeteria. Consequences for wearing earbuds/earphones when you should not will be the same as listed in the cell phone/electronics policy above.

DRESS CODE: The School recognizes that supervision of student dress is a parental obligation. Students are expected to dress appropriately for their age and the school environment.

The following are prohibited:
Any apparel that poses a safety hazard and/or risk such as, but not limited to apparel or items which ...

- could cause injury or damage to school furniture, property, or be used to cause harm to another person (e.g. chains, key chains, dog collars or chokers, ball bearings or safety-pins in any form)
- are revealing, low-cut, see-through, excessively tight– front back, midriff, and sides must be covered at all times, even when sitting, standing, bending, or stretching.
- contain comments or illustrations, logos, pictures that are profane, vulgar, allude to illegal products or activities that are illegal for use by minors or which are offensive.
- are beachwear, sleep wear, robes, tank tops, tube tops, spaghetti straps.
- sunglasses, hats, bandannas in any form, or head coverings.
- no outerwear, coats, jackets, capes, flags, or blankets may be worn during the regular school day unless permission is granted by a staff member for a specific event.
- Sweatshirts and/or sweaters, with or without hoods, are allowed. Hoods are not to be worn in the building.
- undergarments should not be visible, even when sitting, standing, bending, or stretching.
- Shorts, skirts, and dresses must be of appropriate length..
- Pants with holes below mid-thigh/fingertip length can still be worn. (See guidelines for Shorts)
- Pants with holes **above mid-thigh/fingertip length** must have opaque leggings or tights worn underneath.

Consequences:

1st & 2nd Offense:

- The office will give verbal warning, where students are asked to change clothing, may contact the parent for a change of clothes, may be sent home, and/or may be denied access to school until such time as appropriate changes have been made.

Additional offenses:

- Administrator discretion.
- All dress code violations will be recorded in Skyward.

BOOK BAGS

Coats, gym bags, and book bags should be kept in student lockers. These items will not be allowed in the classroom. ***This includes drawstring bags***. No rolling backpacks are allowed as they do not fit in the lockers. No bags are allowed in classrooms: Students are prohibited from bringing backpacks or bags of any size into classrooms. Only necessary materials such as notebooks, textbooks,iPads and writing utensils should be carried by hand. This rule ensures a clutter-free learning environment and prevents potential distractions and safety hazards.

FOOD AND DRINKS IN CLASSROOMS

Water in a container is allowed in the classroom and gym if allowed by the teacher. Water, food and drinks of any type are prohibited in computer labs, media center and other special use rooms. Students with drinks other than water in classrooms (except for the breakfast program) are subject to discipline. No food is allowed in the classroom unless approved by the classroom teacher. Energy drinks should not be consumed at school during school hours.

Consequences: Lunch Detention up to in-school detention

GUIDANCE COUNSELING OF STUDENTS

Students wishing to see the guidance counselor should come to the office or give a note to the office. The student will be called to the office or the counselor will find the student as soon as possible. Students also have access to an application on their iPad where they can request a meeting with the counselor.

In a crisis, the student should report to the office immediately and express a need to see the guidance counselor immediately. Confidentiality between students and the guidance counselor is kept except in the following cases:

1. A student planning to harm himself or herself.
2. A student planning to harm someone else.
3. Physical abuse or neglect
4. Inappropriate sexual behavior by an adult or another person.

Students who either verbally or nonverbally express at-risk behavior or suicide must be reported to the office immediately. Students who know of a student who is expressing thoughts of suicide should report this immediately to the nearest teacher, the counselor, or the principal.

IN THE BUILDING AFTER HOURS

Students may not be in the building after 2:30 p.m. unless they are in the immediate company of a teacher, coach, or sponsor. Students waiting for a ride must wait in the office or front lobby and conduct themselves properly.

LOCKER RULES

PTSC maintains access and ownership of all student lockers. Students may not use locks other than those provided by the school and any unauthorized locks are removed without notice and destroyed.

The student's use of a locker does not lessen the school corporation's ownership or control of the locker. The school maintains the right to inspect any locker and its contents to ensure the locker is used properly. Lockers are searched periodically to remove fire hazards and other hazards, uphold sanitary conditions, to find lost or stolen materials, and to prevent the use of the locker to store banned or dangerous materials such as weapons, illegal drugs, or alcohol. Students have no reasonable expectation of privacy in lockers or their contents. Lockers are subject to search.

Lockers should not be kicked, hit, or closed by excessive force. Lockers should not be rigged to keep them unlocked. **Students should not give others their locker combination.** This causes major problems throughout the school year with theft and loss of private property. Students are responsible for all contents in their assigned locker.

MEDIA CENTER

Proper behavior in the Media Center is essential for good studying conditions.

Overdue notices are sent home often. Students with items four weeks overdue cannot check out new materials until the overdue items are returned. Items overdue eight weeks are considered lost and parents are billed the replacement cost. If replaced materials are returned a rebate minus the overdue fine is given. Overdue fines are 5 cents each day materials are overdue.

All lost or overdue material must be returned or replaced before the end of the school year. Students who damage materials belonging to the media center will need to pay a replacement fee.

SCHOOL IMPROVEMENT

Our schools have an active school improvement process. Typically, each school improvement cycle lasts for about five years. Every staff member is an active member on the school improvement committee; some students and parents are asked to join the school improvement committee as well. The purpose of school improvement is to improve student achievement and the overall school environment.

POSTERS / LOCKER DECORATIONS

The principal must approve all posters or signs before posting in the school building or on school property. Any approved poster must be attached with proper tape only. Individuals who receive approval to put up posters are also responsible for removing them.

RULES FOR SCHOOL AREAS

A. Rules for students in assemblies. During an assembly, students will:
   1. Sit in their assigned section.
   2. Treat other students, staff, and the presenter with respect and proper behavior.
   3. Have no food or drink unless prior approval is granted.
   4. Stay in their seats during the assembly and leave only when formally dismissed.
   5. Enter and exit without crossing the gym floor.
   6. If the student has a pass and arrives late, they will show it to a staff person nearest the entrance and stand near the staff person in the back.

B. Rules for students while outdoors on school grounds:
   1. Students may not leave the school grounds during the school day without a parent or guardian signing them out of school or without permission from the administration.
   2. Students must go home as expected by their parents and the school unless other arrangements are made in writing.
   3. When students arrive and exit school they should not loiter.
   4. No student will have, consume, or show evidence of any banned substances including tobacco while on the school grounds.
   5. Students will not be on the school grounds after 2:30 p.m. unless they are working under the direct supervision of a teacher, coach, or staff member.
   6. No throwing snowballs or other objects.
   7. No pushing, fighting, aggressive, or disruptive behavior.
   8. All students are only to exit and enter the building through the gym doors on the east end or the front of the building.

C. Rules for students in restrooms
   1. Whenever possible, students should use restrooms during 3-minute passing periods.. If the bathroom is full, the student must first check in with their teacher and receive permission before using the restroom to avoid absence or tardiness.
   2. Students must have their assignment book signed or have a pass before going to the restroom. Teachers will not assign a tardy for students who have permission to use this procedure. However, teachers should check the student's planner to ensure students are not abusing bathroom passes.
   3. Students should clean up after themselves, dispose of all waste, and flush toilets after use.
   4. Bathrooms must stay clean and neat.
   5. Students must respect each other's modesty and treat others with respect.
   6. Students should avoid congregating or loitering in restrooms.
   7. Food and drinks must stay outside the restroom.
   8. Inappropriate behavior in restrooms must be reported to an adult immediately.
   9. Students shall not take their cell phones into the restroom.

D. Rules for students in the cafeteria
   1. Treat everyone with respect.
   2. Students should use restrooms nearest the cafeteria on their way to lunch or after lunch during their 10-minute recreation period.
   3. At the beginning of the lunch period, all students should go directly to the cafeteria.
   4. Students should remain orderly and respectful while in the lunch line and cafeteria.
   5. Students should ask for and gain permission before leaving the cafeteria.

6. Students should dispose of all trash on and around their tables.
7. Students should wipe down their tables when they have all finished eating.
8. Students should remain in their assigned tables/rows unless free seating is allowed.
9. When dismissed from the cafeteria students shall line-up and wait to be dismissed. When leaving the cafeteria, students must go directly to the gym or the media center in an orderly fashion.

E. Rules for students in the gym or media center after eating lunch (10 minute period):
1. Students should remain in the gym or media center until dismissed to return to class.
2. Students should follow all media center rules while in the media center after lunch.
3. Students who are not playing in the gym should sit on the bleachers or go to the media center.
4. Students playing in the gym should do so carefully because of the large number of students in the gym.
5. No half court or further shots are allowed.
6. Students should take turns and share equipment responsibly while in the gym.
7. Students must follow all supervisor instructions.
8. Students should stop immediately when dismissed and ~~help staff in~~ putting away balls and equipment.
9. ~~Do~~Students should not kick any~~the~~ ball in the gym.
10. Students must get permission from the supervisor to leave the gym or media center before dismissal.
11. Students must go to class at once when dismissed.
12. Students should not eat or drink in the gym during the 10 minute period.
13. Students should not leave the gym by the doors by the concession stand at the end of the 10-minute recreation period.
14. Balls and equipment used in the gym are a privilege. Failure to clean up or unruly/unsafe behaviors in the gym may result in the entire class sitting for the 10 minute period or the class may lose use of balls and equipment.
15. Only school issued balls and equipment are allowed during 10 minute period

F. Rules for students in hallways
1. Students should walk carefully and safely through the hallways (stay to the right when possible).
2. Students should keep noise to a minimum in hallways, especially during classes.
3. Students should not stand in high-traffic areas.
4. Students should report to staff any suspicious, dangerous, bullying, or disruptive behavior.
5. Students should report to staff any adults or strangers in hallways without a visitor's badge.

G. Possible outcomes for misbehavior in school areas:
1. Verbal reprimand
2. Redirection
3. Loss of privileges
4. Referral to the office

SCHOOL CONTACT AND GENERAL INFORMATION

Corporation Activity Calendar
PTSC website: www.ptsc.k12.in.us
Boone Grove Middle School website: http://www.ptsc.k12.in.us/bgms

STUDENT BEHAVIOR GUIDELINES
Student rights, behavior, and responsibilities are seen in relation to the safety, health, and welfare of all students in school. Expectations of student behavior should be within the bounds of reasonable behavior expected of all members of the community. Students should have the freedom and encouragement to express their individuality in school as long as their conduct does not intrude on the freedom of others. This applies especially to the freedom of other students to receive instruction. There must be a balance between individual freedom and the orderly operation of the school. All students should recognize the consequences of their language, manners, and actions toward others.

Classroom Behavior
Students should follow classroom rules developed by individual teachers and approved by the principal. When a student violates classroom rules, the teacher should correct the misbehavior so the student can remain in class. However, should the student not be able to correct themselves and stay in class, the student will be sent to the office. The teacher should have exhausted interventions to correct the student's continued misbehavior before sending them to the office.

Habitual Disregard of School Guidelines/ Authority

School administration decides when a student reaches "Habitual Disregard for School Guidelines/ Authority" and when a student is referred to the superintendent based on the types and number of infractions.

Consequences: Referral to the superintendent for expulsion

Leaving Class without Permission

Students may not leave class before receiving teacher's permission.

Consequences: see Classroom Behavior and Attendance

Loitering/Trespassing

Being in an unauthorized place on school grounds, lingering in any Porter Township School Corporation building or property, or being on school property without proper permission during an assigned suspension from school.

Consequences: Lunch detention up to expulsion and possible referral to police

Obscenities (Gestures, Language, Pictures, Sounds)

Consequences: Lunch detention to suspension

Passes

Each student is allowed a limited number of passes each day, week, period or semester as determined by the teacher and the academic team. Students may use their planner for passes. Students who do not have an assignment book may be refused passes or service.

Consequences: Loss of pass privileges and detention up to suspension

Romantic Relationships

Displays of affection are inappropriate on school grounds or at school events. The following behaviors are in poor taste and out of place at school or at school events.

Examples include:

16. Holding hands.
17. Kissing, embracing, or petting.
18. Walking arm in arm, or having the arm of one partner around the other.
19. Reclining together.
20. Sitting, with one partner's head in the lap of the other.
21. Sitting together in such a way that one person is wrapped around the other.

STUDENT PLANNER / AGENDA BOOK

Students will get an agenda book at the beginning of each school year. The agenda book should be with the student always. The purpose of this agenda book is to encourage organization and responsibility by recording assignments, important dates and absences, and student passes. Replacement agenda books are available through the office for a cost of $5.00.

Back to Agenda

BOONE GROVE HIGH SCHOOL

BOONE GROVE HIGH SCHOOL

On behalf of the faculty, staff, Principal Clay Corman, and Assistant Principal James Rosinia, we would like to welcome you to Boone Grove High School. As professionals, we take great pride in our school and are driven by the Porter Township School Corporation Vision of "Every Student, Every Day, to Their Fullest Potential." Our faculty is dedicated to providing a curriculum for students that provides rigor, relevance, and opportunities to build relationships with all of our students. We are deeply committed to providing a safe environment that is conducive to learning. At Boone Grove, we respect students' individual needs while providing accommodations to help them be successful in their journey through high school. Students will be given the structure and opportunity to reach their fullest potential while being held accountable for their actions and decisions. With commitment to student success as our foremost thought, it is vital that both parents and students play an active role in the educational experience. No one person can succeed in this endeavor individually; by working together, we will provide each student with the greatest opportunity for success. If there is ever a time when we may help you, please do not hesitate to contact us for a meeting. Our doors are always open. We hope that your time at Boone Grove High School will be both challenging and rewarding. Have a great year.

Clay Corman
Principal

James Rosinia
Assistant Principal

To the extent that information is not addressed in the building-level provision, the district-wide provisions apply.

PURPOSE OF THE STUDENT HANDBOOK: The purpose of the Boone Grove High School Student Handbook is to state and define the expectations, guidelines, rules, and consequences of student behavior and to provide other important information in order to achieve an appropriate, safe, and orderly education of our students.

STATEMENT: Certain consequences outlined in this handbook may be modified at the discretion of the administration depending upon the totality of the circumstances. No granting of a variance will constitute or establish a precedent in any future situation.

BOONE GROVE HIGH SCHOOL BELL SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY SCHEDULE

Instructional Support Period	7:30-7:55
1	8:00-8:47
2	8:52-9:39
3	9:44-10:31
4	10:36-11:23
5	11:28-11:53 (A Lunch)
5	11:58-12:23 (B Lunch)
5	12:28-12:53 (C Lunch)
6	12:58-1:45
7	1:50-2:35

WEDNESDAY SCHEDULE

1	8:00-8:47
2	8:52-9:39
3	9:44-10:31
4	10:36-11:23
5	11:28-11:53 (A Lunch)
5	11:58-12:23 (B Lunch)
5	12:28-12:53 (C Lunch)
6	12:58-1:45-1:46
7	1:50-2:35

TWO (2) HOUR DELAY

1	9:30-10:02
2	10:07-10:39
3	10:44- 11:16
5	11:21-11:46 (A Lunch)
5	11:51-12:16 (B Lunch)
5	12:21-12:46 (C Lunch)
4	12:51-1:23
6	1:28-2:00
7	2:05-2:35

Instructional Support Period: We Have built-in time each morning from 7:30-8:00 am to allow 1st period students to come to class for focused instruction. Any Student who maintains grades above a C- in every class is not required to attend the instructional support period, but may attend to help enhance existing understanding.

NOTE: All schools will begin 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the normal start time (see schedule listed above). These times are subject to change.

ACADEMIC INFORMATION

***Academic Lettering*:** To encourage academic excellence, Boone Grove High School has established a system of "Academic Lettering" as follows:

1. A student must achieve a minimum cumulative G.P.A. of 3.5 at the end of their 3rd, 5th or 7th semester to be eligible for an initial Academic Letter.
2. A student may qualify for the academic award at the end of the 3rd, 5th, and 7th semester.
3. The qualifying student will receive for his/her 1st award:
   - White Letter "B" patch
   - "Academic Excellence" patch for first time qualifiers.
4. A student who achieves a 3.5 cumulative GPA at the completion of the 7th Semester will be part of the Academic Hall of Fame and will have his/her picture on a plaque that will be placed in an area of prominence. The "Academic Lettering Committee" consisting of representatives from all grade levels and the administration will administer this program. The committee will annually review the program. Beginning with the class of 2025, students will also need to achieve Academic or Technical Honors to qualify.

Beginning with the Class of 2029, the sole criteria for the Academic Hall of Fame honor by earning the Honors Plus Diploma Seal. This seal is awarded based on criteria established by the Indiana Department of Education.¶

Class Rank Through Graduating Class of 2027: Class rank is based on the accumulated average of semester grades earned in grade nine (9) through the end of the 7th semester. Class rank is based on this average. Any student transferring into Boone Grove High School after the first week of the 5th semester will not be eligible for the BGHS Academic Hall of Fame, Valedictorian or Salutatorian.

Latin GPA Recognition (transition completely away from Valedictorian and Salutatorian beginning with the Class of 2028): We will no longer recognize Valedictorian and Salutatorian beginning with the Class of 2028. We will add the Latin Academic with the class of 2025 and use both systems through the class of 2027. The two students who will be featured speakers graduation will be determined by earning at least a cumulative gpa of 3.5 and an application process as determined by the administration. The designations follow below:

- Cum Laude: 3.5 to 3.6 GPA
- Magna Cum Laude: 3.7 to 3.8 GPA
- Summa Cum Laude: 3.9 GPA and above

***Classification of Students*:** *For purposes of class scheduling and graduation eligibility only, students will be classified by credits earned in accordance with state law and school policy. For all other purposes, including privileges associated with particular grade levels, a student will be classified as a freshman, sophomore, junior, or senior based upon the number of semesters enrolled at the high school level, subject, however, to the principal's discretion.*

***Course Retakes Affecting the Academic Honors Diploma*:** A student who wishes to re-establish eligibility for an Academic Honors Diploma may retake a class in which he/she received a grade lower than C-. Note: This policy is intended only for assisting a student in re-establishing eligibility for an Academic Honors Diploma (AHD) and, therefore, is only permitted when a student receives a grade lower than a C- in a course/class. These retakes must be processed through Guidance. *If a student elects to retake a course in order to re-establish eligibility for an Academic Honors Diploma, then both grades will be recorded on the transcript and both grades will be calculated in the GPA. Since this results in credit being granted twice, the student will need to earn an additional eligible credit beyond the 47 required for any course that is retaken.*

***Dual Credit or Rule 10*:** Information regarding Rule 10 (college-level course work for both high school and college credits) may be obtained from your guidance counselor. Information about dual credit can be found on the school website under the guidance tab.

***Final Exams (Semester)*:** A semester final exam shall be given in every credited class.

***Early Final Exams*:** Students should meet with the principal and follow the necessary procedures. It is advisable that the request be submitted thirty (30) days prior to the final exam schedule.

***Missed Final Exams (Semester)*:** *Per administrative discretion, final exams will only be made up after the assigned day* under, including but not limited to, the following circumstances:

- *Illness verified by doctor's note*
- *Verified attendance at a funeral*
- *Legal mandate*

***Senior Exemption*:** This applies to second semester only. Seniors with a B+ average will be exempted from taking the second

semester final exam in that class. The grade average will be computed using the nine (9) week grade and the grade earned up to the date determined by the administration.

Grading System:

A	Excellent	F	Failing
B	Above Average	WF	Withdraw Failure
C	Average/Satisfactory	INC	Incomplete
D	Below Average		

Grade Calculations:

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

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

Semester grades will be figured by multiplying each nine (9) weeks percentage by .43. The percentage earned on the semester final will be multiplied by .14. The combined total percentages of the nine weeks and semester final grades will be used to calculate the semester grade. For Example: 80% (first nine weeks) x .43, 75% (second nine weeks) x .43, and 80% (semester final) x .14 would equal a 77.85, which is a C+.

Regular Courses

All non-honors classes will use the 4.0 scale when calculating GPA.

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = .7

Honors Courses

Honors courses will be weighted .3 on a four-point scale at the semester. Grades below a C are not weighted.

A+ = 4.3	B+ = 3.7	C+ = 2.7	D+ = 1.3
A = 4.3	B = 3.3	C = 2.3	D = 1.0
A- = 4.0	B- = 3.0	C- = 1.7	D- = .7

Honor Roll: The Honor Roll is calculated on a 4.0-point basis at the end of each 9-week grade period. There are two honor rolls as follows:

Principal's Honors = 3.5 – 4.0+ GPA

Honors = 3.0 – 3.49 GPA

Incomplete Grades (INC): *Any incomplete grade that is issued requires immediate attention on the part of the student. An incomplete not made up within two (2) weeks of the end of the semester will be changed to "F". In the event the incomplete relates to absences addressed through a 504, Individual Health Plan (IHP), General Education Intervention Plan (GEI), administrative discretion will apply.*

Credits and Requirements: *In addition to our counselor(s) meeting with students, it is the responsibility of the student to know the requirements and seek help from the counselor in determining progress toward graduation.*

Back to Agenda

INDIANA CORE 40

Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	**8 credits** Including a balance of literature, composition and speech.
Mathematics	**6 credits (in grades 9-12)** 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II *Or complete Integrated Math I, II, and III for 6 credits.* *Students must take a math course or quantitative reasoning course each year in high school*
Science	**6 credits** 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	**6 credits** 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	**5 credits** World Languages Fine Arts Career and Technical Education
Physical Education	**2 credits**
Health and Wellness	**1 credit**
Electives*	**6 credits** (College and Career Pathway courses recommended)
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students (not required for students with an IEP).

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

**SAT scores updated September, 2017

***WorkKeys assessment titles updated, 2018

CORE 40 with Academic Honors *(minimum 47 credits)*

For the **Core 40 with Academic Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcripted college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcripted college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.**
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE 40 with Technical Honors *(minimum 47 credits)*

For the **Core 40 with Technical Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcripted college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, Level 5.***
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass: Algebra 66 , Writing 70, Reading 80.

***NOTE*:** If a student has completed a middle school curriculum that is equivalent to high school algebra and is placed in high school geometry or 2nd year algebra, that student must earn six (6) additional high school mathematics credits. If a student has completed a middle school curriculum that is equivalent to a Level 1 high school foreign language and is placed in a Level II high school foreign language, that student must earn only four (4) credits in that language, or two (2) credits in that language and four (4) credits in another foreign language. If a student elects to retake a course in order to re-establish eligibility for an Academic Honors Diploma, then both grades will be recorded on the transcript and both grades will be calculated in the GPA. Since this, results in credit being granted twice, the student will need to earn an additional eligible credit beyond the 47 required for any course that is retaken.

"All students in grades 6 through 12" means that all students in Indiana's state-accredited schools will participate in financial literacy education via an instructional unit at least once by the end of the eighth grade and at least once by the end of the twelfth grade." [IC 20-30-5-19] Personal Finance is a class that will be required for every student to take either in their Sophomore, Junior, or Senior year.

Graduation Pathways:

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

(Students must complete *at least one* of the following.)	• **ACT**: College-ready benchmarks; OR • **SAT**: College-ready benchmarks; OR • **ASVAB**: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR • **State- and Industry-recognized Credential or Certification;** OR • **Federally-recognized Apprenticeship**; OR • **Career-Technical Education Concentrator:** Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR • **AP/IB/Dual Credit/Cambridge International courses for CLEP Exams:** Must earn a C average or higher in at least three courses; OR • **Locally created pathway** that meets the framework from and earns the approval of the State Board of Education.

Scheduling

Students and parents should carefully consider all course requests prior to scheduling. When scheduling for the upcoming school year, students will schedule online through Skyward. The Guidance Department will provide each student with the following items:

- Copy of 4 Year Plan Audit Sheet
- Indiana Core 40 Course and Credit Requirement
- Transcript
- "Skyward Web Course Request –Instructional Video"

Students should have the above listed items readily available when scheduling for an upcoming school year. Students leaving for summer vacation should consider course requests made at the time of scheduling as final.

The high school master schedule is developed according to the course requests made by students. Parents may view their child's schedule on Skyward. Parents will receive an email when schedules are finalized on Skyward. The Guidance Department will not print student schedules on the first day of school. Each student is responsible for retrieving their schedule from Skyward a week prior to the first day of each semester.

Schedule Changes

Schedule changes after **August 1** will be administratively granted under the following circumstances:

- Administrative error in scheduling (i.e. original student requests were not entered correctly)
- Need to balance class sizes
- Student is academically misplaced in the course (has not completed prerequisites, new enrollee misplaced)
- Administrative discretion
- Course Failures

Student schedules are final on the first day of each semester. Students requesting schedule changes for second semester have until the day before first semester final exams begin to request schedule changes for second semester. Students may not change their schedule due to instructor preference. (Approval of all schedule change requests is subject to consideration involving maximum and minimum class size.) Students with seven classes may drop one class for a study hall during the first two weeks of the semester. Except under extenuating circumstances and with administrative permission, any student who withdraws from a class after the second week will receive a "WF" (withdrawal failure) as a semester grade for that class. Yearlong and semester classes are also included in this policy.

Students enrolled in dual credit courses in which college credit may be granted must research and consider the application of credit at other universities carefully prior to scheduling. Changes in college entrance status will not be considered in granting schedule change requests.

Alternative Course Work

An alternative course will be accepted for credit only when a schedule conflict or unavailability prevents a student from taking the course. Credits **must** be approved by their school counselor or administration **prior** to taking the course.

Online Courses:

The opportunity to take online or blended courses through Boone Grove High School is a privilege. Any issue with academic performance or behavior may result in the loss of opportunity to participate in such courses. This includes being transferred to a non-blended course during the semester. Students must follow all procedures for signing in and out under school rules and also be in only permitted areas during the blended or flexible time. Blended courses may be altered at any time under teacher or administrator discretion. Students are required to attend school in person for any assessments deemed essential by the administration. If a student falls off pace for graduation (earning 5 credits per semester in aggregate), the online option will not be available to them. In addition, any behavior or attendance issue will eliminate the privilege of online or blended learning. Under the proper circumstances, students may take online courses at Boone Grove High School.

The purpose of permitting flexibility is to allow students who are capable of succeeding in high school-level courses to do so and to earn high school credit. It is not intended to diminish the amount or quality of work that will be completed in Grades 9 through 12.

Blended/Online Classes Requirements
BGHS offers several blended courses that include both traditional face-to-face instruction and web-based learning. Students need the following requirements to blend courses. If a student does not meet the following requirements they need to be in their class every day for a traditional classroom experience.

Requirements for Blended Classes:
- Student expectation and parent permission slip signed
- Grade requirements will be measured at report card and midterm; they will stand for the duration.
- C- in all courses
- Upon leaving school a student cannot return to the building that day
- Students must fill out the appropriate pass when arriving and leaving school
- Administration may revoke the blended privilege for a student at any time

Graduation Exercises: *By resolution of the Board of School Trustees of Porter Township School Corporation, students must complete all academic credit requirements in order to participate in commencement exercises. Participation in graduation exercises is a privilege and may be denied when warranted by student conduct.* BGHS students who attend alternative school must complete requirements agreed upon by the administration including but not limited to proof of significant employment experience or community service in order to participate in the graduation ceremony.

State Assessments: Each student is required to take the state mandated assessments in order to qualify for a high school diploma. Students will take these exams as required by state guidelines.

Valedictorian: *The highest cumulative academic average in the class as determined at the end of the 7th semester of his/her senior year. (*We will no longer recognize Valedictorian and Salutatorian beginning with the Class of 2028)

Salutatorian: *The second highest cumulative academic average in the class at the end of the 7th semester of his/her senior year.* (We will no longer recognize Valedictorian and Salutatorian beginning with the Class of 2028.)

Mid-term Senior Graduation: *Seniors who have met all requirements of the State of Indiana and of the Board of School Trustees of Porter Township School Corporation may request release at the end of seven semesters. The following criteria shall apply:* The student must request mid-term graduation and present in writing, her/his reason for early release no later than September 1st of their senior year. Any student who graduates early is not able to participate in the graduation ceremony. The administration may approve participation in the graduation ceremony on the completion of a state approved Work Based Learning program that is agreed upon by the request deadline.
a) The request must meet the approval of the Principal, Superintendent, and School Board.
b) Students may obtain an application in the Guidance Office.
Exception: The school corporation, under procedures adopted by the school board, may waive the seven (7) semester requirement.

Junior Graduation (Mitch Daniels Scholarship) www.in.gov/ssaci/2504.htm
Juniors who have met all requirements of the State of Indiana and of the Board of School Trustees of Porter Township School Corporation may request release at the end of six semesters. The following criteria shall apply:
a) The student must request mid-term graduation and present in writing, her/his reason for early release no later than the 4th semester.
b) The request must meet the approval of the Principal, Superintendent, and School Board.
c) Students may obtain an application in the Guidance Office.
d) Exception: The school corporation, under procedures adopted by the school board, may waive the fourth (4) semester requirement.

ATTENDANCE

- Parents must telephone the school by 10:00 a.m. to notify the school of their child's absence from school that day.
- **Requests for homework should be received in the Main Office by 10:00 am.**
- Upon the student's return to school, he/she must get an Admit Slip, and turn in doctor and parent notes to the Main Office
- Any absence labeled unexcused must be excused by parents within 48 hours of the student's return to school.

Online Instructional Day Attendance: Students who do not engage in assigned activities during the online instructional days will be counted absent for those specific class periods. Also, any missed online day assignments will remove a student from final waiver eligibility.

Attendance Affecting Extra-Curricular and Athletic Events (See Also Student Activities Section)

- Students are not allowed to participate in extra-curricular activities beyond the school day in which an ISD or OSS is served or the following non-school day.
- To participate in an event or a practice, students must attend four (4) full periods of the school day on the school day of the event or practice, or if the event falls on a non-school day, four (4) full periods the previous school day. Vocational students are exempt from the four (4) full period requirement.
- Exceptions must be pre-arranged with the Athletic Director or Administrator.

Field Trips (FTR): Field trips are designed to enhance classroom instruction and are not considered an absence.

- A charge may be required.
- Prior to the trip, students are required to submit to the sponsor/teacher, a parent signed permission slip regardless of the student's age.
- The school's or function's dress code must be followed. Students who do not comply will remain at school and follow their normal schedule.
- All work due on the day of a field trip must be turned in prior to the student's departure (teacher's discretion may allow a variance).
- Students should make arrangements with the individual teacher for work missed.

Final Exam Waiver Program: Final Exam Waivers are based on student GPA, school involvement, and Graduation Pathways. These waivers will be revoked due to disciplinary infractions and attendance problems. A student with 28 or more total attendance disruptions for the semester will lose all waivers. One full day of absence equates to seven (7) total attendance disruptions. An attendance disruption is any absence or tardy for any class period.

If a student decides to take the final exam:
- And the test helps her/his final semester grade, the test is counted.
- If the test doesn't make any difference or lowers the semester grade, the test is not counted.

If the student decides not to take a test, the test is automatically waived and the semester grade is computed from the two (2) 9-week grades.

Process: Eligible students will be identified by the office and notified of their opportunity via the iPad.

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

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

Consequences (Per Quarter):

1st, 2nd, and 3rd Offense:	Student gets verbal warning from teacher.
3th Offense:	Student gets verbal warning from office.
4th Offense:	Student gets ½ day ISD
5th Offense:	Student gets ½ day ISD
6th Offense:	Student gets one (1) day ISD
7th Offense:	Student gets Friday Detention

All additional offenses: One (1) day OSS suspension, and/or five (5) days of morning detention 7:00 a.m. - 7:30 a.m. per tardy over seven (7). Parent or student would be responsible for transportation on detention days as the buses do not arrive until after 7:00 a.m. Administrator discretion may apply.

Truancy: A student is considered truant when he/she is not in her/his scheduled class at any time during the school day beyond five (5) minutes late to class, misses class, or leaves class without permission. Truancies accumulate for the school year. Any unexcused absence not taken care of within 24 hours automatically becomes a truancy.

1st -4th Truancy results in two (2) hour ISD with iPad lockdown.
5th Truancy, loss of driving privileges for ten (10) days and full day ISD.
6th and above twenty (20) days driving suspension and two (2) days ISD with expulsion as a consideration.

Anyone who assists in helping someone become a Truant will receive the same consequence as the truant student.

Habitual Truancy: A student will be considered a Habitual Truant upon the student having ten (10) unexcused days per school year.

1. A student, who is at least thirteen (13) years of age but less than eighteen (18) years of age, who is designated as a Habitual Truant, will be reported to the Indiana Bureau of Motor Vehicles.
2. A student who is designated as a Habitual Truant is entitled to a review of his or her attendance record at least once per year upon request of the student or student's parent. If the student's attendance record improves, the student may become eligible for a driver's license/permit.

Consequences:

For one (1) class period or more:

1st Offense:	Full day of in-school detention.
2nd Offense:	Two (2) full day in-school detentions and iPad lockdown. Driving privileges may be revoked.
3rd Offense:	Recommendation for expulsion.

For less than one (1) class period:

1st Offense:	Two (2) hour in-school detention
2nd Offense:	Full day in-school detention and iPad lockdown.
3rd Offense:	Two (2) full days in-school detention
4th Offense:	Out of School Suspension
5th Offense:	Three (3) – five (5) out of school suspension
6th Offense:	Recommendation for expulsion.

DISCIPLINE AND BEHAVIOR

Statement: Certain consequences outlined in this handbook may be modified at the discretion of the administration depending upon the totality of the circumstances. No granting of a variance will constitute or establish a precedent in any future situation.

***iPad Lockdown*:** For any infraction, regardless of how minimal, or for lack of academic progress, a student may have their iPad locked down. This lockdown may include, but is not limited to iMessage, App Store, games, Apps, and internet browsing. Administration reserves the right to determine the duration and degree of any locked iPad. In cases or repeated abuse of the technology, students may lose the privilege of use of the iPad.

***Student Interaction Policy**:* We expect our students to use actions, language, and dress which is appropriate. Anything that distracts, disrupts, intimidates, threatens, or provokes others does not allow for the safety, order, and discipline necessary for a successful academic experience to which our students are entitled.
Students are expected to know the school rules, comply with those rules, and cooperate with those who are here to support our students. The administration has the responsibility to discipline students and to provide students with the opportunity to learn self-discipline.

Types of Discipline:

1. ***Removal from Class:*** Student removed by teacher for one (1) class period and sent to the office with a written electronic referral.
2. ***Counseling/Verbal Reprimand:*** The student may be counseled/verbally reprimanded by an administrator, teacher, or counselor in an attempt to alter behaviors.
3. ***Parent Contact and/or Conference:*** A teacher and/or administrator may contact the parents in an attempt to enlist the help of parents in changing a negative behavior or pattern.
4. ***Teacher Detentions:*** Teachers and/or school administrators may keep a student after school. At least 24-hour notice should be given to the student and the parent.
5. ***Detention or Restriction of Privileges.***
6. ***Suspension from Extra Curricular Activities.***
7. ***Referral to Community or Outside Agencies.***
8. ***Restitution.***
9. ***Other disciplinary action as Considered Fitting by Administration and/or School Corporation.***
10. ***Referral to Office:*** An electronic referral is turned into the office and the student will meet with the principal or assistant principal.
    A. Referrals are cumulative from all teachers.
    B. Upon receiving five (5) referrals per semester (not including referrals for tardies) the student will receive an OSS pending parent conference where a discipline contract will be implemented.
    C. Based on the severity of the referral, an immediate consequence can be given for individual referrals.
11. ***Friday Detention Program:*** A school administrator may assign a student to a Friday Detention class. These sessions will be held on Fridays after school as scheduled by the school administrator. The student will report to the assigned room by 2:40 p.m. and the session will be over at 4:40 p.m.
    A. Students must have work to do, a book to read, or something to work on.
    B. Students may not eat, sleep, talk, or use any electronic devices.
    C. Failure to comply with the rules set forth in A and B may result in an additional Friday Detention and/or suspension.
    D. Failure to serve one Friday Detention may result in two Friday Detentions.
    E. Failure to serve the two Friday Detentions will result in a suspension.
12. ***In-School Detention (ISD) Program:*** Students remain in the ISD room for the length of time assigned (one period to one day); will receive their work and will receive credit for work completed and returned to the teacher.
    A. Assigned at the discretion of an administrator
    B. Students report to the ISD room with all books and materials.
    C. Students should return their work to teachers for credit.
    D. Students are not allowed to participate in extra-curricular activities beyond the school day in which the ISD is served or the

following non-school day. Although the student will not be allowed to participate in the extra-curricular event, they may be able to attend or travel with the extra-curricular group based on administration discretion.

E. School assignments due on the day of an ISD must be turned into the teacher on the morning of the ISD to count for credit.

F. The ISD student is academically responsible and should…
   1. obtain from the teacher, homework assigned on the day of the ISD.
   2. schedule with individual teacher a make-up time for any in-class work, quizzes, tests, labs, speeches, etc. that were missed during the ISD.

13. ***Out of School Suspension (OSS) Program:*** Students are assigned a day or more off school property.

A. It is the student's responsibility to request assignments.

B. The student is not permitted to be in school, on school property, or to participate in any extra-curricular activities on or off campus during the time of the suspension.

C. The administration may suspend a student up to ten school days at a time.

14. ***Expulsion:*** In accordance with due process procedures and consistent with Indiana student discipline code, the administration may also recommend that a student be expelled from school attendance and school functions for up to one calendar year plus the period of time until the beginning of the next semester depending upon the conduct involved.

A. If a student is expelled, they receive no credit or grades for the entire semester of the expulsion. It does not matter if they are expelled at the beginning or end of the semester. If a student is expelled for two semesters, a review of the expulsion occurs after the first semester. The Expulsion Examiner can reinstate the student for the second semester on a probationary status. The review must happen by law for expulsions of more than one semester. When a student is recommended for expulsion, they are suspended pending a decision on a recommendation for expulsion. Work will not be provided to students during this suspension.

B. Right to Appeal: The student or parent(s)/guardian(s) may request an appeal of an expulsion to the school board within ten days of the receipt of notice of the action taken. The student or parent(s)/guardian(s) appeal must be in writing. If an appeal is properly made, the board will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent(s)/guardian(s). The board will take action deemed appropriate.

C. For students 16 years of age and older, when, or if, the student re-enrolls after an expulsion, the principal may require a student to attend one or more of the following:
   1. alternative educational program
   2. evening classes, and/or
   3. classes established for students who are at least sixteen years of age

15. **Chronic Offenses**. At any point during the year, students with chronic, repeated, cumulative offenses that reach a total of ten (10) infractions may lose eligibility for part or entirety extra-curricular event attendance and participation.

16. In addition, suspension (in-school or out of school) totaling ten (10) days in one semester or a combined fifteen (15) days for the year, may result in a request for expulsion for not following and adhering to school rules and regulations.

REASONS FOR DISCIPLINARY ACTION::

The listing in the following pages provides examples but not an exhaustive list of student misconduct and substantial disobedience which may result in disciplinary action up to and including expulsion.

Academic Dishonesty, Cheating, and Plagiarism: Defined as one student copying answers from another student, or a student copying information in such a way that the work is not the student's original work. This applies to any type of student work and the use of such aids as cheat sheets, electronic devices, etc. Policy applies equally to the person or student who allows his/her work to be copied.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, and all other types of works which are not one's own. Types of plagiarism include word-for-word, mosaic rearrangement or rewording without documentation and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to, the followings:

1. failing to cite with quotation marks the written words, or symbols, of another author;
2. failing to notate the author and sources of materials used in a composition;
3. failing to cite research materials in a bibliography;
4. failing to name a person quoted in an oral report;
5. failing to cite an author whose works are paraphrased or summarized;
6. presenting another person's creative work or ideas as one's own in essays, poems, music, audio art, computer program, or other projects;
7. copying or paraphrasing ideas from literary criticism or study aids without documentation.

Consequences: *See Types of Discipline*

Bullying (see also Harassment): see District Handbook section on Bullying .

Consequences: Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of students engaging in bullying conduct. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. See Types of Discipline.

Cafeteria Conduct: Students are expected to exhibit courtesy and positive attitude in the lunchroom. The following guidelines apply:

- No student will infringe upon the right of others to have a peaceful lunch.
- Students are responsible for their own refuse, clearing their own tables, returning trays, and generally assisting in keeping the cafeteria neat and clean.
- Food and drinks will be allowed in the Boone Grove High School Cafeteria.
- Only the Commons area is "open," during lunchtime. All other areas are off limits without supervisory or administrative permission.

Dress Code:

- Moderation and modesty should govern student dress. Clothing, accessories or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process.
- All clothing must fit properly and be neat and clean.
- Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items prohibited under this policy; Principals, Deans, and District Administration have the discretion to address any attire/body art that is offensive, degrading, vulgar, or contrary to the educational mission of the school that disrupts the learning environment or infringes upon the rights of others.
- No undergarments may be showing. Any clothing that is too tight, revealing/see-through, or saggy/baggy, including but not limited to low necklines, midriff tops, and form-fitting tops or bottoms may be in violation of the dress code.

Food/Beverage: Sack lunches may be kept in students' lockers from arrival time to lunchtime, but no food should be kept in lockers overnight. Students transporting food/beverage in the hallway must do so in a responsible manner or their items will be confiscated. Food/Beverages are a classroom issue and will be enforced per teacher discretion.

Hallway Conduct:

1. Students will behave in an orderly manner and walk and have a pass in their possession.
2. Students will not run, participate in horseplay, use foul or inappropriate language, or participate in public displays of affection, excluding hand holding.

Harassment and Discrimination: It is the policy of the Porter Township School Corporation to maintain a learning environment that is free from harassment and discrimination on the basis of sex, religion, race, color, ethnicity, age and/or disability. Such conduct is unacceptable and will not be tolerated.

Harassment: Harassment can take many forms, including verbal, visual, as well as physical. People often interpret behavior or comments in very different ways, and although one person may interpret a comment as idle talk or as a joke, another person may be extremely offended and upset. Therefore, it is important to totally avoid such conduct.

Consequences: Students found to have engaged in conduct constituting harassment may be subject to disciplinary action up to, and including, recommendation for expulsion.

Horseplay: Among other conduct, including but not limited to, endangering the safety of others by pushing, shoving, tripping, and/or throwing or propelling any object. "I was just kidding," "This was just horseplay," "We were just messin' around," "It's a tradition," "We're just friends" are not justifiable excuses.

Language, Gestures, Behavior: Use of abusive and/or vulgar, indecent language; exposure; or gestures is strictly forbidden. The only public display of affection will be limited to holding hands.

Consequences: *See Types of Discipline.*

Loitering: Is being on school grounds when school is not in session or on school grounds without permission or not being part of an authorized group at school or being in the school parking lot, and/or in or around vehicles.

School Bus Regulations and Conduct **(see also "Bus Pass Procedure"):** Transportation to and from school is a privilege, and thus, subject to loss. Misbehavior when a sub-driver is driving will be strictly dealt with.

- Bus Stops: Students should be at their stop five (5) minutes before scheduled pick-up time.
- All boarding stations/stops are subject to change,
- Procedures: All student rules and regulations at Boone Grove High School apply while traveling to and from school by means of transportation, as well as at the bus stop, before or after school, and include the following:
  a) Be courteous and cooperative at all times.
  b) Sit in assigned seat, if assigned, immediately upon entering the bus.
  c) Stay seated at all times while the bus is moving. Keep hands, feet, and objects to yourself.
  d) Do not use loud, boisterous noise, profanity, or indecent conduct;
  e) Cell phones may NOT be activated on the bus or they will be confiscated. All other electronic devices are not permitted.
  f) No food, gum, or beverages are to be consumed.
  g) Vandalism will not be tolerated!
  h) No pets, large projects, or glass containers are permitted.
  i) All students must ride their assigned bus route and get off at their designated stop.
  j) Do not exit from Emergency Doors in non-emergency situations.
  k) Failure to identify oneself to the driver when asked may result in the loss of bus privileges.

Consequences: Depending upon the severity or recurrence of infractions, riding privileges may be eliminated up to remainder of semester at the discretion of school administrator.

1st Offense Driver will confer with student as a warning.

2nd Offense The Discipline report will be given to the student and a copy sent to the administration who may determine whether additional consequences are warranted. Parent/guardian notified.

3rd Offense Riding privileges may be suspended. Parent/guardian notified.

Bus Pass Procedure: *All students involved must provide a note from their parent/guardian in order to get a bus pass. These notes must be presented to the high school office before the beginning of the school day. This includes 1) a note from the parent/guardian of the student asking to ride the bus and 2) the parent/guardian of the student whose home the student is going to.*

Student Passes: Students will have the pass in their possession at all times. During 4th hour, only academic passes will be issued.

Student Driving: *The use of automobiles by students for transportation purposes to and from school premises is a privilege. Students are expected to drive safely. An automobile is not to be driven in any way that is unsafe or causes an interference with school purposes or educational functions, or which is forbidden by State law or school rules. (Also see drug testing section.)*

***Consequences*:** Driving privileges may be suspended or revoked. Loss of Eligibility for Indiana Driver's License/ Learner's Permit.

Invalidation of Driver's License or Permit

In accordance with Indiana Code 9-24-2-1, an individual who is at least fifteen (15) years of age and less than eighteen (18) years of age and meets any of the following conditions:

1. Is a habitual truant.
2. Is under at least a second suspension from school for the school year.
3. Is under an expulsion from school.
4. Is considered a dropout.

may have his/her name sent to the Indiana Bureau of Motor Vehicles which will invalidate the student's license or permit.

Student Parking: Park in the designated parking area and remain parked during the entire day.

- Special permission must be obtained from the principal to use a car or enter the parking lot during the school day.
- Annual submission of car make/model, license number & insurance policy to be provided to the office for permit.
- Do not sit in parked cars or loiter around them.
- The School Corporation does not assume any responsibility for vehicles parked on school property or for their contents.
- Student vehicles not parked in the area specified may be towed away at the owner's expense.
- Acts of vandalism and/or reckless driving will not be tolerated.

***Consequences*:** Driving privileges may be suspended or revoked.

Transportation for School Sponsored Events: Students must ride the bus (or van) to and from a field trip or other school- sponsored event. Exceptions may be considered if prior to the event, the parent or guardian has given written permission to the student's sponsor/coach. Note: A parent or guardian giving permission for a student to ride home other than in school transportation releases the school from all liabilities.

GENERAL INFORMATION

Assemblies and Convocations: At all times our student body is expected to be an attentive and courteous audience. Students are to sit with their teacher's assigned seating areas. Failure to conduct oneself properly during convocation will result in removal from that and other assemblies and/or other disciplinary action. Your conduct greatly influences the number of assemblies held during the year.

iPad Information: *iPad general information is available online at the Boone Grove High School webpage.*

Dances: All school rules and their consequences apply.

- *Students are expected to enter the dance immediately.*
- Students who leave the dance may not re-enter unless accompanied by a chaperon.
- Middle School students may not attend the homecoming dance or Junior-Senior Prom.
- Guest Passes for School Dances: Any Boone Grove student who wishes to bring one (1) guest to a BGHS dance must obtain a "Guest Pass" form, which must be signed by an administrator from the guest's school, returned to the school office, and approved by BGHS administration. Out-of-school guests cannot be over the age of twenty-one (21) at the time of the homecoming dance and the prom.
- BGHS students who transfer to the Alternative School are considered "Guests" and must complete a Guest Pass form to attend. The form must also be approved by an administrator and the answers submitted will be part of that approval process.
- Student's guests who do not have passes will not be admitted.
- Students are responsible for their guest and any misconduct by the guest may result, at a minimum, in the student and guest being

removed from the event.
- All dancing must be done in an appropriate and respectful manner. Failure to adhere to this policy can result in removal for the dance and other disciplinary action.

Distribution of Non-School Materials and Signs: The distribution of non-school materials on school property must be submitted to the principal for approval prior to any distribution. Any sign having been approved that is posted directly on the walls in school must be attached with masking tape. Individuals who receive approval to put up signs are also responsible for removing them.

Fundraisers: Consumable items from fundraisers may not be sold during school hours without prior administrative approval.

Locker Rooms: *Students who are enrolled in physical education classes or who participate on school athletic teams are assigned a locker in the locker room. Assigned lockers remain school corporation property. Students have no expectation of privacy in these lockers.*
- *A fee is charged for the combination padlock that must be returned at the end of the school year.*
- *The school cannot assume the responsibility for personal belongings left unlocked in the locker rooms.*
- Cleats and spikes are not to be worn in the locker rooms or any other part of the building.
- Students who do not have a legitimate reason to be in the locker rooms are not to enter them under any circumstances.

Teacher Assistants (TAs): *Teacher Assistant assignments will be made at the beginning of each semester, or as needed.*
1. A student may be a TA for only one period per semester.
2. A student may not withdraw from a class to become a TA.
3. TAs are expected to maintain passing academic performance each grading period.

STUDENT ACTIVITIES

BGHS Student in Good Standing:
Eligibility to attend or participate (this is not in reference to athletic eligibility) in games, dances, clubs, plays or any other school-sponsored events.

Attendance:
Students may only have 28 total disruptions per semester.. One full day of absence equates to seven (7) total attendance disruptions. An attendance disruption is any absence or tardy for any class period. Administrative discretion will be applied for medical issues or other such warranted absences. Students may not have any unexcused absences. Students have 48 hours to clear up an unexcused absence or incorrect tardy.

Grades:
Students must be passing four core classes. This will be taken at the end of each nine weeks. The previously completed nine weeks will count toward eligibility.

On Pace for Graduation:
Students must be on pace to graduate with five earned credits each semester. For example:
A minimum of 10 credits earned at the end of your freshman year.
A minimum of 20 credits earned at the end of your sophomore year.
A minimum of 30 credits earned at the end of your junior year.
A minimum of 40 credits earned at the end of your senior year.

Behavior:
Students may not have more than two discipline referrals to the office per semester.

*Note that athletic eligibility differs from this a Student in Good Standing. Please see the athletic section for eligibility.

All students participating in student activities are subject to all school rules and policies and their consequences, including the PTSC drug testing policy.

Extra-Curricular Activities: All students are encouraged to participate in the many clubs, organizations, and activities offered at Boone Grove High School.

Academic Teams	Art Club	Athletic Teams
Bowling	Cheerleading	Dance Team
Drama Club	French Club	Jazz Band
National Honor Society	Spanish Club	Spell Bowl
Student Council	Pep Band	Student Athletic Advisory Club

The Student Council Officers, Class Officers, Class Representatives and Honorary Members are the student governing body, but meetings are open to ALL students.

Attendance Affecting Extra-curricular and Athletic Events:

- Students are not allowed to participate in extra-curricular activities beyond the school day in which an ISD or OSS is served or the following non-school day.
- To participate in an event or practice, students must attend four (4) full periods of the school day on the day of the event. If the event falls on a non-school day, four (4) full periods the previous school day. Vocational students are exempt from the four (4) full period requirement.
- Exceptions must be pre-arranged with the Athletic Director or Extracurricular Sponsor.

Transportation: A student participating in an extracurricular event and/or athletics must ride the team bus (or van) to and from the event. Exceptions may be considered if prior to the event, the parent/guardian has given written permission to the student's sponsor/coach. Note: A parent or guardian giving permission for a student or athlete to ride home other than in school transportation releases the school from all liabilities.

- Any student or athlete traveling to and from an extracurricular or athletic event while participating for Boone Grove High School are subject to all school rules and policies and their consequences:
- No abusive language or conduct will be allowed on the buses.
- Failure to follow these rules will result in a suspension for the student or athlete for the next scheduled event. A second infraction could result in expulsion from that sport.

National Honor Society (Membership by invitation only): Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Selection of membership is based on outstanding scholarship, character, leadership, and service.

Article 1-Selection of Members:

Section 1. To be eligible for membership in the Boone Grove Chapter of NHS the candidate must be a member of the junior or senior class and have a cumulative grade point average of at least 3.5 on a 4.0 scale.

Section 2. Candidates eligible for membership shall be notified in writing and informed that for future consideration for selection to the Boone Grove Chapter they must complete a student activity information form and write a short statement expressing their reasons for desiring membership.

Section 3. Faculty, administration, and staff shall be surveyed to evaluate and comment on all eligible candidates. This survey shall be presented to the faculty selection committee along with all other verifiable information for its consideration in selecting members.

Section 4. Said committee shall notify all candidates who submit their forms to the faculty selection committee in writing of the decision.

Section 5. Selection of new members shall normally take place during the Fall Semester.

(Cited from Boone Grove High School Chapter/National Honor Society By-laws)

Athletics

All student Athletes are subject to all school rules and policies and their consequences, including the PTSC drug testing policy. No student at Boone Grove High School will be denied participation in any athletics on the basis of sex, national origin, race, color, or handicap. Further, the lack of English communication skills shall not be a barrier in participating in athletics.

Statement of Philosophy: *The inter-scholastic athletic program is regarded as an integral part of the total educational program in the Porter Township School Corporation and is provided for high school students in the district.*

Objectives: *The inter-scholastic program is designed to . . .*

- Provide worthwhile educational experiences, which will contribute to the growth and development of the participants.
- Provide opportunities to student spectators as well as participants for development of good attitudes, proper emotional control, and the establishment of social values within the framework of competitive athletic activities.
- Provide for student athletes who are physically mature and highly skilled in the various sports.

Athletic Code: *Students participating in athletics will abide by the following rules throughout the calendar year:*

Student-athletes will: . . .

1. not use alcohol or tobacco, illicit and illegal drugs, vapes, e-cigarettes, or possess any paraphernalia associated with such things.
2. not use or possess any prescribed drug without the knowledge of the coach of that sport.
3. not commit any felony or act that would constitute a crime if committed by an adult or could result in a criminal charge brought in juvenile or adult court.
4. attend school for at least four (4) full periods on the day of participation or the day before the event if the event is on a non-school day.

5. follow rules and regulations as established by the individual coach relative to his/her sport season, orally or written.
6. not be insubordinate.
7. Maintain their status as a student in good standing.

Enforcement Procedures:

1. No penalties shall be imposed until the student-athlete is afforded an opportunity for an informal hearing, conducted by the Athletic Director or his/her designee which includes:
   - A written or oral statement of the charges against the athlete.
   - If the student-athlete denies the charge, a summary of the evidence against the athlete.
   - An opportunity for the athlete to explain his/her conduct.
2. If it is determined that a penalty should be imposed against the student-athlete at the conclusion of the informal hearing, a written statement will be sent to the student-athlete's parent or guardian describing the conduct, violation of rule, and the penalty imposed.

Penalties:

1st Offense:

1. The student-athlete will be placed on probation and will not participate in 25% of the total number of scheduled contests in his/her sport and be required to complete two intervention courses. Probation will last one calendar year from the moment of notification.
2. The student-athlete must demonstrate fitness to participate in athletics. He/she will be allowed to practice with the team and sit on the bench wearing appropriate street attire during suspended contests.
3. Penalties will be served during the remainder of the season in which the student-athlete is presently competing and/or during the next sport season.
4. If a student-athlete quits a sport, the suspension continues until the next sport in which the student-athlete participates. *Example: A volleyball player in violation at the end of volleyball season would miss required number of contests and any additional contests of next sport to meet penalty.*

2nd Offense: The student athlete will miss 50% of the total number of contest for the current season. If less than 50% remains, the suspension will carry over into the next season until the 50% of the total number of contests has been met.

3rd Offense: The student-athlete will not be permitted to participate in athletics for one (1) calendar year from the date of citation.

4th Offense: The student-athlete will not be permitted to participate in athletics at Boone Grove High School.

IHSAA Eligibility Rules:

BGHS is a member of the IHSAA and follows established rules. A listing of the IHSAA Eligibility Rules is available from the Athletic Office. BGHS students must be enrolled in, and passing five (5) credits (which must meet 70% of enrolled courses). Eligibility will be determined by nine (9) week report cards for the first and third quarters and semester report card for the second and fourth quarters.. Completed credit recovery courses will only count at semester report cards and must be completed by the end of the semester. If a student is ineligible at semester, a credit recovery course cannot make them eligible during the next semester.

1. For athletic eligibility, all make-up credit recovery must be done by the school's certification date, which is the date the grades become official. It is possible to gain an academic credit on the student's transcript, and still be deemed academically ineligible for athletics.
2. Credit recovery courses can be counted towards a student's graduation credit requirement, but still not serve athletic eligibility unless completed by the school's grade certification date.
3. Students who are ineligible academically at the end of a grading period are ineligible for the next grading period, until the certification date.
4. All incompletes must be made up by the school's certification date in order for academic eligibility to be achieved. If the incomplete is not removed by the certification date, athletic eligibility will not be issued.
5. College Courses: A student may attend an accredited institution which grants credits which count toward a degree, for credit that is acceptable for high school graduation and for college credit, provided:
   a. The student is enrolled in credit courses at the home school for at least 50% of the normal school day.
   b. The college class is taken concurrently with the student's School classes
   c. Total class time of a college credit course is equivalent to the student's regular courses and in determining credits, three (3) semester hours or the equivalent in a college course shall be counted as equivalent of One (1) high school credit.

Transportation: The same requirement applies for athletes as for students participating in extracurricular activities. A coach may allow athletes to be signed out and taken home by their legal guardian at the end of the contest.

Athletic Awards:

All winners must be in good standing with the Administration as well as with the Athletic Department.

Varsity Letter- Will be awarded to athletes who compete in at least 50% of the varsity contests in that sport. Special consideration may be given in the case of illness/injury, or if no JV team is fielded in that sport.

Junior Varsity Award- Will be awarded to any athletes who complete a full season, but do not qualify for a varsity letter.

Team MVP (Varsity) **-** Awarded to the team MVP as decided by the coaching staff.

Most Improved (JV and Varsity) **-** Awarded to the individual who demonstrated the most improvement throughout the year as

determined by the coaches.
Wolf Award (JV and Varsity) - Awarded to the athlete who has demonstrated the best attitude and determination.
***Manager Awards*:** Awards are on the same basis as athletes. If a manager does not receive a major athletic letter, yet earns a required number of points, he/she may receive a letter jacket and letter inscribed with MGR.
***4 year award*:** A plaque will be awarded to ALL seniors who have participated in the same sport for four (4) consecutive years at Boone Grove High School. Each sport in which the athlete has participated for four (4) years will be listed on the plaque. Special circumstances due to injury will be taken into consideration.
***High Point Award*:** A trophy will be given to the graduating boy and girl who have accumulated the highest number of athletic award points during their high school career. All points earned must be defended to count toward this award.

STUDENT SERVICES

***Food Services*:** Students may deposit monies into their account or pay daily. Charges will not be allowed. Milk can be purchased daily or monies may be taken off account. A student will not be denied a lunch. Sack lunches from home are permitted, but fast foods will not be allowed during lunch periods. Fund-raiser items are not sold in the cafeteria during lunch periods without administrative permission.

- Meal Substitutions for Medical or Special Dietary Reasons: USDA regulations require substitutions to be standard meal patterns for participants who are considered handicapped under 7 CFR Part 15b and whose handicap restricts their diet.
- Participants with other Special Dietary Needs: Substitutions may be made for individuals who are not "handicapped person" but who are unable to consume a food item because of medical or other special dietary needs. Such substitutions may only be made on a case-by-case basis when supported by a current statement signed by a physician or registered dietician. The statement must include 1) an identification of the medical or other special dietary needs which restrict the student's diet and 2) the food, or foods to be omitted and the foods that may be substituted.
- Free and Reduced Meal along with textbook Assistance forms are accepted at any time during the school year. Forms can be found in the main office or café office or online (school website).

***Media Center*:** The Media Center is open during the student day, including lunch. All students must sign in to use the media center facilities. Materials in the media center collection can be obtained through the computerized card catalog. Books may be checked out for two (2) weeks, reference books for overnight, and magazines may be checked out for two (2) days.

Networked computers provide word processing and computerized databases. Most of these programs can also be accessed through the school corporation's website.

Digital cameras and camcorders are available for curriculum-related projects. Lamination and binding for student work is also provided.

Flash drives are available for checkout for school related projects.

When using the school camcorders, students need to provide their own digital video cassettes, disc, media cards, etc.

Students who use their own digital cameras and camcorders need to bring all necessary equipment to school for the presentation. The media center does not have the equipment for all the different cameras and camcorders. The school is not responsible for these items.

***Student Identification Card*:** Boone Grove High School Students are issued an ID card after pictures are taken. Students may be asked to show their school issued identification.

***Use of Water/Fluid Bottles at School*:** Students may be able to have beverages at teacher discretion. A student who does not manage this privilege appropriately will lose all ability to carry a beverage at school. Furthermore, students are responsible for any disruption to the school day or damage to school property caused by their beverage.

***Students At-Risk*:** Any student who is expressing thoughts of suicide or causing harm to self should be reported to the principal, counselor, or nurse immediately. In a crisis situation, report to the office, guidance counselor, or school nurse immediately. Confidentiality between students and the adults will be kept unless harm to an individual may be involved.

STUDENT INTERNET AND TECHNOLOGY RESPONSIBLE USE AGREEMENT

Student Acknowledgement

I understand and will abide by the Student Internet and Technology Responsible Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. I also understand that by receiving the school issued iPad I am receiving a current copy of the Porter Township School Corporation Student Handbook.

Student Printed Name: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Acknowledgement

As the parent or guardian of this student, I have read the Student Internet and Technology Responsible Use Policy. I understand that this access is designed for educational purposes. Porter Township School Corporation has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Porter Township School Corporation to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct. Any cost acquired from a damaged iPad, must be paid within two weeks of receiving the invoice unless otherwise specified by an administrator.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ **Date:** _____

**The above signatures are an indication that we understand that by receiving the iPad we are also receiving a copy of the current Porter Township School Corporation Handbook. We understand that once we have received our iPad, we are agreeing that it is free from cracks or other visible damage.*

Charger and Cord Agreement

Do you want to receive a cord and charger from the school district?

Yes, I will receive a charger and cord from the school district

☐ Please check this box if you would like to receive a PTSC iPad charger and cord. You will receive a used or new Apple branded 20-Watt USB-C charger block and a USB-C to Lightning USB-C cord. You will be expected to turn it in when we collect your iPad. If it were to become damaged, lost or nonfunctional, you will have to pay $19 for a new cord and/or $19 for a new charger block regardless of the condition it was received in.

No, I will purchase my own charger and cord elsewhere

☐ Please check this box if you would like to purchase your own iPad charger and cord from a retailer or online instead of receiving one from PTSC. With this option you are able to choose the cord and charger's brand that you would prefer and keep it as your own. You will not be expected to turn in this charger and cord when we collect the iPad. The cord should be a Lightning cable and the charger should be a 10-Watt charger or higher for the best experience.

Student Printed Name: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

**This form only needs to be filled out once when you first receive your iPad. Once two weeks have passed since the student signature date of this form, you may not change your choice without approval.*

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - DEFINITIONS
Code	po0100
Status	
Adopted	June 21, 2001
Last Revised	July 11, 2024

Revised Policy - Volume 38, No. 2 - April 2026

0100 - **DEFINITIONS**

As used in the School Board's bylaws and policies and the Superintendent's administrative guidelines, the following terms shall have the meaning set forth below:

Administrative Guideline

A written statement adopted and approved by the Superintendent which is consistent with Board policy to outline and prescribe procedures to be used in implementing Board policy.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined below) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate or transfer information or data that allow students to perform actions or tasks that assist them in attaining educational achievement goals and objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among and between staff, students, parents, Board members, and/or other stakeholders and members of the community.

Board

The Board of School Trustees (or Education), which is the governing body of the School Corporation as defined in I.C. 20-18-2-5.

Bylaw

A rule of the Board for its own governance adopted by a Board vote at a meeting.

Certificated Employee

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Division of Professional Standards of the Indiana Department of Education.

Classified Employee

A non-certificated employee as defined in these definitions. Synonymous with "support" and "non-professional."

Corporation

The Porter Township School Corporation.

Due Process

Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond before a decision is made.

Executive Session

A meeting from which the public is excluded, except the Board may admit those persons necessary to carry out its purpose. The Board also may admit an individual who has been elected to the Board but has not been sworn in as a member of the Board.

Full Board

All members of the Board.

Individualized Education Program or IEP

"Individualized education program" or "IEP" means a written document, developed, reviewed, and revised by the case conference committee ("CCC") in accordance with Title 511, Article 7 of the Indiana Administrative Code that describes the following:

A. How a student will access the general education curriculum, if appropriate.

B. The special education and related services needed to participate in the educational environment.

The required components of an IEP are contained in 511 IAC 7-42-6.

A transition IEP is an IEP that is:

A. developed in accordance with 511 IAC 7-43-4; and

B. in effect when the student enters into grade 9 or becomes fourteen (14) years of age, whichever occurs first, or earlier if determined appropriate by the CCC.

Information Resources

The Board defines Information Resources to include any data or information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data or information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs, DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

A statement providing that an action is permitted but not required.

Meeting

A gathering of a majority of the Board for the purpose of taking official action upon public business. It does not include any of the following:

A. Any social or chance gathering not intended to avoid the Open Door Law.

B. Any on-site inspection of any:

1. project;

2. program; or

3. facilities of applicants for incentives or assistance from the Board.

C. Traveling to and attending meetings of organizations devoted to the betterment of government.

D. A caucus.

E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources.

F. An orientation of members of the Board on their role and responsibilities as public officials, but not for any other official action.

G. A gathering for the sole purpose of administering an oath of office to an individual.

H. Collective bargaining discussions that the Board engages in directly with bargaining adversaries, provided that the Board has not appointed an agent or agents to conduct collective bargaining on its behalf.

See Indiana Code 5-14-1.5-2(c), (d), (e) and -3.5.

Non-Certificated Employee

An employee of the Board employed in a position that does not require a permit or license issued by the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-11. Synonymous with "classified employee" and "support employee".

Official Action

Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. See Indiana Code 5-14-1.5-2(d).

Parent

The natural or adoptive parent(s) or the party designated by a court as the legal guardian or custodian of a student. Both parents shall be considered to have equal rights unless a court terminates or otherwise limits parental rights.

Personal Communication Devices

Personal communication devices ("PCDs") are any portable wireless devices that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, ~~include~~ including computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smartglasses (eyewear equipment with computer technology, gaming devices, ~~(-) telephone paging devices (e.g., beepers or pagers),~~ **~~[END OF OPTIONS]~~** and/or other web-enabled devices of any type. Depending on the election made in Policy 5136 – Personal Communication Devices, smartwatches are not considered PCDs unless connected to a cellular telephone, a cell tower, or the Internet. If not connected, smartwatches and smart glasses are electronic equipment regulated pursuant to Policy 5136.01 - Personal Electronic Equipment Other Than Personal Communication Devices rather than Policy 5136 – Personal Communication Devices.

Policy

A general, written statement approved by the Board ~~which~~ that defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of School Trustees (or Education) (see Bylaw 0171.1).

Principal

A professional employee who is assigned to be the educational leader and head administrator of one or more Corporation schools. The term is synonymous with the building administrator in charge of a facility. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation. "Vice Principal" or "Assistant Principal" means an administrator assisting a Principal with the performance of all or a portion of the duties assigned to the Principal.

Professional Employee or Professional Staff Member

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Department of Professional Standards of the Indiana Department of Education. Synonymous with "certificated employee."

Public Business

The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. See Indiana Code 5-14-1.5-2(e), Indiana Code 20-26-3, and Indiana Code 20-26-5-4.

Relative

The mother, father, sister, brother, spouse, child, parent of spouse, grandparents, grandchild, or dependent residing in the immediate household of a person.

Secretary

An officer of the Board of School Trustees (or Education) responsible for preparation of minutes of Board meetings and custody of the Records of the Board (see Bylaw 0171.3).

Shall

Expressing non-discretionary required action or action, synonymous with "will" or "must".

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including but not limited to text messaging, instant messaging, websites, weblogs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include but are not limited to Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of Corporation-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the Corporation's website as Corporation-approved social media platforms/sites.

State-Mandated Assessment

Assessments (including but not limited to ILEARN, I AM, ISTEP+ Grade 10, IREAD-3, End of Course Assessments, and WIDA) for which the participation of all Indiana students is required.

Student

A person who is officially enrolled in a school or program of the Corporation.

Superintendent

The chief executive officer of the Corporation. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation.

Support Employee

A non-certificated employee as the term is used in Indiana Code 20-29-2- 11, and as defined in these definitions.

Teacher

A professional person whose position in a school corporation requires certain educational preparation and licensing and whose primary responsibility is the instruction of students. The term includes a superintendent who holds a license under I.C. 20-28-5, a principal, a teacher, a librarian, school psychologist and a school counselor. See I.C. 20-18-2-22

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular or mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile or portable storage devices, such as external hard drives, CDs, DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Vice-President

The Vice-President of the Board of School Trustees (or Education) (see Bylaw 0171.2).

Voting

An action by which a member of the Board indicates approval or rejection of a motion by a Board member that has been seconded by another Board member at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (Indiana Code 5-14-1.5). Also see Bylaw 0167.1.

Using Citations to Indiana and Federal Statutes, Rules and Cases

Citations to Indiana Law, Rules and Court Decisions

Citations to the Indiana Code are shown as I.C. or Ind. Code. The numbers which follow I.C. or Ind. Code separated by a hyphen state the title, article, chapter, section, and subsection of an Indiana statute. So Ind. Code 5-14-1.5-6.1(a) is found at title 5, article 14, chapter 1.5, section 6.1, subsection (a).

Citations to the Indiana Administrative Code ("IAC" or "I.A.C.") are prefaced by a title and followed by an article, rule, and section number. So 511 I.A.C. 6-5-1 identifies title 511, article 6, rule 5, section 1.

Citations to Indiana cases begin with a citation to a volume and page in Thompson Reuters North Eastern Reporter Series. So a citation to 545 N.E.2d 341 (Ind. 1997) is a cite to volume 545, page 341 of the North Eastern Reporter, Second Series. The "(Ind. 1997)" tells the reader the case cited is an Indiana Supreme Court decision issued in 1997.

Citations to Federal Laws, Rules and Court Decisions

Citations to the United States Code ("USC" or "U.S.C.") are preceded by a title number and followed by a section number. So 20 USC 1232g refers to title 20 of the United States Code section 1232g.

Citations to the Code of Federal Regulations ("C.F.R." or "CFR") are identified by a citation similar to the Indiana Administrative Code. The citation to the title precedes CFR, and the section number follows.

Federal cases are cited in much the same way as Indiana cases. Trial court decisions are reported in the Federal Supplement as "F. Supp." followed by the series number, such as "F. Supp.2d" for the second series of the Federal Supplement. Appellate decisions are published in the Federal Reporter, which is now in its third series. Citations in both the Federal Supplement and the Federal Reporter follow the same format. A volume number precedes the name of the volume, and a page number in that volume follows the volume number. So a cite to 406 F.3d 500 (7^{th} Cir. 2005) directs the reader to volume 406 of the Federal Reporter Third Series, page 500.

The (7^{th} Cir. 2005) tells the reader that the case was issued by the Seventh Circuit Court of Appeals in 2005.

I.C. 5-14-1.5-2(c), (d), (e)
I.C. 5-14-1.5-3.5
I.C. 20-26-5-40.7~~(b)~~(c)

© Neola ~~2024~~ 2026

Legal

I.C. 5-14-1.5-2(c), (d), (e)

I.C. 5-14-1.5-3.5

I.C. 20-26-5-40.7(c)

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Bylaw - Volume 38, No. 2 - April 2026 - ORGANIZATIONAL MEETING
Code	po0151
Status	
Adopted	June 21, 2001
Last Revised	October 8, 2020

Revised Bylaw - Volume 38, No. 2 - April 2026

0151 - **ORGANIZATIONAL MEETING**

The School Board shall organize ~~annually on or before January 15th~~ within thirty (30) days after the commencement date of the members' terms of office at a meeting held in accordance with law. At such meeting, the Board shall elect: 1) a president; 2) a vice president; and 3) a secretary. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a temporary chairperson, who shall in turn serve until the election of a President.

© Neola ~~2020~~ 2026

Legal	I.C. 20-26-4-1
	I.C. 5-14-1.5-2(b) Definition of "governing body"
	I.C 5-14-3 Access to Public Records Act

Book	Policy Manual
Section	For Board Review
Title	Revision of EMPLOYMENT OF THE SUPERINTENDENT
Code	po1220
Status	
Adopted	June 21, 2001
Last Revised	April 9, 2026

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 School 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. 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.

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 is not required to be disclosed ~~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 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.

The Board shall post the provisions of an employment contract that the Board enters into with the Superintendent of the School on the School's website.

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.

Back to Agenda

Revised 1/16/03
Revised 2/15/07
Revised 3/18/18
Revised 3/11/21
Revised 7/14/22
Revised 12/12/24
Revised 8/21/25

© Neola 2025

Legal

I.C. 5-3-1

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

I.C. 6-1.1-20

I.C. 20-28-5

I.C. 20-28-8-6

I.C. 20-28-8-7

I.C. 20-28-8-8

I.C. 20-28-8-13

I.C. 20-46

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES
Code	po1520.08
Status	
Adopted	December 14, 2017
Last Revised	May 9, 2024

Revised Policy - Volume 38, No. 2 - April 2026

1520.08 - **EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES**

The School Board may find it necessary to employ members of the administration as coaches or activity sponsors. The Board authorizes the Superintendent to recommend candidates for employment by the Board.

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

1. is sport specific;

2. contains player safety content, including content on:

a. concussion awareness;

b. equipment fitting;

c. heat emergency preparedness; and

d. proper technique;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the School Corporation that new information has been added to the course before the end of the two (2)-year period, the coach shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

   If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2)-year period, the coach shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20- 34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator. The coach, marching band leader or extracurricular activity sponsor must complete this required sudden cardiac arrest training prior to coaching or leading the activity.

   The Corporation shall receive a certificate of completion from the provider for each coach, band leader or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

E. All coaches of any Indiana High School Athletic Association (IHSAA) sponsored athletic activity must complete one (1) or more certified coaching course(s) approved by the IDOE at least once during a two (2) year period that includes the following:

   1. concussions in sports;

   2. heat illness prevention; and

   3. sudden cardiac arrest.

Additional requirements for coaches of IHSAA athletic teams:

Any paid or volunteer coach of a program must be rostered with the IHSAA and accredited prior to having any athletic contact with a student (physical athletic activities or conditioning). In addition to courses already required by Indiana law on concussions, heat illness and prevention, and sudden cardiac arrest, coaches will have to complete offerings on protecting students from abuse as well as student mental health and suicide prevention or the equivalent of those courses already offered by the Indiana Department of Education. To remain accredited, an individual must retake each of the five (5) courses every two (2) years.

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 1521 - Personal Background Checks, References and Mandatory Reporting or Policy 8120 - Volunteers, and has received the training required by State law and this policy. Additionally, before the Corporation hires or allows an individual to coach an ~~Indiana High School Athletic Association (IHSAA)~~ IHSAA-recognized sport, the Corporation shall take the following steps:

A. ask the individual:

   1. whether the individual is or has been accredited by the IHSAA; and

   2. if the individual is or has been accredited by the IHSAA, 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 IHSAA 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 an administrator who is a coach has engaged in suspected child abuse or neglect.

~~**[THE FOLLOWING REPORTS ARE RECOMMENDED; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**~~

~~**[ ]**~~ The Corporation shall report to the IHSAA when an administrator who is a coach accredited by the IHSAA: ~~has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state.~~

A. has been convicted of an offense described in I.C. 20-28-5-8(c) ~~( )~~ or I.C. 20-26-5-11.2(b) ~~**[END OF OPTIONS]**~~ or of a known comparable offense in another state.

B. has committed misconduct described in I.C. 20-28-5-7(1) or I.C. 20-28-5-7(2).

[END OF OPTIONS]

© Neola ~~2024~~ 2026

Legal

I.C. 20-26-5-11.2(b)

I.C. 20-26-14-9

I.C. 20-28-5-8(c)

I.C. 20-34-7

I.C. 20-34-8

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revision of SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po1623
Status	
Adopted	March 21, 2013
Last Revised	August 19, 2021

1623 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The School Board prohibits discrimination against any employee or applicant based upon disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School Corporation's Compliance Officer(s) (see below) will be published on the Corporation's website, posted throughout the Corporation, and included in the Corporation's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who is alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

Corporation community means students, Corporation employees (i.e., administrators~~,~~ and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Corporation office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

An individual with a disability means a person who has, has a record of, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including but not limited to functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies because the Corporation's facilities are inaccessible to or unusable by persons with disabilities.

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.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the Corporation's Compliance Officers (also known as Section 504 Compliance Officers/ADA Coordinators) (hereinafter referred to as the "COs")."

SUPERINTENDENT PORTER TOWNSHIP SCHOOLS

Address: 248 S 500 W, VALPARAISO, IN 46385

Telephone No.: (219) 477-4933, Ext. 1000

Email address: superintendent@ptsc.k12.in.us

ASSISTANT SUPERINTENDENT

Address: 248 South 500 West, Valparaiso, IN 46385

Telephone No.: 219-477-4933 Ext. 1000

assistant.superintendent@ptsc.k12.in.us

The titles and contact information of these individuals will be published annually on the Corporation's website.

The COs are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Investigation and Complaint Procedures (See Form 1623 F2)

Any employee who alleges to have been subjected to unlawful discrimination or retaliation on the basis of disability may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"), the Indiana Civil Rights Commission ("ICRC") or the Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is available only when the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Corporation employee or any other adult member of the Corporation community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the Complainant should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: 1) to a building administrator; 2) directly to one of the COs; and/or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one of the COs, who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of the Complainant's concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve but is not limited to one or more of the following:

A. Advising the Complainant about how to communicate concerns to the Respondent.

B. Distributing a copy of Policy 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment to the individuals in the school building or office where the Respondent works/attends school.

C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal complaint process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a principal, the CO, the Superintendent, or other Corporation official.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a principal, the Superintendent, or other Corporation official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the formal complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

A. interview(s) with the Complainant;

B. interview(s) with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final written decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Board President.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR, EEOC or ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a Corporation employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report/formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the Corporation community related to the implementation of this policy and shall provide training for Corporation students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination in general will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., the Family Educational Rights and Privacy Act or "FERPA," 20 U.S.C. 1232g, the Americans with Disabilities Act of 990 or "ADA," 42 U.S.C. 12101 et seq.) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.

~~The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.~~

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the Corporation's records retention schedule.

© Neola 2026~~21~~

Legal

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Back to Agenda

29 C.F.R. Part 1630

34 C.F.R. Part 104

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Technical Correction - Volume 38, No. 2 - April 2026 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS
Code	po1662.01
Status	
Adopted	May 9, 2024

Technical Correction - Volume 38, No. 2 - April 2026

1662.01 - **THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS**

The School Board believes that administrators should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate administrators or cause anxiety concerning their physical well-being is strictly forbidden. Any threat to an administrator made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal or, if the administrator is located in the School Corporation's central office or administration center, to the Superintendent and to local law enforcement, and the individual making the threat may be subject to discipline or further action.

State law requires that any member of the staff of a school who has reason to believe that a school employee:

A. has received a threat;

B. is the victim of intimidation;

C. is the victim of battery;

D. or is the victim of harassment

by any individual immediately shall notify the principal, and the principal immediately shall make an oral report to the local law enforcement agency. Where the administrator is located in the Corporation's central office or administration center, any Corporation employee with a duty to report that a school employee may have received a threat or may be the victim of intimidation, battery, or harassment, including the Superintendent if a report has been made to the Superintendent, shall make an oral report immediately to the local law enforcement agency. An administrator further is obligated to report to local law enforcement a threat to, intimidation of, battery of, or harassment of the administrator on the administrator's own behalf, unless a report has already been made to the best of the administrator's belief.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex Education in Programs or Activities or Policy ~~3362~~3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, as applicable. Related policies can be found at Policy ~~1662~~3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, Policy ~~4362~~4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, and Policy 5517 - Anti-Harassment.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

© Neola ~~2024~~ 2026

Legal	I.C. 20-33-9-1 et seq. I.C. 35-42-2-1 I.C. 35-45-2-1

I.C. 35-45-2-2

Cross References

po1422 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

po3122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

po4122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

po5517 - ANTI-HARASSMENT

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - MANDATORY CURRICULUM
Code	po2221
Status	
Adopted	October 21, 2010
Last Revised	December 11, 2025

Revised Policy - Volume 38, No. 2 - April 2026

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, which must explain the ways that dangerous communicable diseases are spread and the sanitary methods for disease prevention and restriction, 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 infections 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 infections, pregnancy, and other associated health problems, 3) the best way to avoid sexually-transmitted infections and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage, 4) age appropriate instruction concerning the importance of consent to sexual activity between two (2) individuals, and 5) an in-person presentation on human growth and development during pregnancy that is medically accurate and age appropriate and includes the ultrasound video and computer generated rendering or animation outlined in I.C. 20-30-5-13; however, if the course is 100% virtual, a virtual presentation that meets these requirements may be provided instead.

   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. bullying prevention instruction not later than October 15 of each school year in grades 1 through 12 (see also Policy 5517.01 - Bullying)

O. daily physical activity, which may include recess for students in full day kindergarten programs and other students in elementary school

P. 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 - Bullying)

Q. child abuse and child sexual abuse education for grades K through 12 by December 15 of each school year (see also Policy 8462- Child Abuse and Neglect)

R. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications (see Policy 7540.03 - Student Technology Acceptable Use and Safety)

S. the dangers inherent with the online disclosure of personally identifiable information (see Policy 7540.03- Student Technology Acceptable Use and Safety)

T. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online (see Policy 7540.03 - Student Technology Acceptable Use and Safety)

U. morals instruction

V. instruction in cardiopulmonary resuscitation and use of an automated external defibrillator as part of the high school health education curriculum

W. instruction in Language Arts (including English; grammar; composition; speech; and second languages), Mathematics, Social Studies and Citizenship (including the: constitutions; governmental systems; and histories of Indiana and the United States), Sciences including computer science, Fine Arts including music and art, and Health Education and Physical Fitness, safety, and the effects of alcohol, tobacco, drugs, and other substances on the human body ~~and Computer Science~~.

X. a course in personal financial responsibility in high school for all students expected to graduate in 2028 or after

Y. 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

Z. Indiana studies as an elective course in high school

AA. ethnic studies as an elective course in high school

AB. civics in grade 6, 7, or 8

The Superintendent shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses and ensure that each teacher present their 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. ~~( ) prior to its use in the classroom.~~ **~~[END OF OPTION]~~**

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 to instruction pursuant to I.C. 20-30-5-17(d) and (e). The consent form must include the following information: 1) an accurate summary of the contents and nature of the instruction on human sexuality that will be provided, 2) whether the instruction on human sexuality will be taught to male and female students in a unified setting or in separate settings, 3) whether the instruction on human sexuality will be provided by a female or male instructor, and 4) a statement that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. If the consent form is sent in an electronic format, the form must include a link to the list of instructional materials published on the Corporation's website. 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 for 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(c), 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 for administration that complies with I.C. 20-30-5-17(c).

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.

The Board shall publish on the Corporation's website a list of all instructional materials, including teachers' manuals, curricular materials, films or other video materials, tapes and other materials, used in the instruction on human sexuality. No Corporation school shall use curricular materials to provide instruction on human sexuality that have not been approved by the Board under I.C. 20-26-12-24.

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.

© Neola ~~2025~~ 2026

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

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES
Code	po3120.08
Status	
Adopted	June 21, 2001
Last Revised	May 9, 2024
Last Reviewed	April 14, 2022

Revised Policy - Volume 38, No. 2 - April 2026

3120.08 - **EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES**

The School Board may find it necessary to employ members of the professional staff as coaches or activity sponsors.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

1. is sport-specific;

2. contains player safety content, including content on:

a. concussion awareness;

b. equipment fitting;

c. heat emergency preparedness; and

d. proper technique;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the School Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the ~~(IDOE)~~ IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator (AED). The coach, marching band leader or extracurricular activity sponsor shall complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation shall receive a certificate of completion from the provider for each coach, marching band leader, drama or musical leader, or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

E. All coaches of any Indiana High School Athletic Association (IHSAA) sponsored athletic activity must complete one (1) or more certified coaching course(s) approved by the IDOE at least once during a two (2) year period that includes the following:

1. concussions in sports;

2. heat illness prevention; and

3. sudden cardiac arrest.

Additional requirements for coaches of IHSAA athletic teams:

Any paid or volunteer coach of a program must be rostered with the IHSAA and accredited prior to having any athletic contact with a student (physical athletic activities or conditioning). In addition to courses already required by Indiana law on concussions, heat illness and prevention, and sudden cardiac arrest, coaches will have to complete offerings on protecting students from abuse as well as student mental health and suicide prevention or the equivalent of those courses already offered by the Indiana Department of Education. To remain accredited, an individual must retake each of the five (5) courses every two (2) years.

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 3121 - Personal Background Checks, References and Mandatory Reporting or Policy 8120 - Volunteers, and has received the training required by State law and this policy. Additionally, before the Corporation hires or allows an individual to coach an ~~Indiana High School Athletic Association (IHSAA)~~ IHSAA-recognized sport, the Corporation shall take the following steps:

A. ask the individual:

1. whether the individual is or has been accredited by the IHSAA; and

2. if the individual is or has been accredited by the IHSAA, 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 IHSAA 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 professional staff member who is a coach has engaged in suspected child abuse or neglect.

~~**[THE FOLLOWING REPORTS ARE RECOMMENDED; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**~~

~~**[ ]**~~The Corporation shall report to the IHSAA when a professional staff member who is a coach accredited by the IHSAA: ~~has been convicted of an offense described in I.C. 20-28-5-8(c) **( )** or I.C. 20-26-5-11.2(b) **[END OF OPTIONS]** or of a known comparable offense in another state.~~

A. has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state.

B. has committed misconduct described in I.C. 20-28-5-7(1) or I.C. 20-28-5-7(2).

The Corporation shall report to local law enforcement suspected misconduct by a professional staff member who is a coach that may constitute a crime.

© Neola ~~2024~~ 2026

Legal

I.C. 20-26-5-11.2(b)

I.C. 20-26-14-9

I.C. 20-28-5-8(c)

I.C. 20-34-7

I.C. 20-34-8

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Tech Correction of PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING
Code	po3121
Status	
Adopted	June 21, 2001
Last Revised	October 12, 2023

3121 - **PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING**

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the Corporation's professional staff. Such an inquiry shall be made for all substitutes.

The Superintendent shall establish the necessary procedures for obtaining the background information on each applicant recommended for employment as a professional staff member which is to include the following:

A. an expanded national 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. telephone inquiry with relevant former employers

E. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred

F. verification of the applicant’s eligibility to work using the e-verify data base maintained by the Federal government as required by I.C. 12-32-1

G. a detailed background history including all prior employment and relevant volunteer positions

H. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

Eligibility

Each applicant shall certify under penalty of perjury their eligibility to be employed by the Board as a United States citizen or a qualified alien.

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

The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of the applicant's employment before or not later than thirty (30) days after the start of the applicant’s employment by the Corporation. The superintendent, or, in the case of the employment of the superintendent, the Board may allow an employee to begin work prior to receiving results of the expanded criminal history check based on the immediate need to fill the position along with the ability of the employee to be under the direct supervision of another school employee for their entire work shift until results of the expanded criminal history check are received and reviewed; however, in such event, the criminal history check shall be received no later than thirty (30) days after the start of 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 applicant for employment who is likely to have direct, ongoing contact with children within the scope of the applicant's employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation. If deemed necessary by the Superintendent, an expanded child protection index check may include inquiries to each state in which information necessary to complete the expanded child protection index check is available.

Any costs associated with obtaining the criminal history record and expanded child protection index are to be borne by the applicant.

The Board shall deny employment to an individual who has been convicted of an offense requiring license revocation per I.C. 20-28-5- 8(b~~e~~), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the employment of an individual who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(b~~e~~) unless the conviction has been reversed, vacated, or set aside on appeal.

The Board also shall deny employment to 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 employment 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 deny employment to an applicant who is the subject of a substantiated report of abuse or neglect.

The Board shall deny employment to 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 terminate the employment 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.

Each applicant shall certify under penalty of perjury the applicant's eligibility to be employed by the Board as a United States citizen or a qualified alien.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may provide for a substitute or employ the applicant as a substitute.

The Board requires that an expanded criminal history check be conducted for each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees, provided the exclusive representatives of the Corporation's employees do not object.

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:

A. is the subject of a substantiated report of child abuse or neglect or

B. has been charged with or convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) or has been charged with or convicted of an offense listed in I.C. 20-26-11.2(b).

References

The Board requires that all employment references and, if applicable, the most recent employer provided by an applicant be contacted before the Corporation may hire the applicant.

Notwithstanding any confidentiality agreement entered into by the Corporation and an employee of the Corporation, the Corporation shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the Corporation in which the employee or former employee committed an act resulting in a substantiated report of abuse or neglect.

Notwithstanding any confidentiality agreement entered into or amended after June 30, 2023, by the Corporation and an employee of the Corporation, the Corporation shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new

employment by disclosing to the requesting school any incident known by the Corporation in which the employee or former employee was:

A. arrested;

B. charged with a criminal offense;

C. convicted of a criminal offense;

D. under court supervision or the supervision of a community correction program as the result of a conviction for a criminal offense (including being placed on home detention, work release, or intermittent incarceration);

E. the subject of a protection order; or

F. named as a defendant in a civil action if the civil action could affect the safety of students.

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 I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee or any other mandatory State reporting requirements.

Mandatory Reporting

During the course of employment with the Corporation, each professional employee and substitute teacher shall be required to report the

A. arrest or the filing of criminal charges against the employee;

B. conviction of the employee in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(b~~c~~);

C. conviction of the employee 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 employee is the subject

to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board, considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

Revised 12/22/05
Revised 2/21/08
Revised 5/16/13
Revised 4/14/16
Revised 7/13/17
Revised 3/8/18
Revised 3/14/19
Revised 12/8/22

© Neola 2026~~23~~

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. 20-26-5-10.5

I.C. 20-26-5-11

I.C. 20-26-5-11.5

I.C. 20-28-5-8

Book	Policy Manual
Section	For Board Review
Title	Revision of SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po3123
Status	
Adopted	March 23, 2013
Last Revised	August 19, 2021

3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The School Board prohibits discrimination against any employee or applicant based upon disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School Corporation's Compliance Officer(s) (see below) will be published on the Corporation's website, posted throughout the Corporation, and included in the Corporation's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who is alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

Corporation community means students, Corporation employees (i.e., administrators professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Corporation office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

An individual with a disability means a person who has, has a record of, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including but not limited to functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies because the Corporation's facilities are inaccessible to or unusable by persons with disabilities.

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.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the Corporation's Compliance Officers (also known as Section 504 Compliance Officers/ADA Coordinators) (hereinafter referred to as the "COs")."

SUPERINTENDENT PORTER TOWNSHIP SCHOOLS

Address: 248 S 500 W, VALPARAISO, IN 46385

Telephone No.: (219) 477-4933, Ext. 1000

Email address: superintendent@ptsc.k12.in.us

ASSISTANT SUPERINTENDENT

Address: 248 South 500 West, Valparaiso, IN 46385

Telephone No.: 219-477-4933 Ext. 1000

assistant.superintendent@ptsc.k12.in.us

The titles and contact information of these individuals will be published annually on the Corporation's website.

The COs are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Investigation and Complaint Procedures (See Form 3123 F2)

Any employee who alleges to have been subjected to unlawful discrimination or retaliation on the basis of disability may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"), the Indiana Civil Rights Commission ("ICRC") or the Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is available only when the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Corporation employee or any other adult member of the Corporation community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the Complainant should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: 1) to a building administrator; 2) directly to one of the COs; and/or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one of the COs, who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of the Complainant's concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve but is not limited to one or more of the following:

A. Advising the Complainant about how to communicate concerns to the Respondent.

B. Distributing a copy of Policy 3123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment to the individuals in the school building or office where the Respondent works/attends school.

C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal complaint process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a principal, the CO, the Superintendent, or other Corporation official.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a principal, the Superintendent, or other Corporation official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the formal complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

A. interview(s) with the Complainant;

B. interview(s) with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and,

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final written decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Board President

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR, EEOC or ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a Corporation employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report/formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the Corporation community related to the implementation of this policy and shall provide training for Corporation students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination in general will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation~~,~~ and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., the Family Educational Rights and Privacy Act or "FERPA," 20 U.S.C. 1232g, the Americans with Disabilities Act of 1990 or "ADA," 42 U.S.C. 12101 et seq.) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.

~~The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.~~

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the Corporation's records retention schedule.

© Neola 2026~~21~~

Legal

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Back to Agenda

29 C.F.R. Part 1630

34 C.F.R. Part 104

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - REDUCTION IN FORCE ("RIF") IN CERTIFICATED STAFF
Code	po3131
Status	
Adopted	March 8, 2018
Last Revised	November 8, 2018

Revised Policy - Volume 38, No. 2 - April 2026

3131 - **REDUCTION IN FORCE ("RIF") IN CERTIFICATED STAFF**

It is the responsibility of the School Board to employ and retain the certificated staff necessary for the effective and efficient implementation of its educational program and the safe operation of its schools.

The Board shall eliminate certificated positions and reduce the number of certificated staff when the Board finds that curricular changes, changes in enrollment, return to duty from leave of a certificated staff member, closing of schools, territorial changes, fiscal reasons, or other good cause warrants.

Discussion Prior to RIF:

Discussion ~~shall be~~ may be held with the exclusive representative of the Corporation's teachers prior to any RIF for the purpose of discussing any proposed reduction in the certificated staff.

~~**[Drafting Note: Discussion is no longer required by law; however, it is our recommendation that you leave the option in for discussion regarding RIFs.]**~~

Procedure for RIF:

As required by I.C. 20-28-7.5-1(d), once the positions to be eliminated are identified by the Board, the certificated staff members to be dismissed shall be identified on the basis of ~~licensure~~ performance and ~~merit~~ not years of service or seniority unless Indiana law dictates otherwise.

~~As used in this policy, "licensure" means the scope of the license issued by the Office of Educator Licensing and Development in the Indiana Department of Education, and "merit" means a performance category assigned to an educator pursuant to I.C. 20-28-11.5, i.e. "highly effective", "effective", "improvement necessary" or "ineffective".~~ Where two (2) certificated staff members are in the same performance category and are required by law to be RIF'd based upon merit, one or more of the following factors may be considered to identify the staff member to be terminated:

A. The academic needs of students in the Corporation.

B. The results of an evaluation conducted under I.C. 20-28-11.5.

C. The possession of either additional content area degrees beyond the requirements for employment; or additional content area degrees and credit hours beyond the requirements for employment, if required under an agreement bargained under I.C. 20-29.

D. The assignment of instructional leadership roles, including the responsibility for conducting evaluations under I.C. 20-28-11.5.

E. The number of years of a teacher's experience.

Certificated staff members selected to be terminated pursuant to this policy shall receive the initial notification of possible contract cancellation required by law between May 1st and July 1st preceding the proposed cancellation of their contract with the Board.

I.C. 20-28-7.5-1(d)
I.C. 20-28-7.5-2(a)(2)(3)
I.C. 20-28-9-1.5(b)
I.C. 20-28-11.5
Elliott v. Board of School Trustees of Madison Consolidated Schools, No. 16-4168 (7th Circuit Dec. 4, 2017)

© Neola ~~2018~~ 2026

Legal

I.C. 20-28-7.5-1(d)

I.C. 20-28-7.5-2(a)(2)(3)

I.C. 20-28-9-1.5(b)

I.C. 20-28-11.5

Elliott v. Board of School Trustees of Madison Consolidated Schools, No. 16-4168 (7th Circuit Dec. 4, 2017)

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - STAFF DISCIPLINE
Code	po3139
Status	
Adopted	March 14, 2019

Revised Policy - Volume 38, No. 2 - April 2026

3139 **- STAFF DISCIPLINE**

The School Board believes that standards of conduct for professional employees are necessary to provide students with a positive example of adult behavior and an orderly and efficient instructional environment. ~~To this end, the Board has adopted a policy of progressive discipline to be applied except in cases of gross misconduct. In instances of gross misconduct, the purpose of this policy is to consider if the misconduct warrants suspension without pay or termination.~~

~~As used in this policy, "progressive discipline" means imposition of the least severe sanction that the Board determines, in its sole discretion, to be likely to prevent a recurrence of the offense.~~ If the Board finds facts that support the use of ~~progressive~~ discipline, the Board may impose a penalty which may include, but not be limited to one or more of the following:

A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.

B. A written warning which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.

C. Probation for a period of time determined by the supervisor in connection with the written warning.

D. Suspension without pay imposed in compliance with the applicable Indiana statutes.

E. Termination imposed in compliance with applicable Indiana statutes.

~~Exceptions to the principle of progressive discipline contained in this policy may be made in cases in which the Board finds that the interests of students and the school community make the application of the principle of progressive discipline inappropriate.~~ Examples of gross misconduct that may result in termination include, but are not limited to the following:

A. Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.

B. Possession or use of alcoholic beverages or drugs on school property or at an event sponsored by the Board.

C. Willful refusal to follow Board policies, ~~established~~ rules, or standards for the conduct of a professional employee, i.e., insubordination.

D. Repeated violations of board policies, rules, or standards.

E. Theft, fraud, or another violation of criminal law.

F. Arrest and subsequent conviction of a crime.

G. Falsification or omission of a material fact in the application for employment by the Board.

H. Threats of and/or acts of violence to a person or substantial property damage.

I. Poor professional judgment resulting in a risk of physical harm to a person.

J. Harassment in violation of Board policy on harassment.

K. Other just or good cause.

In the event a professional staff member is recommended for suspension without pay or dismissal, the procedures required by Indiana law will be implemented.

Professional employees of the Board shall be paid on a "salary basis" and suspension of a professional employee without pay shall not negate the professional employee's exemption from the Fair Labor Standards Act overtime provisions pursuant to 29 C.F.R. 541.303.

© Neola ~~2018~~ 2026

Legal

I.C. 20-28-6

I.C. 20-28-7.5

I.C. 20-28-9-21 and -22

29 C.F.R. 541.303

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - CANCELLATION OF A TEACHING CONTRACT
Code	po3142
Status	
Adopted	June 21, 2001
Last Revised	August 21, 2025

Revised Policy - Volume 38, No. 2 - April 2026

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. is in the teacher's first or second year of full-time teaching in a classroom; and

C. 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~~ any of the grounds set forth in I.C. 20-28-7.5-1. In such cases, the Board shall~~-abide by due process procedures. ( ) and such terms as may be set forth in a negotiated agreement~~ comply with the procedure for cancellation provided in I.C. 20-28-7.5-2 through I.C. 20-28-7.5-5.

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

Back to Agenda

In acting on a ~~principal's~~ Principal's preliminary determination that a teacher's contract be canceled, the Board shall follow ~~will be guided by~~ the procedure ~~set out~~ in I.C. 20-28-7.5-2 through I.C. 20-28-7.5-5.

© Neola ~~2025~~ 2026

Legal

I.C. 20-28-6-7.5

I.C. 20-28-6-8

I.C. 20-28-7.5

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Technical Correction - Volume 38, No. 2 - April 2026 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS
Code	po3362.01
Status	
Adopted	June 21, 2001
Last Revised	May 9, 2024

Technical Correction - Volume 38, No. 2 - April 2026

3362.01 - **THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS**

The School Board believes that staff members should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate staff members or cause anxiety concerning their physical well-being is strictly forbidden. Any threat to a member of the staff made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal, and the individual making the threat may be subject to discipline or further action.

State law requires that any individual who has reason to believe that a school employee:

A. has received a threat;

B. is the victim of intimidation;

C. is the victim of battery; or

D. is the victim of harassment

by any individual immediately shall notify the principal and the principal immediately shall make an oral report to the local law enforcement agency.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities or Policy ~~3362~~3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, as applicable. Related policies can be found at Policy ~~1662~~1422 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, Policy ~~4362~~4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, and Policy 5517 - Anti-Harassment.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

© Neola ~~2024~~ 2026

Legal	I.C. 20-33-9-1 et seq. I.C. 35-42-2-1 I.C. 35-45-2-1 I.C. 35-45-2-2
Cross References	

po1422 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment

po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

po3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment

po4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment

po5517 - ANTI-HARASSMENT

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - LEAVES OF ABSENCE
Code	po3430
Status	
Adopted	June 4, 2008
Last Revised	March 14, 2019

Revised Policy - Volume 38, No. 2 - April 2026

3430 - **LEAVES OF ABSENCE**

All professional staff members not otherwise covered by the terms of a currently-valid negotiated agreement of this Corporation shall be entitled to the same leave benefits provided in the master agreement with the Association of Porter Township Teachers_____, unless the Corporation provides notice of such exclusion in writing to the impacted professional staff members.

All requests for unpaid leaves of absence by professional staff members shall be presented to the School Board for approval.

Leave of Absence for Members of National Guard or Reserve:

The Board shall grant a leave of absence in addition to a regular vacation period without loss of pay or time to any staff member who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority for consecutive or nonconsecutive periods not to exceed a total of fifteen (15) days in any calendar year. The staff member's vacation benefits, if any, will not be affected by this type of leave.

Leave of Absence for Active Duty Family Members:

A professional staff member who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to an unpaid leave of absence during one (1) or more of the following periods:

A. during the thirty (30) days before active duty orders are in effect;

B. during a period in which the person ordered to active duty is on leave while active duty orders are in effect; or

C. during the thirty (30) days after the active duty orders are terminated.

The staff member must have worked at least 1,500 hours during the twelve (12) month period immediately preceding the day the leave begins.

The leave of absence allowed each year may not exceed a total of ten (10) working days.

~~[ ]~~The Board shall require the staff member ~~**[ ] The staff member may request [END OF OPTION]**~~ to substitute any of his/her earned vacation, personal leave, or other paid leave except for paid medical or sick leave available for leave for any part of the ten (10) day period.

After a staff member takes a leave of absence, the staff member shall be restored to:

A. the position the staff member held before the leave, or

B. a position equivalent to the position that the staff member held before the leave with equivalent benefits and terms of the negotiated agreement.

The Board shall permit the staff member to continue his/her health care benefits during the leave at the staff member's expense.

Teacher of the Year Leave

Any professional staff member selected by the State Superintendent of Public Instruction as teacher of the year and who agrees ~~to be "ambassador for education"~~ shall be granted a one (1) year professional leave ~~to serve as ambassador during the ambassador's term~~during their year as teacher of the year. During the term of the leave, the Corporation shall continue to provide the professional staff member all benefits of employment with the Corporation other than salary. Following the term of the leave, the professional staff member may return to the Corporation to the same or a comparable position as the staff member held prior to the leave without loss of accrued benefits or seniority.

I.C. 10-16-7-1 et seq.
I.C. 10-17-4
I.C. 20-20-4-~~1~~5.5, 6
I.C. 22-2-13-11
38 U.S.C. 4301 et seq. (Uniformed Services Employment and Reemployment Rights Act)

© Neola ~~2018~~ 2026

Legal	I.C. 10-16-7-1 et seq.
	I.C. 10-17-4
	I.C. 20-20-4-5.5, 6
	I.C. 22-2-13-11
	38 U.S.C. 4301 et seq. (Uniformed Services Employment and Reemployment Rights Act)

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES
Code	po4120.08
Status	
Adopted	June 11, 2015
Last Revised	May 9, 2024

Revised Policy - Volume 38, No. 2 - April 2026

4120.08 - **EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES**

The School Board may find it necessary to employ on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the School Corporation's support staff **( )** or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

All part-time employees selected as coaches or activity sponsors who are not members of the professional staff are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation has the authority to enter into any agreement for employment for any specified period of time with such an employee.

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

   1. is sport-specific;

   2. contains player safety content, including content on:

      a. concussion awareness;

      b. equipment fitting;

      c. heat emergency preparedness; and

      d. proper technique;

   3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

   4. awards a certificate of completion to a coach who successfully completes the course.

   If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator (AED). The coach, marching band leader, drama or musical leader, or extracurricular activity sponsor shall complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation shall receive a certificate of completion from the provider for each coach, marching band leader, drama or musical leader, or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

E. All coaches of any Indiana High School Athletic Association (IHSAA) sponsored athletic activity must complete one or more certified coaching course(s) approved by the IDOE at least once during a two (2) year period that includes the following:

1. concussions in sports;

2. heat illness prevention; and

3. sudden cardiac arrest.

Additional requirements for coaches of IHSAA athletic teams:

Any paid or volunteer coach of a program must be rostered with the IHSAA and accredited prior to having any athletic contact with a student (physical athletic activities or conditioning). In addition to courses already required by Indiana law on concussions, heat illness and prevention, and sudden cardiac arrest, coaches will have to complete offerings on protecting students from abuse as well as student mental health and suicide prevention or the equivalent of those courses already offered by the Indiana Department of Education. To remain accredited, an individual must retake each of the five (5) courses every two (2) years.

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 4121 - Personal Background Checks, References and Mandatory Reporting or Policy 8120 - Volunteers, and has received the training required by State law and this policy. Additionally, before the Corporation hires or allows an individual to coach an ~~Indiana High School Athletic Association (IHSAA)~~ IHSAA-recognized sport, the Corporation shall take the following steps:

A. ask the individual:

1. whether the individual is or has been accredited by the IHSAA; and

2. if the individual is or has been accredited by the IHSAA, 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 IHSAA 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 nonteaching coach has engaged in suspected child abuse or neglect.

~~**[THE FOLLOWING REPORTS ARE RECOMMENDED; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**~~

The Corporation shall report to the IHSAA when a nonteaching coach accredited by the IHSAA:

A. has been convicted of an offense described in I.C. 20-28-5-8(c) ~~**(**~~**)** or I.C. 20-26-5-11.2(b) ~~**[END OF OPTIONS]**~~ or of a known comparable offense in another state.

B. has committed misconduct described in I.C. 20-28-5-7(1) or I.C. 20-28-5-7(2).

~~**[THE FOLLOWING REPORT IS RECOMMENDED; CHOOSE THIS OPTION IF THE BOARD WISHES TO INCLUDE THIS REPORT IN THE POLICY]**~~

~~**[ ]**~~The Corporation shall report to local law enforcement suspected misconduct by a nonteaching coach that may constitute a crime.

[END OF OPTIONS]

© Neola ~~2024~~ 2026

Legal

I.C. 20-26-5-11.2(b)

I.C. 20-26-14-8

I.C. 20-26-14-9

I.C. 20-28-5-8(c)

I.C. 20-34-7

I.C. 20-34-8

Book	Policy Manual
Section	For Board Review
Title	Revision of SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po4123
Status	
Adopted	March 21, 2013
Last Revised	August 19, 2021

4123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The School Board prohibits discrimination against any employee or applicant based upon disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School Corporation's Compliance Officer(s) (see below) will be published on the Corporation's website, posted throughout the Corporation, and included in the Corporation's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who is alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

Corporation community means students, Corporation employees (i.e., administrators and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Corporation office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

An individual with a disability means a person who has, has a record of, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including but not limited to functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies because the Corporation's facilities are inaccessible to or unusable by persons with disabilities.

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.

Compliance Officer

The Board designates the following individual(s) to serve as the Corporation's Compliance Officers (also known as Section 504 Compliance Officers/ADA Coordinators) (hereinafter referred to as the "COs")."

SUPERINTENDENT PORTER TOWNSHIP SCHOOLS

Address: 248 S 500 W, VALPARAISO, IN 46385

Telephone No.: (219) 477-4933, Ext. 1000

Email address: superintendent@ptsc.k12.in.us

ASSISTANT SUPERINTENDENT

Address: 248 South 500 West, Valparaiso, IN 46385

Telephone No.: 219-477-4933 Ext. 1000

assistant.superintendent@ptsc.k12.in.us

The titles and contact information of these individuals will be published annually on the Corporation's website.

The COs are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Investigation and Complaint Procedures (See Form 4123 F2)

Any employee who alleges to have been subjected to unlawful discrimination or retaliation on the basis of disability may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"), the Indiana Civil Rights Commission ("ICRC") or the Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is available only when the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Corporation employee or any other adult member of the Corporation community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the Complainant should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: 1) to a building administrator; 2) directly to one of the COs; and/or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one of the COs, who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide the Complainant with a range of options aimed at

bringing about a prompt resolution of the Complainant's concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve but is not limited to one or more of the following:

A. Advising the Complainant about how to communicate concerns to the Respondent.

B. Distributing a copy of Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment to the individuals in the school building or office where the Respondent works/attends school.

C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal complaint process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a principal, the CO, the Superintendent, or other Corporation official.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a principal, the Superintendent, or other Corporation official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the formal complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

A. interview(s) with the Complainant;

B. interview(s) with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and,

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final written decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Board President.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Board President.
In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR, EEOC or ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a Corporation employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report/formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the Corporation community related to the implementation of this policy and shall provide training for Corporation students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination in general will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals

charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation~~,~~ and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., the Family Educational Rights a nd Privacy Act or "FERPA," 20 U.S.C. 1232g, the Americans with Disabilities Act of 1990 or "ADA," 42 U.S.C. 12101 et seq.) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.

~~The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.~~

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the Corporation's records retention schedule.

© Neola 2026~~21~~

Legal 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

Back to Agenda

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1630

34 C.F.R. Part 104

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Replacement Policy - Volume 38, No. 2 - April 2026 - DISCIPLINARY ACTIONS
Code	po4150
Status	
Adopted	June 21, 2001

Replacement Policy - Volume 38, No. 2 - April 2026

4150 - **DISCIPLINARY ACTIONS**

[DRAFTING NOTE: This policy is a replacement policy and includes more information for administration and staff. Please note that as this is longer and more detailed than the prior policy, you should review the staff handbook or applicable CBA prior to adoption to ensure no contradictions.]

~~In the event of an infraction of Corporation rules or the laws of the State of Indiana by a support staff member, it shall be the policy of the School Board to take appropriate disciplinary measures up to and including dismissal.~~
The School Board believes that standards of conduct for classified employees are necessary to provide students with a positive example of adult behavior and an orderly and efficient instructional environment. In the event of an infraction of Board policies, rules, standards, or State of Indiana law, it shall be the policy of the School Board to take appropriate disciplinary measures up to and including dismissal.

If the Board finds facts that support the use of discipline, the Board may impose a penalty which may include, but not be limited to one (1) or more of the following:

A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.

B. A written warning, which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in a recommendation for discharge.

C. Probation for a period of time determined by the supervisor in connection with the written warning.

D. Suspension without pay imposed in compliance with the applicable Indiana statutes.

E. Termination imposed in compliance with applicable Indiana statutes.

Examples of gross misconduct that may result in termination include, but are not limited to the following:

A. Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.

B. Possession or use of alcoholic beverages or drugs on school property or at an event sponsored by the Board.

C. Willful refusal to follow Board policies, rules, or standards, i.e., insubordination.

D. Repeated violations of board policies, rules, or standards.

E. Theft, fraud, or another violation of criminal law.

F. Arrest and subsequent conviction of a crime.

G. Falsification or omission of a material fact in the application for employment by the Board.

H. Threats of and/or acts of violence to a person or substantial property damage.

I. Poor professional judgment resulting in a risk of physical harm to a person.

J. Harassment in violation of Board policy on harassment.

K. Other just or good cause.

Nothing in this Policy shall supersede an applicable collective bargaining agreement.

© Neola ~~2000~~ 2026

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Technical Correction - Volume 38, No. 2 - April 2026 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS
Code	po4362.01
Status	
Adopted	June 21, 2001
Last Revised	May 9, 2024

Technical Correction - Volume 38, No. 2 - April 2026

4362.01 - **THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS**

The School Board believes that a staff member should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning their physical well-being is strictly forbidden. Any threat to a member of the staff made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal, and the individual making the threat may be subject to discipline to further action.

State law requires that any individual who has reason to believe that a school employee:

A. has received a threat;

B. is the victim of intimidation;

C. is the victim of battery; or

D. is the victim of harassment

by any individual immediately notify the principal, and the principal shall immediately make an oral report to the local law enforcement agency.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities or Policy ~~4362~~4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, as applicable. Related policies can be found at Policy ~~4362~~1422 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, Policy ~~4362~~3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, and Policy 5517 - Anti-Harassment.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

© Neola ~~2024~~ 2026

Legal	I.C. 20-33-9-1 et seq. I.C. 35-42-2-1 I.C. 35-45-2-1 I.C. 35-45-2-2

Cross References

Back to Agenda

po1422 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

po3122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

po4122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

po5517 - ANTI-HARASSMENT

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	New Policy - Volume 38, No. 2 - April 2026 - PERSONAL ELECTRONIC EQUIPMENT OTHER THAN PERSONAL COMMUNICATION DEVICES
Code	po5136.01
Status	

New Policy - Volume 38, No. 2 - April 2026

5136.01 - **PERSONAL ELECTRONIC EQUIPMENT OTHER THAN PERSONAL COMMUNICATION DEVICES**

While in some instances the possession and use of Technology Resources (as defined in Bylaw 0100), Personal Communication Devices (PCDs) (as defined by Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, the possession and use of such Technology Resources, PCDs, and other equipment or devices by students at school also may have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

Consequently, the School Board will supply any Technology Resources and other electronic equipment or devices necessary for teacher-directed use of devices for educational purposes during the school day (while students are present on school property for a student instructional day), except as provided in Board Policy 5136 - Personal Communication Devices. The following provisions do not apply to School Corporation-owned and issued laptops, tablets, e-readers, personal digital assistants (PDAs), PCDs, or authorized assistive technology devices.

Student possession and use of PCDs shall be consistent with Board Policy 5136 - Personal Communication Devices. PCDs are defined as any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including computers, laptops, tablets, e-readers, cellular or mobile telephones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smart glasses (eyewear equipped with computer technology), gaming devices and/or other web-enabled devices of any type. Smartwatches and smart glasses are not considered PCDs unless connected to a cellular telephone, a cell tower, or the Internet. If not connected, smartwatches and smart glasses are electronic equipment regulated pursuant to this policy. The following provisions do not apply to PCDs.

Students may possess and use non-PCD Technology Resources and other electronic equipment or devices as provided in this policy as long as they do not create a distraction, disruption or otherwise interfere with the environment. Use on Corporation property that results in a distraction, disruption or otherwise interferes with the school environment shall not be tolerated and may result in the loss of use of the item while on Corporation property.

Students may use non-PCD Technology Resources, electronic equipment, and devices during the school day only for educational or instructional purposes (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

At all other times on Corporation property, students may use non-PCD Technology Resources, electronic equipment, and devices at the discretion of the supervisor/sponsor/advisor/coach.

Students may use non-PCD Technology Resources, electronic equipment, and devices while riding to and from school on a Corporation bus or other Corporation vehicle or on a Corporation bus or other Corporation vehicle during school-sponsored activities at the discretion of the bus driver or classroom teacher or sponsor/advisor/coach.

Students may use non-PCD Technology Resources, electronic equipment, and devices on Corporation property, on a Corporation bus, or on other Corporation vehicles:

A. if necessary for the management of the student's documented medical condition pursuant to an order provided by a licensed health care professional;
B. if the use is included in the student's IEP or Section 504 plan;

C. if authorized by the Superintendent or the Superintendent's designee at the appropriate time during an emergency, as determined by the Superintendent or the Superintendent's designee; or
D. if necessary for language translation for English language learners.

Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of the use of the device while on a Corporation bus or other Corporation vehicle.

Students are prohibited from using Technology Resources, electronic equipment, or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, students are prohibited from using Technology Resources, electronic equipment, and devices with image or video capture functionality in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of such devices is absolutely prohibited. If a student needs to use a device to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area or in the circumstance where the student needs privacy to manage their health care, in which case the student should find a location where no other students are present.

Except as authorized by a teacher or administrator, provided in a student's IEP or Section 504 plan, or authorized under Policy 5136, students are prohibited from using Technology Resources, electronic equipment, and devices to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

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

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

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

Possession of Technology Resources, electronic equipment, and devices by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

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

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

Students are personally and solely responsible for the care and security of their Technology Resources, electronic equipment, and devices. The Corporation, Board administrators, and agents assume no responsibility for damage to or theft, loss, misuse, or unauthorized use of Technology Resources, electronic equipment, and devices brought onto Corporation property.

© Neola 2026

Cross References

po0100 - DEFINITIONS

po2410 - AUDIO, VIDEO, AND DIGITAL RECORDING OF MEETINGS

po2461 - RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES

po5136 - PERSONAL COMMUNICATION DEVICES

po5771 - SEARCH AND SEIZURE

po5517.01 - BULLYING

po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

po8355 - AUTHORIZATION FOR AUDIO, VIDEO, AND DIGITAL RECORDING

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - THE SCHOOLS AND LAW ENFORCEMENT AGENCIES
Code	po5540
Status	
Adopted	June 21, 2001
Last Revised	August 21, 2025

Revised Policy - Volume 38, No. 2 - April 2026

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)~~ Federal Agents associated with the United States Federal government[1], ~~**[end of option]**~~ 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 or Federal agents. The administrator shall ~~ask the law enforcement agent and/or federal agent to show proof of identity (badge). The administrator then should~~ determine whether it is appropriate to provide access to the student based on ~~: (1)~~ the officer's purpose; ~~, (2) ,~~ whether the officer has stated that there is an emergency involving imminent threat to the school, its staff, or students; whether ~~or (3) or~~ the officer is in possession of a valid judicial warrant; ~~,~~ and whether the law enforcement agent and/or ~~federal~~ Federal agents show proof of identity (badge). 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 ~~or guardian~~ of the interrogation. If immediate notification is not possible, the Principal must notify the student's parent ~~, or guardian,~~ not later than hours 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 ~~or guardian~~ 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. However, enforcement should be limited to the specific and narrow confines of the warrant. Any attempts to extend the execution of the warrant past the administrator's understanding of its limits should be noted in writing contemporaneous to the act itself.

   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.

~~1"Federal Agents" may include Immigration and Customs Enforcement (ICE), Homeland Security Investigations (HSI), Customs and Border Protection (CBP), Federal Bureau of Investigation (FBI), etc.~~

© Neola ~~2025~~ 2026

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	Revision of STUDENT DISCIPLINE
Code	po5600
Status	
Adopted	June 21, 2001
Last Revised	December 11, 2025

5600 **- STUDENT DISCIPLINE**

The Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. conform to reasonable standards of socially-acceptable behavior;

B. respect the person and property of others;

C. preserve the degree of order necessary to the educational program in which they are engaged;

D. respect the rights of others;

E. obey constituted authority and respond to those who hold that authority.

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;

B. do not discriminate among students;

C. do not demean students;

D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, including corporal punishment, which:

A. relate in kind and degree to the infraction;

B. help the student learn to take responsibility for his/her actions;

C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. Parents and students who are eighteen (18) years or older will be provided a form

which is to be signed and returned to the school principal confirming that the Code of Conduct has been read and is understood. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student.

A. The Superintendent will report to the Board periodically the methods of discipline used and the incidents of those types of student misconduct designated by the Board.

B. The Superintendent/Building Principal will appoint a committee of staff members to review rules of student conduct annually and to advise on alterations and modifications.

~~The Superintendent may request that the State Department of Education provide information and assistance to the Corporation regarding the implementation of the Code of Conduct to ensure that teachers and administrators receive appropriate professional development and other resources in preparation for carrying out the plan.~~

C. The principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process rights.

D. Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

E. No student is to serve before or after school detention unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

No student shall be suspended or expelled solely because the student is chronically absent or a habitual truant, as defined in Policy 5200 - Attendance.

Revised 2/15/07
Revised 3/12/20

© Neloa 2026~~25~~

Legal	I.C. 20-26-5-32
	I.C. 20-33-8-1 et seq.
Cross References	po5200 - ATTENDANCE

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Rescind Policy - Volume 38, No. 2 - April 2026 - CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY
Code	po5840
Status	
Adopted	May 12, 2016

Rescind Policy - Volume 38, No. 2 - April 2026

~~5840 - **CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY**~~

~~The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal organizations and criminal organization activity on its students, demonstrate its commitment to preventing and reducing criminal organization membership and eliminating criminal organization activity, educate Corporation students, employees, and parents about criminal organizations and criminal organization activity, and comply with State and Federal laws and regulations.~~

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

~~**Definitions**~~

A. ~~"Criminal organization," as used in this policy, means a formal or informal group with at least three (3) members that specifically:~~

   1. ~~either:~~

      a. ~~promotes, sponsors, or assists in,~~

      b. ~~participates in, or~~

      c. ~~has as one of its goals; or~~

   2. ~~requires as a condition of membership or continued membership~~

   ~~the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).~~

B. ~~"Criminal organization activity," as used in this policy, means to:~~

   1. ~~actively participate in a criminal organization;~~

   2. ~~knowingly or intentionally commit an act:~~

      a. ~~with the intent to benefit, promote, or further the interests of a criminal organization; or~~

      b. ~~for the purpose of increasing the person's own standing or position within a criminal organization;~~

   3. ~~knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;~~

4. ~~knowingly or intentionally threaten another person because the other person:~~

   a. ~~refuses to join a criminal organization;~~

   b. ~~has withdrawn from a criminal organization; or~~

   c. ~~wishes to withdraw from a criminal organization;~~

~~when engaged in by a student who attends a Corporation school.~~

~~Procedures for Reporting and Investigating Suspected Criminal Organization Activity~~

~~All Corporation employees shall report any incidence of suspected criminal organization activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal organization activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.~~

~~A Corporation employee who in good faith reports an incident of suspected criminal organization activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.~~

~~Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal organization activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than _____ (__) instructional day(s)~~ **~~[NOTE: The model policy suggests one (1) school day. Neola recommends two (2) school days]~~** ~~of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than _____ (__) instructional days~~ **~~[NOTE: IDOE recommends five (5) school days]~~** ~~from the date of the report of the alleged incident.~~

~~The principal or designee shall submit the report to the Superintendent within _____ (__) instructional days~~ **~~[NOTE: IDOE recommends ten (10) school days]~~** ~~of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a~~ **~~( )~~** ~~regular~~ **~~( )~~** ~~quarterly~~ **~~( )~~** ~~_____~~ **~~[NOTE: IDOE recommends quarterly]~~** ~~basis during its scheduled Board meetings.~~

~~The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal organization activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal organization activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.~~

~~Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal organization activity, criminal organization intimidation, or criminal organization recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal organization activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.~~

~~The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.~~

Annual Reporting of Investigations to the State

Each school principal or designee shall record the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before _____ each year. **[NOTE: We suggest the Corporation require this information be submitted by May 15 to give the Superintendent adequate time to prepare his/her report.]**

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

Establishment of Education Programs

In its efforts to address criminal organization activity, the Board establishes the following educational programs:

A. An evidence-based educational criminal organization awareness program for students, Corporation employees and parents; and

B. A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.

Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Organization Activity

The Superintendent shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal organization activity and their families, including: **[SELECT THE FOLLOWING OPTIONS TO BE IMPLEMENTED]**

A. **( )** criminal organization awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in criminal organization and criminal organization-like activity;

B. **( )** culturally and/or linguistically appropriate services/supports for parents and families;

C. **( )** counseling coupled with mentoring for students and their families;

D. **( )** referral to community organizations and civic groups that offer related programs or counseling;

E. **( )** viable, sustainable after-school programs developed in collaboration with other stakeholders;

F. **( )** job training and employment opportunities as both a deterrent to criminal organization involvement and an incentive to leave criminal organization involvement;

G. **( )** related extra-curricular activities;

H. **( )** _____.

Recommendations Concerning Criminal Organization Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding

The Superintendent shall seek Federal funding to implement criminal organization prevention and intervention services and programs, including the following: **[SELECT THE FOLLOWING OPTIONS TO BE IMPLEMENTED]**

A. **( )** Dissemination of criminal organization awareness information to students and parents. The criminal organization awareness information should be revised and updated regularly to reflect current trends in organization activity.

B. **( )** Training for staff and teachers on criminal organization prevention and intervention resources.

C. **( )** Creation of formal collaboration plans between Corporation administration and community-based prevention and intervention providers to address criminal organization prevention and intervention.

D. ~~( ) Coordination of resources and funding opportunities to support criminal organization prevention/intervention activities.~~

E. ~~( ) Integration of available School Resource Officer Programs.~~

F. ~~( ) Incorporation of the Gang Resistance Education and Training (G.R.E.A.T.) Program into the curriculum.~~

G. ~~( ) _____.~~

~~Publication of the Policy~~

~~The Superintendent shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.~~

~~[THE FOLLOWING PROVISION IS OPTIONAL AND MAY BE ADOPTED BY THE BOARD IN ITS DISCRETION. HOWEVER, IF THE BOARD ESTABLISHES A CRIMINAL ORGANIZATION INTERVENTION PROGRAM, IT MUST ESTABLISH AN ADVISORY COMMITTEE.]~~

~~[OPTIONAL]~~

~~[ ] Criminal Organization Intervention Program~~

~~In order to foster the continuing coordination of criminal organization prevention, intervention and suppression efforts, the Board establishes a program to provide criminal organization intervention services to students.~~

~~An advisory committee shall be established that includes the following members:~~

A. ~~parents~~

B. ~~Corporation employees~~

C. ~~local law enforcement officials~~

D. ~~the county prosecuting attorney~~

E. ~~the county public defender~~

F. ~~a juvenile court judge~~

G. ~~a school behavioral health or community mental health professional~~

H. ~~representatives of organizations that have expertise in criminal organization education, prevention, or intervention~~

I. ~~_____~~

~~The Superintendent shall appoint members of the advisory committee.~~

~~The advisory committee will collaborate to recommend an appropriate program for students, subject to Board approval.~~

~~[END OF OPTION]~~

~~© Neola 2016~~

Legal I.C. 20-18-2-2.8

I.C. 20-19-3-12

I.C. 20-26-18-1 et seq.

I.C. 20-33-9-10.5

Back to Agenda

I.C. 20-33-9-14

I.C. 35-31.5-2-27.4

I.C. 35-31.5-2-74

I.C. 35-31.5-2-264.5

I.C. 35-45-9-1

I.C. 35-45-9-3

I.C. 35-45-9-4

I.C. 35-45-9-5

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revision of STUDENT FEES AND CHARGES
Code	po6152
Status	
Adopted	June 21, 2001
Last Revised	April 9, 2026

6152 - **STUDENT FEES AND CHARGES**

The School Board may assess and collect a reasonable fee for lost or significantly damaged curricular materials. The Superintendent shall develop administrative guidelines for the selection, care, custody, maintenance, and return of all curricular materials, supplementary materials, and equipment, and provide for the assessment of fees for lost or significantly damaged curricular materials.

The late return of borrowed books or materials from the School Corporation's libraries may be subject to appropriate fees.

Additionally, the Board may assess and collect a reasonable fee for supplies and materials that are not curricular materials and that supplement the instruction in a particular course.

Any fees collected by members of the staff are to be forwarded ~~turned in~~ to the Building ECA Treasurer ~~principal's office~~ within twenty-four (24) hours after collection, who will, in turn, remit such fines to the Business Office in a timely fashion.

Fees assessed for lost or significantly damaged curricular materials or equipment shall be collected in accordance with the Superintendent's administrative guidelines (AG 2510B - Collection of Fees for Lost or Significantly Damaged Curricular Materials).

All fees will be carried forward in the student information system. These fees will also be submitted to an alternate form of collections by the end of the calendar year following the end of the school year to attempt collections by another means. Once the student graduates or becomes inactive, this amount will proceed in the alternate form of collections for 5 years. After the 5 years, these fees may be determined uncollectable.

If the above course of action does not result in the fee being collected, the Board authorizes the CFO to take the student and/or his/her parents to Small Claims Court for collection if the claim is above $1500 and does not exceed $ the jurisdictional limit of the county small claims court. If the claim exceeds $10,000, the Board may authorize the Corporation attorney to pursue a collection action in the appropriate court against the student and/or his/her parents.

~~Fees collected for lost or significantly damaged curricular materials shall be deposited in the Education Fund for the school in which the student was enrolled at the time the fee was imposed.~~

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

Fees for lost or significantly damaged curricular materials may be charged to or collected from a student whose parent meets the eligibility standard for financial assistance, an emancipated minor who meets the eligibility standard for financial assistance, or a homeless student within the meaning of the McKinney-Vento Act. In such cases, the fees shall be paid by the Board, and the Board may apply for reimbursement from the Indiana Department of Education for the costs incurred or seek appropriate Federal funds, such as McKinney-Vento grant funds.

Any dispute regarding a charge or fee that is imposed shall not delay the enrollment of a homeless student or serve as a barrier to enrollment by delaying the transfer of student records to another school or school corporation, if applicable.

The Corporation shall give notice in nontechnical language and in a manner that reasonably can be expected to reach parents of students before the collection of any fees that are not for curricular materials. This notice shall inform the parents of the following:

A. the availability of assistance

B. the eligibility standards

C. the procedure for obtaining assistance, including the right and method of appeal

D. the availability of application forms at a designated school office

If the CFO/Superintendent determines that a hardship exists due to the inability of a student's family or an adult student or emancipated minor to pay any required fees or a reasonable fee for lost or significantly damaged curricular materials, taking into consideration the income of the family or the adult student or emancipated minor and the demands on the family or the adult student or emancipated minor, the Board may waive the fee.

The Corporation may write-off any outstanding unpaid fees for lost or significantly damaged curricular materials, or unpaid fees that are not for curricular materials, of $200 or less, if not paid by (5) five years after the end of the school year or activity season in which the debt was incurred.

Unpaid fees for lost or significantly damaged curricular materials, or unpaid fees that are not for curricular materials, of $200 or less may, at the discretion of the school treasurer or designee, be written off five (5) years after the end of the school year or activity season in which the debt was incurred.

Fees of $500 or less may be written off at any time, if the CFO/Superintendent determines the student's parents or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

Revised 1/16/03
Revised 5/12/16
Revised 8/10/17
Revised 10/12/23

© Neola 2026

Legal

I.C. 20-18-2-2.7

I.C. 20-26-5-4(12)(B)

I.C. 20-26-12-1(B)

I.C. 20-33-5-3

I.C. 20-33-5-5

I.C. 20-33-5-11

I.C. 20-41-2-5(b)

I.C. 20-42-3-10

Grants for State and Local Activities for Education of Homeless Children and Youth, 42 U.S.C. 11432(g)(1)(I)

Indiana State Board of Accounts, Public Schools Audit Manual

Indiana State Board of Accounts, School Administrator

McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11301 et seq.

Education for Homeless Children and Youths Program Non-Regulatory Guidance, p. 25 (US DOE July 2016)

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revision of PROCUREMENT FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	March 11, 2021
Last Revised	December 12, 2024
Last Reviewed	May 9, 2024

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid from Federal funds or School Corporation matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, and School Board policies and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the U.S. Department of Education requirements (2 C.F.R. 200.317-200.327), including consideration of small businesses, minority businesses, and women's business enterprises, veteran-owned businesses, and labor surplus area firms for the administration and management of Federal grants and Federally-funded programs. The Corporation shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the Corporation's documented general purchasing Policy 6320 and AG 6320A.

All Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, or decorating of public buildings or public works must comply with Davis-Bacon and Related Acts prevailing wage requirements.

All Corporation employees, officers, agents, and Board members who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, agents, and Board members engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3113 and Policy 4113 – Conflict of Interest.

The Corporation shall avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis should be made between leasing and purchasing property or equipment to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the Corporation may enter into State and local intergovernmental agreements, where appropriate, for procurement or use of common or shared goods and services.

Competition

All procurement transactions under the Federal award shall be conducted in a manner that provides full and open competition and is in accordance with 2 C.F.R. 200.319 and 200.320, good administrative practice and sound business judgment. To ensure objective contractor performance and eliminate unfair competitive advantage, the Corporation shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to:

A. unreasonable requirements on firms for them to qualify to do business;

B. unnecessary experience and excessive bonding requirements;

C. noncompetitive pricing practices between firms or between affiliated companies;

D. noncompetitive contracts to consultants that are on retainer contracts;

E. organizational conflicts of interest;

F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

G. any arbitrary action in the procurement process.

To the extent that the Corporation uses a pre-qualified list of persons, firms or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources to ensure maximum open and free competition. The Corporation allows individuals to apply for consideration to be placed on the list at any time.

The Corporation shall ensure prequalified lists of persons, firms, or products that are used in procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the Corporation (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition. The Corporation shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the Corporation, the Corporation is not prohibited from developing written procedures of procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or provided services on a contract, and other worker protections. The Corporation may also make inquiries of bidders about these subjects and assess the responses. Scoring mechanisms must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The Corporation shall have written procedures for procurement transactions. These procedures must require that all solicitations made pursuant to this policy:

A. adhere to the competition requirements and restrictions listed above;

B. incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured;

The description may include a statement of the qualitative nature of the property, equipment, or service to be procured. When necessary, the description must set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated; and

C. identify any additional requirements that the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The Corporation shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. **Informal Procurement Methods**

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Information procurement methods may be used when the value of the procurement transaction under a Federal award does not exceed the simplified acquisition threshold or a lower threshold

established by the State. The informal procurement methods include:

1. **Micro-purchases**

   Procurement by micro-purchase is the acquisition of property or services, the aggregate dollar amount of which does not exceed $50,000. To the extent practicable, the Corporation should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive price or rate quotations if the Purchasing Agent identified in Policy 6320 considers the price to be reasonable based on research, experience, purchase history, or other relevant information and maintains documents to support the Purchasing Agent's conclusion. The Corporation shall maintain evidence of this reasonableness in the records of all purchases made by this method.

   Unless otherwise defined by State or local law, the Corporation is responsible for determining and documenting an appropriate micro-purchase threshold in accordance with 2 C.F.R. 200.320(a)(1)(iv) based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the Corporation shall be authorized or not prohibited under State, local, or tribal laws or regulations. An eligible Corporation may self-certify a threshold of up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with 2 C.F.R. 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

   1. a qualification as a low-risk auditee, in accordance with the criteria in 2 C.F.R. 200.520 for the most recent audit;

   2. an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

   3. for public institutions, a higher threshold is consistent with State law.

2. **Simplified Acquisitions**

   Simplified acquisitions include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of $350,000 ~~$250,000~~. Simplified acquisition procedures require price or rate quotations shall be obtained from an adequate number of qualified sources.

   The Corporation is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the Corporation must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. **Formal Procurement Methods**

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public notice and must be competitive. The formal methods of procurement are:

1. **Sealed Bids**

   Sealed bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment amounts to more than $350,000 ~~$250,000~~ and when the Board determines to build, repair, enlarge, improve, or demolish any building or other property ~~a school building/facility~~ the cost of which will exceed the amount allowed by Indiana statute.

   In order for sealed bidding to be feasible, the following conditions shall be present:

   a. a complete, adequate, and realistic specification or purchase description is available;

   b. two (2) or more responsible bidders have been identified as willing and able to compete effectively for the business; and

   c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.

When sealed bids are used, the following requirements apply:

a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

b. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond, and comply with the requirements of I.C. 5-22-7-2.

c. All bids shall be opened at the time and place prescribed in the invitation for bids; bids shall be opened publicly.

d. A firm fixed price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must be used to determine the low bid only when the Corporation determines they are a valid factor based on prior experience.

e. The Board reserves the right to reject any or all bids, but must document and provide a justification for all bids it rejects.

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement contract is awarded. This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. Indiana law stipulates a threshold for which sealed bids are required. (See Policy 6320.)

If this method is used, the following requirements apply:

a. Requests for proposals require public notice, and must identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

b. Proposals shall be solicited from an adequate number of sources.

c. The Corporation must have written procedures for conducting technical evaluations and for making selections.

d. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the Corporation considering price and other factors.

The Corporation may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can be used only to procure of A/E professional services. The method cannot be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

3. **Noncompetitive Procurement**

Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

1. the aggregate amount of the procurement transaction does not exceed the micro-purpose threshold;

2. the procurement transaction can only be fulfilled by a single source;

3. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

4. the Corporation requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or

5. after soliciting several sources, competition is determined inadequate.

Domestic Preference for Procurement

The Corporation should, to the extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards, contracts, and purchase orders under the Federal award.

Procurement of Recovered Materials

The Corporation must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

A. procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000;

B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and

C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The Corporation should, to the greatest extent practicable and consistent with law, purchase acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water-efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The Corporation shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition threshold identified above. The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price without looking at the individual cost elements. The Corporation must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the Corporation according to cost principle requirements.

Time-and-Materials Contracts

The Corporation may use a time-and-materials type contract only 1) after a determination that no other contract is suitable, and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the Corporation is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the Corporation sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the Corporation shall assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Doing Business with Other Persons

The Corporation shall award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the Corporation and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the

Corporation shall consider such factors as 1) contractor integrity; 2) public policy compliance; 3) proper classification of employees; 4) record of past performance; and 5) financial and technical resources. If the Purchasing Agent determines a contractor is not responsible, that determination must be made in writing.

The Corporation shall not subcontract with or award subgrants to any person or company who is excluded or disqualified. For contracts over $25,000, the Corporation shall confirm that the person with whom the Corporation intends to do business is not excluded or disqualified by checking the Federal Government's System for Award Management Exclusions at www.sam.gov; collecting a certification from that person; or adding a clause or condition to the covered transaction with that person.

Bid Protest

The Corporation maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the Federal agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The Corporation shall maintain records sufficient to detail the history of each procurement transaction. These records shall include but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Record Retention

The Corporation must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the Corporation must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the Board-adopted records retention schedule if longer. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334 and the Board-adopted records retention schedule.

The Corporation must collect, transmit, and store Federal award information in a machine-readable format. The Corporation may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

Revised 7/14/23

© Neola 2026~~24~~

Legal

I.C. 5-22-2-21

I.C. 5-22-2-30

I.C. 5-22-2-38

I.C. 5-22-3-3

I.C. 5-22-6-1

I.C. 5-22-6-2

Back to Agenda

I.C. 5-22-7-1 et seq.

I.C. 5-22-8-2

I.C. 5-22-8-3

I.C. 5-22-10-1 et seq.

I.C. 5-22-16-1

I.C. 5-22-16-2

I.C. 20-26-4-6

I.C. 20-26-4-8

I.C. 20-26-5-4

2 C.F.R. 180.300

2 C.F.R. 180.305

2 C.F.R. 200.317 - .327

2 C.F.R. 200.334 - 200.337

2 C.F.R. 200.520

Appendix II to 2 C.F.R. Part 200

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - HYGIENIC MANAGEMENT
Code	po7420
Status	
Adopted	June 21, 2001
Last Revised	January 16, 2003

Revised Policy - Volume 38, No. 2 - April 2026

7420 - **HYGIENIC MANAGEMENT**

The School Board recognizes that the health and physical well-being of the students of this Corporation depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

The Superintendent shall cooperate with the State Board of Health to inspect each school for cleanliness and sanitation each year.

The Superintendent shall prepare, in consultation with health authorities, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, ~~vomitus~~ vomit, saliva, urine, ~~or feces~~diarrhea, or other body fluids; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter. In addition, the Superintendent shall implement annual staff training programs on universal precautions and other infection control measures adopted by the Indiana State Board of Health.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, the school grounds, and school equipment pursuant to law.

The cleanliness of each school building shall be the responsibility of the Director of Facilities in conjunction with the building principal.

© Neola ~~2002~~ 2026

Legal	I.C. 16-41-11-1 et seq.
	I.C. 20-26-5-4
	410 IAC 1-4

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Volume 38, No. 2 - April 2025 - VOLUNTEERS
Code	po8120
Status	
Adopted	February 21, 2008
Last Revised	August 21, 2025

Revised Volume 38, 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.

Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association (IHSAA)-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~~ IHSAA 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. has been convicted of an offense described in I.C. 20-28-5-8(c) ~~**(**~~ or I.C. 20-26-5-11.2(b) ~~**[END OF OPTION]**~~ or of a known comparable offense in another state.

B. has committed misconduct described in I.C. 20-28-5-7(1) or I.C. 20-28-5-7(2).

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.~~

~~**[DRAFTING NOTE: THE FOLLOWING REPORT IS RECOMMENDED; CHOOSE THIS OPTION IF THE BOARD WISHES TO INCLUDE THIS REPorT IN THE POLICY]**~~

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

~~**[END OF OPTION]**~~

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.

Coach Training

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2)-year period that:

   1. is sport specific;

   2. contains player safety content, including content on:

      a. concussion awareness;

      b. equipment fitting;

      c. heat emergency preparedness; and

      d. proper technique;

   3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

   4. awards a certificate of completion to a coach who successfully completes the course.

      If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at least once during a two (2) year period that:

   1. contains player safety content on concussion awareness;

   2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

   3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

   4. awards a certificate of completion to a coach who successfully completes the course.

      If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2)-year period, the coach shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20- 34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is

coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator. The coach, marching band leader or extracurricular activity sponsor must complete this required sudden cardiac arrest training prior to coaching or leading the activity.

   The Corporation shall receive a certificate of completion from the provider for each coach, band leader or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

E. All coaches of any IHSAA-sponsored athletic activity must complete one or more certified coaching course(s) approved by the IDOE at least once during a two (2) year period that include the following:

   1. concussions in sports;

   2. heat illness prevention; and

   3. sudden cardiac arrest.

Additional Requirements for Coaches of IHSAA Athletic Teams

Any paid or volunteer coach of a program must be rostered with the IHSAA and accredited prior to having any athletic contact with a student (physical athletic activities or conditioning). In addition to courses already required by Indiana law on concussions, heat illness and prevention, and sudden cardiac arrest, coaches will have to complete offerings on protecting students from abuse as well as student mental health and suicide prevention or the equivalent of those courses already offered by the Indiana Department of Education. To remain accredited, an individual must retake each of the five (5) courses every two (2) years.

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 1521 - Personal Background Checks, References and Mandatory Reporting, Policy 3121 - Personal Background Checks, References and Mandatory Reporting, Policy 4121 - Personal Background Checks, References and Mandatory Reporting, Policy 8120 - Volunteers, or Policy 8121 - Personal Background Check - Contracted Services, and has received the training required by State law and this policy.

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 a background check which shall include:

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. 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;

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 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.

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 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; or

B. has been charged with or convicted of 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)

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 arrest or the filing of criminal charges against the 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.

© Neola ~~2025~~ 2026

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

Back to Agenda

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

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - INFORMATION SECURITY
Code	po8305
Status	
Adopted	April 14, 2022

Revised Policy - Volume 38, No. 2 - April 2026

8305 - **INFORMATION SECURITY**

The School Corporation collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the Corporation. This information may be in hard copy or digital format, and may be stored in the Corporation or offsite with a third party provider.

Data/Information collected by the Corporation shall be classified as Confidential, Controlled, or Published. The Superintendent shall define "Confidential," "Controlled," and "Published" in administrative guidelines and provide examples of data/information in each classification. Data/Information will be considered Controlled until identified otherwise.

Protecting Corporation data/information is of paramount importance. Information security requires everyone's active participation to keep the Corporation's data/information secure. This includes School Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use Corporation Technology and Information Resources. If an employee suspects, discovers, and/or determines that a security breach has occurred, the employee shall promptly notify the employee's immediate supervisor and the Superintendent. The employee should follow up their oral notification in writing. The Superintendent will determine and implement the steps necessary to correct the unauthorized access and, as applicable, provide notification to those individuals whose personal information may have been compromised. The Corporation will work to protect the data/information, computer network or system from attack vectors, or methods by which the computer network or system is attacked, infiltrated, or otherwise compromised.

A cybersecurity incident is a malicious or suspicious occurrence that consists of one (1) or more of the categories of attack vectors and are defined as websites that:

A. jeopardize or may potentially jeopardize the confidentiality, integrity, or availability of an information system, an operational system, or the information that such systems process, store or transmit;

B. jeopardizes or may potentially jeopardize the health and safety of the public; or

C. violate security policies, security procedures, or acceptable use policies (See Policy7540.03 - Student Acceptable Use Policy/Policy 7540.04 - Staff Acceptable Use Policy)

A cybersecurity incident may consist of one (1) or more of the following categories of attack vectors: 1) ransomware; 2) business email compromise; 3) vulnerability exploitation; 4) zero-day exploitation; 5) distributed denial of service; 6) website defacement; or other sophisticated attacks as defined by the Chief Information Officer (CIO) and identified by the Corporation on its website.

~~Individuals~~ Staff members and individuals associated with the Corporation through their affiliation with a Corporation contractor/vendor who are granted access to data/information collected and retained by the Corporation must follow established procedures so that the information is protected and preserved. Board members, administrators, and all Corporation staff members, as well as contractors, vendors, and their employees, granted access to data/ information retained by the Corporation are required to certify annually that they shall comply with the established information security protocols pertaining to Corporation data/information. Further, all ~~individuals~~ persons granted access ~~to~~ by the Corporation to Confidential Data/Information retained by the Corporation must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. ~~Completing~~ For staff members completing the appropriate section of the Staff Technology Acceptable Use and Safety form shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the safety and security of that data/information and the Corporation Technology Resources on which it is stored

Corporation information security procedures shall comply with applicable Federal and State law, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), Protection of Pupil Rights Amendment ("PPRA"), and Children's Online Privacy Protection Act ("COPPA").

If an individual has any questions concerning whether this policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the Corporation's Technology Director or Information Technology Department/Office.

The Board authorizes the Superintendent to develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of Corporation Data/Information. Within the established administrative guidelines, the Superintendent will determine a method for maintaining a repository of cybersecurity incidents.

~~Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release of data/information. These procedures shall comply with the Corporation's legal requirements if such a breach of personally-identifiable information occurs.~~Further, the Superintendent is charged with developing a program and/or procedures that can be implemented in the event of a cybersecurity incident, whether it involves an inadvertent or intentional unauthorized release or breach of data/information. The program/procedures shall comply with the Corporation's legal requirements as delineated below. In particular, in the event of a breach involving personally identifiable information, the Corporation shall notify affected individuals and/or government officials in accordance with State and Federal law.

Cybersecurity incident means any of the following:

A. A substantial loss of confidentiality, integrity, or availability of a covered entity's information system or network;

B. A serious impact on the safety and resiliency of a covered entity's operational systems and processes;

C. A disruption of a covered entity's ability to engage in business or industrial operations, or deliver goods or services; or

D. Unauthorized access to an entity's information system or network, or nonpublic information contained therein, that is facilitated through or is caused by:

    1. a compromise of a cloud service provider, managed service provider, or other third party data hosting provider; or

    2. a supply chain compromise.

Cybersecurity incident does not include mere threats of disruption as extortion; events perpetrated in good faith in response to a request by the system owner or operator; or lawfully authorized activity of a United States, State, local, tribal, or territorial government entity.

Ransomware incident means a malicious cybersecurity incident in which a person or entity introduces software that gains unauthorized access to or encrypts, modifies, or otherwise renders unavailable a political subdivision's information technology systems or data and thereafter, the person or entity demands a ransom to prevent the publication of the data, restore access to the data, or otherwise remediate the impact of the software.

Cybersecurity Program

The Corporation's cybersecurity program shall be designed to safeguard the Corporation's data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. The program shall be consistent with generally accepted best practices for cybersecurity, such as the National Institute of Standards and Technology's cybersecurity framework and the Center for Internet Security's cybersecurity best practices, and may include, but is not limited to, the following:

A. Identify and address the critical functions and cybersecurity risks facing the Corporation.

B. Identify the potential impacts of a cybersecurity breach.

C. Specify mechanisms to detect potential threats and cybersecurity events.

D. Specify procedures for the Corporation to establish communication channels, analyze incidents, and take actions to contain cybersecurity incidents.

E. Establish procedures for the repair of infrastructure impacted by a cybersecurity incident, and the maintenance of security after the incident.

F. Establish cybersecurity training requirements for all Board employees; the frequency, duration, and detail of which shall correspond to the duties of each employee.

Following a cybersecurity incident or ransomware incident, the Superintendent shall notify:

A. The Executive Director of the Division of Homeland Security within the Department of Public Safety, as soon as possible, but not later than seven (7) days after the Corporation discovers the incident.

B. The Auditor of State, as soon as possible, but not later than thirty (30) days after the Corporation discovers the incident.

Any records, documents, or reports related to the Corporation's cybersecurity program and framework, along with the reports of a cybersecurity incident or ransomware incident addressed in the preceding paragraph, are not public records. Similarly, a record identifying cybersecurity-related software, hardware, goods, and services that are being considered for procurement, have been procured, or are being used by the Corporation, including the vendor name, product name, project name, or project description, is a security record.

~~The Superintendent shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.~~All staff members with access to Controlled and/or Confidential Data/Information must complete training on data privacy, information security practices (e.g., internal controls applicable to the data/information that they collect and have access to and for which they are responsible for the security protocols), and breach response protocols.

Third-party contractors/vendors who require access to Corporation Confidential Data/Information will be informed of relevant Board policies that govern access to and use of Corporation Information Resources, including the duty to safeguard the confidentiality of such data/information. Additionally, all contracts with third party contractors/vendors (e.g., technology providers) who access Corporation Data/Information shall include provisions addressing data security, breach notification, data ownership, confidentiality, and destruction upon termination. Further, a contract between a technology provider and the Corporation shall ensure appropriate security safeguards for education records and include both of the following:

A. a restriction on unauthorized access by the technology provider's employees or contractors; and

B. a requirement that the technology provider's employees or contractors may be authorized to access education records only as necessary to fulfill the official duties of the employee or contractor.

Failure to adhere to this Policy and its related administrative guidelines ("AGs") may put Corporation data/information at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or AGs will be referred to the Corporation's disciplinary system and/or law enforcement. Contractors/vendors who violate this Policy and/or AGs may face termination of their business relationships with and/or legal action by the Corporation. Parents and visitors who violate this Policy and/or AGs may be denied access to Corporation Technology Resources.

The Superintendent shall conduct a periodic assessment of risk related to the access to and security of the data/information retained by the Corporation, as well as the viability of the Continuity of Organizational Operations Plan developed pursuant to Policy 8300.

© Neola ~~2021~~ 2026

Legal I.C. 4-13.1-1-1.3

I.C. 4-13.1-1-1.5

I.C. 4-13.1 -2-2

Book	Policy Manual
Section	For Board Review
Title	Revision of SCHOOL SAFETY INFORMATION
Code	po8400
Status	
Adopted	December 22, 2005
Last Revised	August 21, 2025

8400 - **SCHOOL SAFETY INFORMATION**

The School Board is committed to maintaining a safe environment in all of the School Corporation's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes the best resources and coordinated efforts of Corporation personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while en route to or from school or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 1617 - Weapons, Policy 3217 - Weapons, Policy 4217 - Weapons, Policy 5772 - Weapons, and Policy 7217 - Possession of Firearms and Weapons by Visitors. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for the Corporation's students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff, and visitors and may trigger precautionary safety responses that disrupt the educational process and learning environment for students.

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons and drugs. Individuals are prohibited from possessing or using weapons or drugs at any time on Corporation property, within the Student Safety Zone, or at any school-related event.

In accordance with State and Federal law, each school within the Corporation shall establish a Safe School Committee, the composition of which shall be in accordance with the Superintendent's guidelines.

The Corporation shall establish a **Safe School Committee** at each school building. (I.C. 10-21-1-14)

Each *Safe School Committee* may include at least one (1) member who is a member of the support staff of the school or Corporation career and technical education school.

The *Safe School Committee* shall be responsible for developing a plan that addresses the following issues:

A. Unsafe conditions, crime prevention, school violence, bullying, criminal organization activity, child abuse and child sexual abuse, and other issues that prevent the maintenance of safe schools.

   Accordingly, the school safety plan developed by the school safety specialist and the Safe School Committee with the assistance of the school resource officer shall be a part of the plan developed by the Safe School Committee.

B. Professional development needs for faculty and staff to implement methods that decrease problems identified above.

C. Methods to encourage involvement by the community and students, development of relationships between students and school faculty and staff, and use of problem-solving teams.

D. Provide a copy of the floor plans for each building that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the local law enforcement agency and the fire departments that have jurisdiction over the school.

NOTE: The Corporation shall not disclose any record or part of any record if its disclosure would have a reasonable likelihood of threatening public safety by compromising the Corporation's security.

In developing the plan, the *Safe School Committee* shall seek input from representatives of the following:

A. the State Department of Education;

B. the Corporation's school safety specialist;

C. School Resource Officer(s);

D. local law enforcement agencies;

E. the local Fire Marshal(s) or his/her designee(s);

F. local emergency medical services;

G. building administrators;

H. the local emergency management service agency.

I. employees as needed

The Superintendent shall recommend the approval and adoption of each school's plan.

Safe School Committee's Duty To Implement the Safe and Drug-Free Schools and Communities Act

The *Safe School Committee* is responsible for implementing the Safe and Drug-Free Schools and Communities Act. To ensure that the Corporation remains compliant with Federal law, the *Safe School Committee* shall:

A. develop a drug-free school plan that:

1. requires each school to collect and report drug-related activities in the school, including suspensions, expulsions, exclusions, police actions, or any other type of drug-related behavior; and

2. addresses ways to eliminate illegal drugs and drug-related behavior in schools;

B. oversee the implementation of the school plan;

C. oversee the implementation of the curriculum under I.C. 20-30-5-11 concerning the effects that alcoholic beverages, tobacco, prescription drugs, and controlled substances have on the human body and society at large.

To apply annually for matching grant funds from the Indiana secured school fund, the Corporation shall certify to the Department of Homeland Security that it has:

A. conducted a threat assessment for each school building it uses; and

B. entered into a memorandum of understanding (MOU) with a community mental health center established under State law or a provider certified or licensed by the State to provide mental or behavioral health services to students.

School Safety Specialist

The Corporation shall designate an individual to serve as the school safety specialist for the Corporation. The school safety specialist shall be chosen by the Superintendent with the approval of the Board. The school safety specialist shall perform the following duties:

A. Serve on the county school safety commission with jurisdiction over the Corporation established under I.C. 10-21-1-12.

B. Participate each year in a number of days of school safety training that the Indiana Department of Education determines necessary.

C. With the assistance of the county school safety commission with jurisdiction over the Corporation established under I.C. 10-21-1-12, develop, implement, and improve a school safety plan for each school building in the Corporation.

D. Coordinate the school safety plans of each school building in the Corporation as required by State law and under rules adopted by the Indiana State Board of Education;

E. Act as a resource for the Corporation's safe school committees and other individuals in the Corporation on issues related to school discipline, safety, and security; and

F. Serve as a liaison for the Corporation regarding school safety matters with the secured school safety board, the Department of Homeland Security, the Department of Education, the Indiana Criminal Justice Institute, and other state agencies, as applicable.

School Safety Plan

A school safety plan must be developed by the school safety specialist and the school's safe school committee, including a school resource officer if one is employed by the Corporation, in consultation with the law enforcement agency and fire department that have jurisdiction over the school which:

A. includes the requirements set forth in I.C. 10-21-1-10(c), namely:

1. protects against outside and internal threats to the physical safety of students, faculty, staff, and the public, including unsafe conditions, crime prevention, school violence, bullying and cyberbullying, criminal organization activity, child abuse and child sexual abuse, mental health and behavioral health, suicide awareness and prevention, violence prevention and training, situational awareness, and other issues that prevent the maintenance of a safe school;

2. prevents unauthorized access to school property and interior areas or rooms, including the management of authorized visitors on school property, before during, and after regulator school hours;

3. secures schools against natural and manmade disasters, including all emergency preparedness drill requirements set forth in I.C. 20-34-3-20;

4. establishes an armed intruder drill protocol that: a) provides accommodations for students who have mobility restrictions, sensory needs, or auditory or visual limitations; b) emphasizes the practical nature of the drill; c) provides access to mental health services on school grounds following the conclusion of a drill; d) provides advance notice of a drill to parents or legal guardians of students who attend the school; and e) provides alternative exercises for students who are unable to participate in a drill;

5. includes a site vulnerability assessment for each school building;

6. not later than July 1, 2025, includes the establishment of a multi-disciplinary threat assessment team;

7. includes measures to expedite notification of first responders and access to school property for first responders;

8. ~~includes bleeding control kits, including the location of bleeding control kits and the presentation and use of bleeding control kits in all drills and emergencies, as required by I.C. 20-34-3-24(c); and~~

9. includes any additional requirements required by the Indiana State Board of Education.

B. must be provided to a member of the secured school safety board, as established by I.C. 10-21-1-3, if a member requests the plan;

C. must be available for inspection by the Department of Education's Division of School Building Physical Security and Safety, as established by I.C. ~~20-19-3-14;~~ 10-19-3.5-4;

D. must be provided to the law enforcement agency and the fire department that have jurisdiction over the Corporation;

E. must include an attestation that: a) a copy of the floor plans for each building located on the school's property were provided to the law enforcement agency and the fire department that have jurisdiction over the Corporation that clearly indicates each entrance and exit, the interior rooms and hallways, and the location of hazardous materials located in the building; or b) the Corporation has conducted critical incidence digital mapping for each school building within the Corporation, including providing the critical incidence digital mapping information to the law enforcement agency and fire department that have jurisdiction over the mapped school buildings and the statewide 911 system described in I.C. 36-8-16.7-22 through the public safety answer point, or "PSAP", described in I.C. 36-8-16.7-20 that has jurisdiction over the mapped school buildings; and

F. must be filed with the county school safety commission established under I.C. 10-21-1-12 which has jurisdiction over the Corporation.

School Resource Officers

'School resource officer' means a law enforcement officer who:

A. has completed the training described below;

B. is assigned to one (1) or more school corporations or charter schools during school hours to:

1. assist the school safety specialist and safe school committee with the development and implementation of the school safety plan; and

2. carry out any additional responsibilities assigned to the school resource officer under the employment engagement, contract, or memorandum of understanding and to provide law enforcement services to:

a. protect against outside threats to the physical safety of students;

b. prevent unauthorized access to school property; and

c. secure schools against violence and natural disasters; and

C. is:

1. employed by a law enforcement agency;

2. appointed as a police reserve officer (as described in I.C. 36-8-3-20) or as a special deputy (as described in I.C. 36-8-10-10.6) if the police reserve officer or special deputy:

a. is subject to the direction of the sheriff or appointing law enforcement agency;

b. is required to obey the rules and orders of the sheriff's department or appointing law enforcement agency;

c. is required to complete all training required of regular full-time law enforcement officers employed by the sheriff's department or appointing law enforcement agency; and

d. may be removed by the sheriff or appointing law enforcement agency at any time, with or without cause; or

3. a school corporation police officer appointed under I.C. 20-26-16-3.

The term does not include a law enforcement officer who is assigned to a school to provide security outside a school building for protection from outside threats, traffic duty, or other duties not consistent with the duties of a school resource officer.

Before being appointed as a school resource officer, an individual must have successfully completed the minimum training requirements established for law enforcement officers under I.C. 5-2-1-9.

The law enforcement officer appointed as a school resource officer must receive at least forty (40) hours of school resource officer training through:

A. the Indiana Law Enforcement Training Board established by I.C. 5-2-1-3;

B. the National Association of School Resource Officers; or

C. another school resource officer training program approved by the Indiana Law Enforcement Training Board.

The school resource officer training must be completed within 180 days from the date the individual is initially assigned the duties of a school resource officer. However, if the current ADM of the Corporation is less than 1,000 students, the individual shall complete the school resource officer training within 365 days of the date the individual is initially assigned the duties of a school resource officer.

The training described above must include instruction regarding skills, tactics, and strategies necessary to address the special nature of:

A. school campuses; and

B. school building security needs and characteristics.

A school resource officer may be employed:

A. through a contract between a local law enforcement agency and (1) the Corporation or (2) the Corporation and other school corporations or charter schools;

B. by the Corporation or the Corporation and other school corporations or charter schools;

C. by a local law enforcement agency that assigns the school resource officer to (1) the Corporation or (2) the Corporation and other school corporations or charter schools through a memorandum of understanding between the local law enforcement agency and the Corporation or the Corporation and other school corporations or charter schools; or

D. through a contract between an Indiana business that employs persons who meet the qualifications of a school resource officer and (1) the Corporation or (2) the Corporation and other school corporations or charter schools.

If the Corporation enters into a contract for a school resource officer, the Corporation must enter into a memorandum of understanding with the law enforcement agency that employs or appointed the law enforcement officer who will perform the duties of a school resource officer unless the Corporation only has full-time school resource officers who are either employees of the Corporation's school police department or are employees of the Corporation who have successfully completed the law enforcement basic training requirements described in I.C. 5-2-1-9(d).

The memorandum of understanding described above for the employment of a school resource officer must state the nature and scope of a school resource officer's duties and responsibilities. A school resource officer's duties and responsibilities include the duty to assist the Corporation's school safety specialist and Safe School Committee with the development and implementation of school safety plans.

A school resource officer shall consult with local law enforcement officials and first responders when assisting the Corporation's school safety specialist and safe school committee in the development of the school safety plan.

A school resource officer shall participate in the development of programs designed to identify, assess, and provide assistance to youth who are at high risk of experiencing a mental health crisis or becoming juvenile offenders.

A school resource officer shall not be reassigned to other duties by the Corporation.

A school resource officer may:

A. make an arrest;

B. conduct a search or a seizure of a person or property using the reasonable suspicion standard;

C. carry a firearm on or off school property; ~~and~~
D. pursue a person who flees from a school resource officer after the school resource officer has, by visible or audible means, including the operation of the school resource officer's siren or emergency lights, identified themselves and ordered the person to stop; and
E. exercise other police powers with respect to the enforcement of Indiana laws.

A school resource officer has jurisdiction in every county where the Corporation operates a school or where the Corporation's students reside. This does not restrict the jurisdiction that a school resource officer may possess due to the officer's employment by a law enforcement agency.

The Corporation shall report all instances of:

A. seclusion (as defined in I.C. 20-20-40-9);

B. chemical restraint (as defined in I.C. 20-20-40-2);

C. mechanical restraint (as defined in I.C. 20-20-40-4); and

D. physical restraint (as defined in I.C. 20-20-40-5)

involving a school resource officer in accordance with the restraint and seclusion plan adopted by the Corporation under I.C. 20-20-40-14.

Security Police Training

In the case of a regular or special police officer who is assigned as a security police officer for the Corporation, the Board shall require that the police officer receives training and education, approved by the State Board of Education, that will enable the police officer to appropriately deal with individuals with Autism and Asperger's Syndrome.

Mental or Behavioral Health Services

The Corporation shall enter into a memorandum of understanding (MOU) with a community mental health center established under State law or a provider certified or licensed by the State to provide appropriate and necessary mental or behavioral health services to students.

The Corporation shall not refer a student to a mental health care provider or community mental health center for services unless the Corporation has received the written consent of the student's parent or guardian. If a referral is made, the Corporation may note the referral in the student's cumulative record but shall not include any possible diagnosis or information concerning the student's mental health other than any medication that the student takes for their mental health. A student's record that contains medical information shall be kept confidential. A school counselor or other Corporation employee shall not diagnose a student as having a mental health condition unless their scope of practice includes diagnosing a mental health condition.

Prior to providing any referrals under an MOU, the Corporation shall:

A. Develop a process for a teacher or Corporation employee to notify a school official to contact a student's parent if the student demonstrates a repeated pattern of aberrant or abnormal behavior. The parental notification process shall include a conference with the school, student, and the student's parent;

B. Require that the aforementioned conference address the student's potential need for and benefit from:

   1. mental or behavioral health services; or

   2. mental or behavioral health services provided by the community mental health center or appropriate provider that is contracted and paid for by the Corporation;

C. Establish a procedure for a parent who chooses to seek services for the student to follow that includes granting written parental consent for the student to receive mental or behavioral health services by a community mental health center or appropriate provider; and

D. Protect the confidentiality of any medical records that result from a student's participation in any treatment described in subpart B above.

The Corporation is prohibited from:

A. sharing any reports or notes resulting from the provision of mental or behavioral health services described in subpart B.1 above with other school officials; and

B. maintaining any reports, notes, diagnosis, or appointments that result from a student's participation in any treatment described in B.1 or B.2 above in the student's permanent educational file. (See Policy 8330 - Student

Records).

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include: a school safety specialist, school counselor or guidance counselor, individual with expertise in special education, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments require.

The Team will meet as needed and when the Principal learns a student has made a threat of violence or engages in communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

Corporation employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statement or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 - Student Records and State and Federal law.

Persistently Dangerous Schools

The Board recognizes that State and Federal law require that the Corporation report annually incidents that meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered 'persistently dangerous' as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the Corporation's school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State policy, the Superintendent shall refer this to the *Safe School Committee* for the Corporation, or if none, to the Safe School Committee of the school with the largest number of violent criminal offenses so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

When developed, the Superintendent shall make a report to the Board about this plan of corrective action and recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 - School Transfer Options and AG 5113.02 - School Transfer Options.

In addition, the Superintendent shall meet with the *Safe School Committee* of each school identified as persistently dangerous to discuss the school's designation as a persistently dangerous school, and develop a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law, the parents of the eligible student shall have the choice options provided by Policy 5113.02 - School Transfer Options and AG 5113.02 - School Transfer Options.

Bleeding Control Kits

A 'bleeding control kit' means a first aid response kit that contains at least the following:

A. One (1) tourniquet endorsed by the Committee on Tactical Combat Casualty Care.

B. A compression bandage.

C. A bleeding control bandage.

D. Protective gloves and a permanent marker.

E. Scissors.

F. Instructional documents developed by the Stop the Bleed national awareness campaign of the United States Department of Homeland Security or the American College of Surgeons Committee on Trauma, or both.

G. Other medical materials and equipment similar to those described in subdivisions (A) through (C), and any additional items that:

1. are approved by local law enforcement or first responders;

2. can adequately treat a traumatic injury; and

3. can be stored in a readily available kit.

Each school year subject to either:

A. an appropriation by the general assembly; or

B. the Corporation receiving sufficient bleeding control kits for each school in the Corporation from:

1. donations from individuals or entities; or

2. gifts necessary to purchase the bleeding control kits.

The Corporation shall develop and implement a Stop the Bleed program that meets the requirements set forth in I.C. 20-34-3-24(c), namely:

A. requires bleeding control kits be assigned to designated rooms in easily accessible locations to be determined by local first responders or the school safety specialist;

B. includes bleeding control kits in the emergency plans of the school corporation or charter school, including the presentation and use of the bleeding control kits in all drills and emergencies;

C. provides that all Corporation schools have a minimum of five (5) individuals in each school building who obtain appropriate training in the use of the bleeding control kit including:

1. the proper application of pressure to stop bleeding;

2. the application of dressings or bandages;

3. additional pressure techniques to control bleeding; and

4. the correct application of tourniquets;

D. requires bleeding control kits in school inventories to be inspected annually to ensure that the materials, supplies, and equipment contained in the bleeding control kits are not expired and that any expired materials, supplies, and equipment are replaced as necessary; and

E. requires a bleeding control kit to be restocked after each use and any materials, supplies, and equipment to be replaced as necessary to ensure that the bleeding control kit contains all necessary materials, supplies, and equipment.

The Corporation's Stop the Bleed program must include each school in the Corporation.

Revised 5/9/24
Revised 12/12/24
T.C. 8/21/25

© Neola 2026~~25~~

Legal

I.C. 5-2-1-3

I.C. 5-2-1-9

I.C. 5-2-1-9(d)

I.C. 10-21-1-3

I.C. 10-21-1-9 School Safety Specialist

I.C. 10-21-1-10 School Safety Plan

I.C. 10-21-1-11 Executive Sessions for School Safety

I.C. 10-21-1-12

I.C. 10-21-1-14 Safe School Committee

I.C. 20-20-40 Restraining and Seclusion Commission

I.C. 20-26-5-31

I.C. 20-26-5-42.7

I.C. 20-26-16

I.C. 20-26-16-3

I.C. 20-26-18.2

I.C. 20-30-5-11

I.C. 20-34-3-20

I.C. 20-34-3-21

I.C. 20-34-3-24

I.C. 36-8-3-20

I.C. 36-8-10-10.6

20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act (Title IV, Part A of the Elementary and Secondary Education Act)

Title IX, Section 9532 of the No Child Left Behind Act of 2001

511 IAC 4-1.5-7 Crisis intervention plans

511 IAC 6.1-2-2.5 Safe schools and emergency preparedness planning

513 IAC 1 Seclusion and Restraint in Schools

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revised Policy - Volume 38, No. 2 - April 2026 - COACH TRAINING, REFERENCES, AND IHSAA REPORTING
Code	po8455
Status	
Adopted	December 14, 2017
Last Revised	May 9, 2024

Revised Policy - Volume 38, No. 2 - April 2026

8455 - **COACH TRAINING, REFERENCES, AND IHSAA REPORTING**

The School Corporation shall comply with State law governing the training and certification of all coaches. This applies to all coaches, whether employees, volunteers, or other individuals, who are coaching student-athletes.

The School Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

1. is sport-specific;

2. contains player safety content, including content on:

a. concussion awareness;

b. equipment fitting;

c. heat emergency preparedness; and

d. proper technique;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5 - 12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator. The coach, marching band leader, drama or musical leader, or extracurricular activity sponsor shall complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation shall receive a certificate of completion from the provider for each coach, marching band leader, drama or musical leader, or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

E. All coaches of any IHSAA-sponsored athletic activity must complete one (1) or more certified coaching course(s) approved by the IDOE at least once during a two (2) year period that includes the following:

1. concussions in sports;

2. heat illness prevention; and

3. sudden cardiac arrest.

Additional Requirements for Coaches of IHSAA Athletic Teams:

Any paid or volunteer coach of a program must be rostered with the IHSAA and accredited prior to having any athletic contact with a student (physical athletic activities or conditioning). In addition to courses already required by Indiana law on concussions, heat illness and prevention, and sudden cardiac arrest, coaches will have to complete offerings on protecting students from abuse as well as student mental health and suicide prevention, or the equivalent of those courses already offered by the Indiana Department of Education. To remain accredited, an individual must retake each of the five (5) courses every two (2) years.

The Superintendent shall require that each person employed as a coach is qualified, has cleared a background check as required by State law and Board Policy 1521 - Personal Background Checks, References and Mandatory Reporting, Policy 3121 - Personal Background Checks, References and Mandatory Reporting, Policy 4121 - Personal Background Checks, References and Mandatory Reporting, Policy 8120 - Volunteers, or Policy 8121 - Personal Background Check - Contracted Services, and has received the training required by State law and this policy. Before allowing an individual to be a volunteer coach, the Corporation shall conduct an expanded criminal history check (as defined in I.C. 20-26-2-1.5) on him/her. Additionally, before the Corporation hires or allows an individual to coach an ~~Indiana High School Athletic Association (~~IHSAA~~)~~-recognized sport, the Corporation shall take the following steps:

A. ask the individual:

1. whether the individual is or has been accredited by the IHSAA; and

2. if the individual is or has been accredited by the IHSAA, 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 IHSAA to determine whether the individual's accreditation has ever been suspended or revoked.

All coaches shall be informed of Corporation policies regarding reporting requirements and investigation requirements for complaints of bullying or harassment and suspected child abuse/sexual abuse.

The Corporation shall report to the IHSAA, in a manner prescribed by the IHSAA, when a nonteaching or volunteer coach accredited by the IHSAA has been convicted of an offense described in I.C. 20-28-5-8(c) or of a known comparable offense in another state.

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

~~**[THE FOLLOWING REPORTS ARE RECOMMENDED; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**~~

~~**[ ]**~~ The Corporation shall report to the IHSAA when a professional staff member who is a coach accredited by the IHSAA: ~~has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state.~~

A. has been convicted of an offense described in I.C. 20-28-5-8(c) **[ ]** or I.C. 20-26-5-11.2(b) **[END OF OPTIONS]** or of a known comparable offense in another state.

B. has committed misconduct described in I.C. 20-28-5-7(1) or I.C. 20-28-5-7(2).

The Corporation shall report to local law enforcement any suspected misconduct by an individual serving as a coach that may constitute a crime.

© Neola ~~2024~~ 2026

Legal

I.C. 20-26-5-11.2(B)

I.C. 20-26-14-8

I.C. 20-26-14-9

I.C. 20-28-5-8(C)

I.C. 20-34-7

I.C. 20-34-8

Book	Policy Manual
Section	For Board Review
Title	Revision of CHILD ABUSE AND NEGLECT
Code	po8462
Status	
Adopted	June 21, 2001
Last Revised	December 11, 2025

8462 - **CHILD ABUSE AND NEGLECT**

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this School Corporation and will cooperate in the identification and reporting of cases of suspected child abuse or neglect in accordance with law.

Each staff member and youth coach employed by this Corporation, volunteer coach, and any volunteer shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. If a staff member has reason to believe a child is a victim of abuse or neglect, they shall make a report immediately to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 and, if a crime is suspected, the appropriate local law enforcement agency. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS and/or the appropriate local law enforcement agency. The building administrator shall document the report and, if unable to confirm the date and time it was made and/or the identity of the person to whom the report was made, shall contact DCS and, if a crime is suspected, the appropriate local law enforcement agency to ensure that they have received the report and an investigation has begun.

The building administrator shall secure prompt medical attention for any such injuries reported.

Information concerning alleged abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration, DCS, the local prosecutor, or the Porter County Sheriff's Department. If the parent or a member of the household is not the subject of the investigation, the Corporation may notify the parents that a report was made.

Failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 180 days in jail and a $1,000 fine.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. A staff member who violates this policy also may be subject to disciplinary action. Information concerning alleged abuse of a student by a teacher is confidential information and is not to be shared with anyone other than the parent(s), administration, DCS, or the Porter County Sheriff's Department. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent after making a report of suspected abuse or neglect as described above.

The Board requires that each Corporation employee who is likely to have direct, ongoing contact with children within the scope of their employment attend or participate in training on child abuse and neglect, including:

A. training on the duty to report suspected child abuse or neglect under I.C. 31-33-5; and

B. training on recognizing possible signs of child abuse or neglect at least once every two (2) years.

The training may be provided through:

A. an in-person presentation; or

B. an electronic or technology-based medium, including self-review modules available on an online system; or

C. an individual program of student of designated materials; or

D. any other method approved by the Superintendent that is consistent with current professional development standards.

The training required by this policy shall count toward the Board's requirements for professional development and be provided during the Corporation employee's contracted day or at a time chosen by the employee. In addition to the training required for an initial license under I.C. 20-28-5-12.3, a Corporation employee who is likely to have direct, ongoing contact with children within the scope of their employment and who holds a license or permit from the division of professsional standards of the Indiana Department of Education shall, ass a requirement for license or permit renewal, attend or participate in the training described above before the Corporation employee's license or permit may be renewed.

~~Also, the Board requires each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment to attend or participate in at least one (1) hour of training at least every two (2) years on the identification and reporting of human trafficking. The format of this training may include:~~

A. ~~an in-person presentation;~~

B. ~~an electronic or technology-based medium, including self-review modules available on an online system;~~

C. ~~an individual program of study of designated materials.~~

Annually, the Corporation shall provide age-appropriate and research and evidence-based instruction on child abuse and child sexual abuse to students in Kindergarten through Grade 12. This instruction may be delivered by a school safety specialist, school counselor, school social worker, school psychologist, or any person with training and expertise in the area of child abuse and child sexual abuse.

A staff member who violates this policy in any way may be subject to disciplinary action, up to and including termination.

Revised 3/8/18
Revised 3/14/19
Revised 3/12/20
Revised 3/11/21

© Neola 2026~~25~~

Legal

I.C. 20-26-5-35.5
I.C. 20-28-3-4.5
I.C. 20-28-3-7
I.C. 20-30-5-5.7
I.C. 31-33-1-1
I.C. 31-33-5-1
I.C. 31-33-5-2(b)
I.C. 31-33-5-3
I.C. 31-33-5-5(b)
I.C. 31-33-22-1(a)

Back to Agenda

Book	Policy Manual
Section	For Board Review
Title	Revision of WELLNESS
Code	po8510
Status	
Adopted	July 26, 2006
Last Revised	August 21, 2025

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 and to comply with the regulations of the United States Department of Agriculture ("USDA")..

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:

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)

   c. 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. (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 and Anti-Harassment.

Revised 2/15/07
Revised 4/9/15
Revised 8/10/17
Revised 12/14/17
Revised 6/10/21
Revised 7/14/22
Revised 7/14/23

© Neola 2026~~25~~

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

Porter Township School Corporation
248 South 500 West
Valparaiso, IN 46385
219-477-4933 ext. 1000

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

Contracts

The board is asked to approve the following contracts at the Regular School Board Meeting on

July 16, 2026

Building	Business Entity	Fees/Services	Contract Period	Total Amount
PTSC	JRS MarCom	District Branding Refresh	9 weeks, beginning 7/17/2026	$11,500.00

7/13/26

UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 6-15) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Jeannette Skibbie

   1853A Forest Circle, Crown Point, IN 46307

2. **Title or Position With Governmental Entity:** Member, Board of School Trustees

3. a. **Governmental Entity:** Porter Township School Corporation

   b. **County:** Porter

4. **This statement is submitted (check one):**

   a. ✔ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or

   b. _ as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.

5. **Name(s) of Contractor(s) or Vendor(s):**

   Joe Skibbie, JRS Mar/Com

6. **Description(s) of Contract(s) or Purchase(s)** *(Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.)*:

   Contract for District Brand Identity Refresh, provided by Joe Skibbie, husband of Jeannette Skibbie, and owner of JRS Mar/Com, a digital marketing provider.
   Services are estimated to last for 9 weeks from project start. The project cost is $11,500.00.

7. **Description of My Financial Interest** *(Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.)*:

See response to #6

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** *(To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.)*:

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official	Office

9. Effective Dates *(Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.)*:

07/16/2026	07/17/2026
Date Submitted *(month, day, year)*	Date of Action on Contract or Purchase *(month, day, year)*

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: _____
(Signature of Public Servant)

Date: 07/16/2026
(month, day, year)

Printed Name: Jeannette Skibbie
(Please print legibly.)

Email Address: jeannette.skibbie@ptsc.k12.in.us

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here https://gateway.ifionline.org/sboa_coi/ which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.