

**VAN BUREN ELEMENTARY
STUDENT HANDBOOK
2022-2023**

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TO THE STUDENTS AND PARENTS OF VAN BUREN ELEMENTARY SCHOOL

Van Buren Elementary School is a safe place where all students can learn and grow surrounded by caring teachers and staff. Our staff encourages all students to try challenging work, to not give up when the work gets hard, to care for and respect others, and to make our school a better place. All of our school programming and rules are designed to support these core goals. We hope this booklet answers your questions. But if not, please ask any one of our caring staff and they will be glad to help you.

Be a T.E.A.M. Student

Try challenging work—don't be afraid of making errors because that is how we learn.

Even when your work gets hard, don't give up. When you do this, you will succeed.

Always care for and respect others. When you do this to others, they will do the same for you.

Make Van Buren a better place. If every student does this, our school will be a wonderful place to be.

MISSION STATEMENT FOR VAN BUREN ELEMENTARY

Bringing joy to learning.

Arrival & Dismissal Information

Student hours: 8:50 A.M. - 3:50 P.M. (Monday - Friday) Students may enter the building at 8:30 A.M. The school cannot accept responsibility for supervision of students who arrive before 8:30 A.M. or that have not been picked up by 4:00 P.M.

All students will remain outside the building until the first bell rings at 8:30 A.M. If driving to school, parents are to wait with their child in their car until drop off procedures begin at 8:30 A.M. At that time, students are allowed to enter the building and must be seated in their classrooms and ready for the school day by 8:50 A.M. No students are allowed to wait unsupervised.

For safety reasons, we respectfully ask that parents or guardians not walk with their students to the classroom or attempt to meet with the teacher unless it has been arranged ahead of time. In special cases, exceptions to this can be made by the school principal or guidance counselor.

Parents who drive their children to school are asked to observe cautious driving habits, courtesy, and a few simple rules to help facilitate the easing of the traffic problem and help ensure the safety of our children.

Bringing Children to School

Parents may pick up and drop off students in the following manner:

- Cars will utilize the back circle drive near the playground in the AM and PM.
- Morning drop off time is from 8:30-8:50; PM pick up begins after dismissal at 3:50.
- Cars are to create a single-file line near the right curb closest to the building.
- Staff will move cars up in groups to drop off or pick up students.
- In the afternoon, cars **MUST** have a car rider number on the passenger side dashboard visible to staff.
- Each family or group of students that ride home in the same car will be the same number.
- Students will be dismissed from door 6 by number as the staff member sees cars arrive in the pick-up area.
- Please note: No parents will be allowed out of their car to help students in or out of the vehicle- staff will assist if needed.
- Wait for the cars ahead of you to load or unload prior to pulling around to exit the school.
- Cars may choose to then turn left or right onto Shaw to leave Van Buren.
- If you need to enter the school for any reason just prior to or during dismissal, you may park in the north parking lot and walk to door 1 in the front of the building.

Extra-curricular activities are a learning experience; therefore, we encourage participation. Please show your appreciation by picking up your children promptly after an activity. Also, your promptness reduces your child's anxiety.

Expectations for Visitors

All external school doors are locked during the school day and all visitors must be buzzed in by an office staff member. Visitors are required to present their driver's license or state ID and must wear a printed name badge provided by the school office.

Chaperones and classroom volunteers play an important role in schools. Without them, creative educational experiences inside and outside of the classroom would be more difficult to accomplish. In order to keep students safe, chaperones and classroom volunteers:

- *must spread out among the students when on the bus or in other large group settings.*
- *may not use tobacco products of any kind while on a field trip.*
- *photos may only be taken of your own child. Photos may not be taken of friends or other students and should never be posted on social media sources without the consent of the classroom teacher and the other parents.*
- *should avoid making or taking phone calls while supervising students unless for an emergency or communication needs on a field trip.*
- *should not bring other children along on a fieldtrip.*
- *must immediately report incidents or suspected incidents of bullying, physical, and/or verbal aggression to a teacher.*

Volunteer classroom helpers must have a limited criminal background check on file. They must wear a printed name badge on their shirt at all times and it must be visible (not under a sweater). With this badge, they can be anywhere they are needed in the school.

Field trip chaperones must have a limited criminal background check on file. They must wear a white "Field Trip Chaperone" badge and report directly to the classroom.

Lunch visitors are not permitted, even if the visitor is volunteering at the school during the lunch period.

Appointments—If a parent or guardian has an appointment with a school staff member, they must wear a printed name badge and only go to the room where the meeting is taking place. A staff member will meet you at the front office to take you to the meeting place. Please make appointments ahead of time or after student school hours. Teachers want to maintain good communication with parents. For safety reasons, we ask that you don't show up unannounced. If the front office has not been notified of your appointment, you can't proceed to the classroom.

Substitute teachers must wear PCSC identification badges at all times.

Arrival and Dismissal—for safety reasons, we respectfully ask that parents or guardians not walk with their students to the classroom or attempt to meet with the teacher unless it has been arranged ahead of time. In special cases, exceptions to this can be made by the school principal or guidance counselor.

SCHOOL AND PERSONAL PROPERTY

The school is not responsible for money and other valuables brought to school. No child should sell, trade, or buy items at school or on the bus. Toys and electronic games should only be brought to school with teacher permission. Students rent textbooks and materials. The child and parent should understand, however, that the student is responsible for the care and safekeeping of all school materials and property provided for their use. Students will be required to pay for lost and/or damaged school items.

STUDENT CELL PHONES AND ELECTRONIC DEVICES

Student cell phones, iPads, Book Readers, iPods, and other wireless devices must be turned off and stored inside the student's backpack at all times during the school day. The only exception is if a teacher has given the student permission to use it for educational purposes and can provide supervision. The school is not responsible for lost or stolen electronic devices or cell phones. Please note that student lockers are not kept locked. Students should never take or share photos with others through email, instant messaging (texting), or post on social media.

HOMEWORK

The State Department of Education has issued a statement that meaningful homework has a positive effect on student achievement. Parent involvement has a direct relationship to student progress. We feel that homework reinforces: skills taught in the classroom, responsibility, parent interaction, and independent study. It also encourages the budgeting of time between play, after-school activities, and school work. Homework allows parents to recognize individual needs, depending on your child's work/study habits. Every child has a "reading" homework assignment Monday – Friday unless otherwise stated by the teacher.

Student's assigned work will be graded and sent home each week. At some teacher's request, a parent may be asked to sign an attached form and return it with the student at the beginning of each week. This is to ensure that the parent has an opportunity to see what and how well their child is doing during each school week. Agendas are also handed out at the beginning of the year. This is a helpful tool that most teachers utilize on a nightly basis. This should be signed and returned daily.

PARENT-TEACHER COMMUNICATION

Maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are probably the best means through which this can be realized. The teacher or the parent can initiate a conference. It is preferred that an appointment be made for a conference. This can be easily done by calling the school office, sending a note, or by emailing the teacher.

If, as a parent, you have a concern about something that has happened at school, or if you feel there is some kind of conflict that is causing your child to perform poorly, please contact the proper person at school.

Formal grade reports to parents will be made at the end of each nine-week period. These Report Cards will be sent home on Wednesday following the end of the grading period.

Mid-Terms & Newsletters On-Line

The midterm report (half way through a nine-week grading period) will be available **on-line** through the PowerSchool Parent Portal. Parents who do not have access to the internet can request a copy of the mid-term report from their student's teacher.

Reporting practices should serve the purpose of motivating or encouraging the students, and they should keep parents and students adequately informed of student progress, adjustment, and potential.

School and PTO newsletters will also be posted **on-line** and sent via email to your email address you provided to us monthly along with a calendar of activities for that month. Occasionally we may send home a paper reminder of upcoming events or any changes. If you do not have access to the internet, please contact the child's teacher and request a paper copy of the newsletters be sent home.

MEDIA CENTER

We are proud of our media center and each year we are making strides to improve it. As children use the library, please remember we want books to wear out from use and not from careless handling or through loss.

Remember that library books, which are in desks or at home, are doing no one any good. During the shaping years, we want to develop the habit of using the library and the responsibility of returning books "on time". Lost and/or damaged books must be replaced; therefore, a charge will be assessed at current replacement costs.

QUAKERS Positive Behavior Plan



Teachers give students "Brag Tags" to recognize their effort in one or more of the QUAKERS areas.

Recess

Recess is 35 minutes of daily physical activity. Students can play on any of the playground equipment including the Ninja equipment that improves core and upper body strength as well as balance and coordination. If a child wants to bring an item to school, they must obtain the classroom teacher's permission. Students are required to bring a note if they are not to participate in recess. Students will go outside to recess if the temperature is above 20 degrees, and the wind chill factor is above 20 degrees, and it is not raining or sleeting. See Section B, Page 4, for guidelines for requesting that your child remain inside for recess due to illness, etc. Keeping every student safe is the mission of our school; therefore, our rules have the purpose of keeping recess safe, fair, and respectful. Student responsibilities and expectations at recess are:

All students must be active during recess

We believe that daily physical activity is very important for students. Students will need a note from a doctor to not participate. We will honor a parent note with a request to not participate for up to 3 days but must have a doctor's note for longer periods of time.

Be respectful of everyone around you:

- Have fun and help those around you have fun
- Kick and throw balls back and forth to each other in places where you will not hit others
- Do not hit, push, wrestle, or kick others
- Talk to each other respectfully and avoid name-calling at all times
- Remember the "hands-off" expectation between students of the opposite sex
- Be obedient and respectful to the playground supervisors
- Do not retrieve balls that go outside of the playground fence without permission from a playground supervisor.

Be respectful of the playground equipment:

- Return all equipment to the basket at the end of recess
- Do not kick or throw balls against walls or fences

Get Exercise:

- Participate every day in a recess activity
- Come to school prepared to participate—have tennis shoes and appropriate clothing for daily exercise
- Invite other students to join your activity

Basketball Rules:

- Play basketball on only one court area—no full court games
- Follow the basketball rules and be considerate of others

Swing Set Rules:

The person swinging:

- is to be seated
- is to swing forward and back, not sideways
- is to slow the swing before getting off - no jumping dismounts
- is to be considerate of others and share time

Bystanders:

- are to stay beyond the reach of the swings and swingers
- may push willing swingers, but not run under them (no underdogs)

Other Recess Rules:

- Only 4 students should be on the see-saw at one time.
- No bare feet outside or during physical activities anywhere
- Keep snow and ice on the ground at all times. Building with snow is allowed at designated areas
- Baseballs are not permitted during recess unless approved by the principal and recess supervisor
- Two-hand touch football is permitted ONLY when supervised by a school staff member. Tackle football is never permitted
- Soccer is permitted ONLY when supervised by a school staff member
- Dodge ball or ball tag are not permitted at recess
- Electronic devices (Game Boys, CD players, cell phones, etc...) are not permitted at recess

- Collector cards (such as Pokemon and others) are not permitted at recess
- Candy or food is not permitted at recess. Gum is not permitted at any time while on school grounds

STUDENT SHOES

We try to provide all students with 35 minutes of daily exercise at recess. Please be sure they wear or bring tennis shoes every day.

STUDENT LANGUAGE

Students are expected to use respectful language when talking with adults and other students. All comments should be said in a polite and respectful manner. Students should address all school staff by using their titles (Mr. _____ or Mrs. _____ or Ms. _____).

ANTI-BULLYING PROGRAM

We believe that all students must feel safe, physically and emotionally at school. Bullying is defined in Section B. All students at Van Buren will participate in anti-bullying curriculum each school year to help identify bullying, address it effectively, and empower students to help stop bullying.

PARTY POLICIES

Traditionally we have parties in the Fall, Winter Holiday, and Valentine's Day. Our PTO room parents have graciously given their time to help with the Fall party. The teachers are responsible for the Winter Holiday and Valentine parties. It is our desire to keep parties at a minimum. Parties will not begin before 2:45 p.m.

Birthday/Holiday Treats and Party Policies:

In order to provide optimum learning time and promote student wellness, classroom birthday snacks, parties and special deliveries of balloons, flowers and gifts will not be permitted at school. Additionally, in order to protect the feelings of all children, students are not permitted to pass out any invitations at school even if the entire class is invited. Plainfield Schools understand that a child's birthday is very important to him/her. Therefore, each child's birthday will be recognized on the morning announcements. Also, every student will receive a birthday pencil and recognition from his/her classroom teacher and principal. During the holiday season, parents are not to bring holiday candy, cookies, or treats unless requested by the classroom teacher or PTO. The Van Buren PTO currently furnishes a treat and a drink for every major holiday.

The school will not give out addresses or phone numbers of parents or students.

THE USE OF SCHOOL PROPERTY

Due to the overwhelming number of requests that we have each year to use the school facilities for after-school meetings, we feel it necessary to create guidelines for the use of school property. The guidelines will be strictly enforced at all four elementary schools. The following are the guidelines for using school property:

- Use will be determined on a first-come, first-served basis
- Facility rental fees and custodial fees may apply
- Depending on the size of the meeting, more than one group may be in the cafeteria at a time
- A Facility Usage form and a current insurance certificate must be completed and on file
- Groups must clean up after themselves
- If the area is not left in a manner that is acceptable and/or there are reports of unacceptable behavior, the use of the facility may be revoked
- The area and building must be maintained properly

SECTION B



The following pages provide rules and guidelines for the elementary schools of the Plainfield Community School Corporation.

Absences

Research shows that students who have regular school attendance are more successful in school. With this in mind, PCSC places an emphasis on attendance and encourages all students to be at school, ready to learn, every day. The state considers a student who has missed more than six days of school to be a “non-model” attendee. As students approach and/or exceed this mark, notices will be sent home as reminders of our attendance policies.

EXCESSIVE ABSENCES

Students who accrue more than five absences are at risk academically. If that point is reached, steps will be taken to prevent further absences. Students who accrue excessive absences will be sent a warning letter. If absences continue, at ten absences, an attendance contract will be completed with administration. *It should be noted that all absences, even those marked as excused or pre-arranged, accumulate toward these totals.*

- 1. Five Day Absence Letters** will be sent when any student has missed five cumulative days of school. The purpose of this letter is to make parents aware of the number of days their child has been absent from school.
- 2. Ten Day Absence Letters** are sent when a child has reached ten days of total absences. Following the ten-day letter, all absences must have medical documentation in order to be excused.
- 3.** If absences continue, a report must be made to the Department of Child Services.
- 4. Project Attend Contracts** are used in collaboration with the Hendricks County Prosecutor's Office to help increase student attendance. The contracts are an agreement between the school and family to assure that children have regular school attendance.

EXCUSED ABSENCES

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school. These are aligned with Indiana state law. Indiana Code allows five causes for an absence to be excused. These include:

- Illness verified by note or phone call from parent/guardian
- Illness verified by note from physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

EXEMPT ABSENCES

Indiana Law prescribes which absences are exceptions and are *not included as absences* on a student's attendance. As per (IC 20-33-2) these include: (1) service as a page for the Indiana General Assembly, (2) serving on the Precinct Election Board or the helper to a political candidate, (3) a student who is issued a subpoena to appear in court as a witness in a judicial proceeding, (4) ordered to active duty with the Indiana National Guard for not

more than ten days, (5) Serving with the Civil Air Patrol for up to five (5) days, (6) exhibiting at the State Fair, and (7) educationally related non-classroom activity.

UNEXCUSED ABSENCES

An unexcused absence is any absence not covered under the definitions of excused or exempt.

FAMILY EMERGENCY

A student may be allowed make-up work for an absence caused by a family emergency, even if it falls in the “unexcused” category. This absence may not exceed one (1) day per incident and will count toward the total number of absences. The parent should call the office on the day of the emergency and send a note of explanation with the student the following day; final determination will be at the building principal's discretion.

PREARRANGED ABSENCES

Vacations: Families should plan their vacations during times when school is not in session to avoid student absences. The granting of pre-arranged absences is not intended for adding additional vacation days to the school year, but rather for unavoidable absences or once-in-a-lifetime experiences. *Taking a student out of school for a vacation that does not count as an educational activity qualifies as an unexcused absence.*

The following applies to prearranged absences:

1. Parents must obtain and sign a form for a prearranged absence and return that form to the principal's office.
2. The form must be submitted ahead of time, allowing ample time for needed signatures to be obtained and all stakeholders to be notified; recommended submission is five (5) days prior to the absence.
3. If a student has previously been absent for several days, a conference may be required by the administration to discuss the ramifications of additional absences.
4. Class work missed must be made up promptly upon the student's return. Students need to check with teachers regarding an agreeable timeframe for make-up work to be completed; the teacher may provide work ahead of time at his/her discretion.
5. The prearranged absence will be reported as excused or unexcused (depending on the nature of the absence) according to the Indiana Compulsory Attendance Law (IC-20-33-2), and make-up work will be allowed for credit. Students and parents are reminded that even though make-up work will be allowed for credit, some classroom activities simply cannot be replicated. The instruction missed during class time may adversely affect their grades (especially in participation-type classes) and understanding of material.
7. Any prearranged absence(s) will count toward the total number of days absent.

8. No prearranged absence will be approved if a student is scheduled to take the state required achievement tests and/or locally administered achievement tests during the requested time frame. Parents considering pre-arranged absences should consult the school calendar and the classroom teacher prior to making plans to ensure there are no conflicts..

MAKE-UP WORK

If a child needs to miss school due to illness, he/she will need to make up missed work once he/she is feeling better. Parents may contact the child's teacher to request make-up work. Some work may be available on the teacher's online Google Classroom platform. If a request for homework is made on a day that a substitute teacher is in the classroom, the work will be gathered upon the teacher's return. Upon returning from an absence, the student should consult with the teacher to ensure all missed assignments are accounted for. A note or phone call explaining any absence is required to permit a student to make up missed work. The number of days a student has to return make-up work for credit shall be equal to the number of days missed, plus one. Beyond that, assignments may only receive credit if the teacher has approved it. If a child has missed two or more days, parents should contact the teacher and may request that any additional missed work be made available for pick-up in the office if it is not easily accessible through Google Classroom. Such requests should be made by 9:00 a.m. for pick-up after 3:00 p.m.

MEDICAL INTERRUPTION

It is recommended that parents schedule any medical, dental, counseling, or eye appointments outside of school hours. If this is not possible, the following guidelines apply. Students absent due to a medical appointment shall be indicated on the report card as an MI (Medical Interruption) during each grading period. The rules are as follows:

1. Medical appointments count as time absent from school and will be reported as such on the report card. Such medical interruptions will count against a perfect attendance record for the grading period.
2. For the MI notation to be applied, rather than "tardy" or "left early" the student must present a note from the medical institution indicating that the student was seen. The note is to be given to the nurse upon returning to school.

REPORTING AN ABSENCE

Parents are expected to notify the school by 9:00 a.m. when their child is going to be absent. **Please use the following appropriate phone number to report absences or to communicate with our school's nurse:**

Brentwood Elementary Clinic	(317) 838-3652
Central Elementary Main Office	(317) 839-7707
Clarks Creek Elementary Clinic	(317) 203-7770

Guilford Elementary Clinic	(317)839-6845
Van Buren Elementary Clinic	(317) 838-3648

The school will make every attempt to contact the parents when a student is absent and parental notification has not been received.

RETURNING TO SCHOOL AFTER AN ILLNESS

If a student has been ill, he/she must be *fever-free without the aid of fever-reducing medication* for twenty-four hours before returning to school. Students experiencing vomiting or diarrhea as a result of illness should also be symptom-free for twenty-four hours before returning to school.

If any guidelines exist for a specific illness a child experiences (i.e. quarantine protocols for COVID-19 or similar), current health department recommendations or other Board-approved protocols will be followed.

A physician's verification of illness If a student is absent five consecutive days or more. In such situations, the student must bring a doctor's note stating the reason for the absence and that the student is able to attend school. If an absence is due to a contagious disease, a doctor's written approval must be provided for readmission.

TARDIES/ LEAVING EARLY

Students are expected to arrive at school on time and be prepared for class when the school day begins. Students, who arrive at school late up to ½ day or leave before the school day is over, shall be considered tardy or "left early", unless proof of a medical appointment was submitted to the school. Students arriving to school after 8:50 a.m. must be signed in by an adult at the main office and will be counted tardy. All students need to be in their seats at 8:50 ready to begin the day.

Academics

Plainfield Community School Corporation is proud of its history of academic success and tradition of excellence, including many designations of our schools as FOUR STAR SCHOOL award winners. Through rigorous curriculum and intentional instruction, our students are able to make the gains needed to be successful in school and beyond. Unique experiences, such as odysseys in The Imagination Lab, and time spent developing the skills of design thinking and the 4C's (cooperation, communication, critical thinking, and creativity) also add to the academic program and prime students to become empowered learners.

CONFERENCES

Parent-Teacher conferences are scheduled as needed. It is our intention to keep the lines of communication open between school and home throughout the year, If you'd like to request

a conference with your child's teacher, please make an appointment by calling, emailing, or writing a note to the teacher. Such meetings will be scheduled as soon as possible at a mutually agreeable time outside of instructional time.

CURRICULUM

Plainfield School Corporation follows the Indiana Academic Standards to create a cohesive program of instruction for every grade level and subject area. Detailed curriculum maps are created by teams of teachers across the district. These maps integrate a variety of instructional strategies, including use of individualized instruction, large-group instruction, and activity-centered instruction. Curriculum is enhanced by the use of multiple resources, including technology, adopted textbooks, and many more. Additional instruction is provided in Art, Music, Physical Education, Technology, and Special Education. Emphasis is placed on the core academic areas of reading, writing, language arts, and mathematics. Our schools also place an emphasis on STEM education (skills related to science, technology, engineering, and mathematics). Plainfield Community School Corporation utilizes a Response to Instruction (RtI) model when addressing students who demonstrate a need for enrichment or support.

The instructional program is designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by Plainfield Community School Corporation. We share these goals with the hope that it will allow you to monitor and improve the educational achievement of your child.

ELL—ENGLISH LANGUAGE LEARNERS

Enrollment Procedures

In accordance with federal guidelines, all schools are required to administer a Home Language Survey to identify the first (native) language(s) of *all students* enrolled in the school corporation. **The Home Language Survey** shall elicit the following information:

- the first (native) language of the student;
- the language most often spoken by the student;
- the language most often spoken at home.

Documentation of a student's native language shall be recorded in the student's permanent record.

W-APT Placement Test

Students enrolling in an Indiana public school for the first time who indicate a language other than English on the Home Language Survey must be assessed for possible identification as ELL using the W-APT Placement Test within thirty (30) days of enrollment at the beginning of the school year or within two (2) weeks if arriving after the start of school. The W-APT Placement Test will be locally administered and scored. Placement Test data are used only to identify students who need support services as English Language Learners (ELL) for placement in an

English language development program. Others whose Placement Test results reveal that they are already proficient will be exempt from further programming and ELL testing.

WIDA Access Test

Students who are identified as ELL and have not yet reached English language proficiency will be assessed on the annual WIDA Access Test. Students continue to take this test annually until they have become proficient, at which time their progress will continue to be monitored for two years. After two years of monitoring, students making expected progress will be exited from the ELL program. Students who need additional language support may be added back into the program at any time.

Parental Notification

Notification of a student's English language proficiency level must be sent to the responsible parent or guardian within thirty (30) days of testing (or within 30 days of receiving the scores in the case of the annual assessment). The notification letter will either state the ELL services for which the student will be eligible based on his/her English language proficiency or that the child has demonstrated proficiency in English by earning a score of five or higher overall on the WIDA Access test.

ELL Services

ELL (English Language Learner) services provide support for students with limited English proficiency. These students will receive lessons in language acquisition, provided by specially trained instructors overseen by certified teachers.

Declining Services

A parent or legal guardian of an LEP student (Limited English Proficient ELL student who qualifies for services) may decline the participation of their child in the ELL Program. This request must be submitted in writing and will be retained in the student's permanent ELL file.

Declining ELL Services does not change the student's status as LEP. The student must be included on all state and federal reporting of Limited English Proficient students and is required to participate in the annual English proficiency assessment. **Annual testing is not optional and cannot be refused.**

FIELD TRIPS

Field trips may be provided as an extension of the teaching and learning process. Many times, teachers will provide a study guide or important information to be gained from the experience. Chaperones are often an important part of our field trips and their attention must be focused on the group of students to whom they are assigned and the task at hand. All volunteers are required to complete a limited background check. All overnight field trips require volunteers to complete an extended background check. Due to the importance that we place on the experience and our desire to make any field trip the most positive experience possible for the students, we must insist on the following for parent chaperones:

1. To participate in the field trip, a permission form signed by the parent/guardian must have been returned to the teacher prior to the trip.
2. Attire must be appropriate for the occasion.
3. No sibling(s) may attend with a parent chaperone.
4. Chaperones are limited to parents and guardians unless there are not enough available to provide the minimum number required for the trip. In that case, the opportunity to chaperone may be extended to other family members with approved background checks (i.e. grandparents); discretion will lie with the teacher.
5. Administrators reserve the right to prohibit students from attending field trips because of previous disruptive behavior or concerns about student safety.
6. Sometimes the trip destination determines the number of chaperones needed; otherwise, teachers will decide how many are needed. Overnight trips also have additional chaperone requirements.
7. Transportation to the field trip may not be provided for parent chaperones. This will depend on the availability of space on the buses taken.
8. Parents attending a field trip as a chaperone may not take students home with them unless special circumstances arise. In such cases, the principal must grant express permission in writing in order to make an exception to this rule.

GRADING

Students are assessed as appropriate for their grade levels, with lower grades utilizing a standards-based reporting system of student progress, and upper grades on a traditional letter-grade scale, shown below. Special area classes are assessed as O (outstanding), S (satisfactory), and U (unsatisfactory).

A	90 – 100 percent
B	80 – 89 percent
C	70 – 79 percent
D	60 – 69 percent
F	59 percent and below

PROMOTION/RETENTION

Promotion and retention of students in kindergarten through grade eight in the Plainfield Community School Corporation shall be made after a careful evaluation of all factors relating to the advantages and disadvantages of alternatives. Furthermore, the Board of School Trustees recommends that before retention takes place, a conference be held with the parents. The principal will fully consider the information provided by the teacher(s), and from the parents during the parent conference; however, the final decision regarding retention will

rest with the school principal. It is the purpose of school personnel to place the student in a learning situation that best meets the needs of the student academically, socially, and emotionally and where the student can work and learn most effectively. In some instances, where the student has not performed at a level to support promotion, and yet retention is also not considered the best solution, the principal has the authority to assign the student to the next grade level.

Third grade students will be required to take the IREAD3 assessment developed by the State of Indiana. Public Law 109 requires the consideration of retention for any third grade students who fail to pass this assessment. Second grade students may be allowed an opportunity to take the IREAD3 assessment a year early. A student who does not pass the assessment at that time would not be considered for retention; those who pass would not have to take it again in third grade.

REPORT CARDS

Formal grade/progress reports to parents will be made at the end of each nine-week period. In addition to the written report, parent conferences may be utilized to keep parents informed of the students' progress. Report cards will be sent home on Wednesday following the end of the grading period. Parents may view students' grades in real time throughout the year through the PowerSchool parent portal.

TITLE I

Title I is a federally funded program that provides extra academic support and learning opportunities for students who are struggling to master state and local academic standards.

Title I funds are federal supplemental funds that provide additional instructional time and support to identified students in schools that meet Title I grant qualifications. Plainfield elementary schools provide additional instructional programming in the area of literacy and/or mathematics. Title I programs at the elementary schools which qualify are supported by scientific and/or evidence-based research.

A parent meeting will be offered near the end of the first quarter in order to inform parents of Title I, Part A programs, requirements, and parent rights.

Parents' Right to Know

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Plainfield Community School Corporation to every parent to a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. Plainfield Schools will honor all such requests that are submitted in writing to the Superintendent of Schools. Additionally, the information provided to you will be in a language and format that you can understand. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact your child's principal.

Annual Notices

Plainfield Community School Corporation is required by law to make students and their families aware of our Annual Notice. This is a guide to information and policies that relate to PCSC, and all sections of the Annual Notice are reviewed and/or updated annually. Please visit <https://www.plainfield.k12.in.us/page/annual-notice> to view these legal notifications.

Behavior and Discipline

BULLYING

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

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 may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial

interference with school processes or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

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 a school administrator, as it is their responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying administration. This report may be made anonymously.

The principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken, if their student is impacted. (It is important to note that consequences applied to students other than their own cannot be shared.)

The principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana Law based upon their reasonable belief. Such determination should be made as soon as possible, and once this determination is made, the report should be made immediately to law enforcement.

False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention of bullying.

All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

CELL PHONE CONTENT AND USAGE

Elementary students are not permitted to use cell phones on school grounds, on the bus, or at school functions unless explicitly allowed by the teacher or supervising adult. All communication of information between parents and students will take place through the school office.

Any personal communication device, which includes cell phones, may not be powered on during normal school hours or during arrival or dismissal and should remain off in a student's backpack if it must be brought to school. (Again, it is strongly recommended that no students bring cell phones to school; the school is not responsible for these.) Following an initial warning, any further use of communication devices used in violation of this policy will result in confiscation of the device and a parent or guardian will be required to pick up the device from the school office during normal hours.

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Please see Plainfield Community School Corporation's Annual Notice for additional information.

COMMUNITY VALUES

The Plainfield Community School Corporation continues to endorse and support the Community Values-Awareness program. Since its inception in 1991 as a cooperative effort by more than 30 local civic, church, and school organizations, the program's motto stresses that adults should:

"Model good values...more are caught than taught."

Each month our schools focus on a specific value. These values are identified and described below.

August - TRUTH/RESPECT FOR LAW AND RULES - Being factual and sincere, being honest and truthful. Taking responsibility to avoid violation of laws in a community, possessing the skills necessary to live peaceably in society and not resorting to violence to settle disputes, taking

personal responsibility for obligations to family and community, respecting the national flag, the Constitution of the United States, and the Constitution of the State of Indiana.

September - DIGNITY/SELF ESTEEM - Having a degree of self-respect that inspires respect for others. Respecting one's self, always doing one's personal best, respecting one's parents and home, treating others the way one would want to be treated.

October - RESPONSIBILITY/ACCOUNTABILITY/JUSTICE - Accepting the consequences (results) for one's behavior. Taking personal responsibility for obligations to family and community, taking personal responsibility for earning a livelihood. Possessing the skills necessary to live peaceably in society and not resorting to violence to settle disputes.

November - RESPECT FOR OTHERS' RIGHTS -Acknowledging legal and moral privileges of others. Respecting the rights of others to have their own views and religious beliefs, respecting authority, respecting the property of others.

December - KINDNESS - Acting with goodwill and compassion, treating others the way one would want to be treated.

January - EQUAL OPPORTUNITY - Permitting equal participation and choice in employment and other areas regardless of race, religion, sex, age or mental or physical disability if otherwise qualified, treating others the way one would want to be treated, respecting the rights of others to have their own views and religious beliefs.

February - HONESTY - Being truthful and honorable in relations with others. Being honest and truthful, not stealing.

March - RELIABILITY - Acting in a responsible, dependable, trustworthy manner, being honest and truthful, always doing one's best, taking personal responsibility for earning a livelihood.

April - RESPECT FOR ENVIRONMENT -Taking actions that protect our natural resources, respecting the property of others

May - INTEGRITY -Being of good character and behavior.

DISCIPLINE

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it is a building block to the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Our discipline plan is centered on a proactive approach including positive behavior interventions and developing the character traits previously mentioned in our community values.

With the cooperation of home and school, students are expected to acquire conflict resolution skills and strategies, which will empower the student to settle disputes in a non-violent manner. Indiana Public Law 218 outlines the procedures to be followed by school personnel in the disciplining of a student. **The Law provides for the following: The principal, other administrative personnel and teachers are authorized by the Plainfield School Board to take disciplinary action in connection with ensuring appropriate student behavior.**

DISCIPLINARY MEASURES

Disciplinary measures used by teachers and administrators may include but are not limited to:

1. Counseling between student and teacher
2. Time out
3. Detention with a "think sheet" to reflect on the choices made
4. Written assignment
5. Change in student's seating
6. Deprivation of a reward
7. Exclusion from class participation
8. Phone call to parent
9. Visit to the principal
10. In-School or Out of School Suspension
11. Expulsion (removal from school for the remainder of semester or year)

The suggested sequence is not intended to restrict necessary disciplinary action at any time in order to manage the learning environment. It is our desire to have you, the parent, be knowledgeable of our expectations at school. We wish to work with you in order to protect the total student body. We request that you review these expectations with your child.

GROUND FOR SUSPENSION OR EXPULSION FROM SCHOOL

The following actions are possible grounds for suspension of up to ten (10) days or expulsion/removal of the student from school for the balance of the current semester or year when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use
 - b. 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
 - c. Setting fire to or damaging any school building or property
 - d. 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
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision

- f. Conspiring to violate any school rule or state law
- 2. Causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property
- 3. Causing or attempting to cause physical injury or intentionally 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, however, constitute a violation of this provision
- 4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student
- 5. 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
- 6. Possessing, 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
- 7. Possessing, using, transmitting, or being under the influence of 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
- 8. Possessing, 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
- 9. 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
- 10. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function
- 11. Failing in a substantial 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
- 12. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law
- 13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an education function
- 14. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law
- 15. 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 administrative 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. Violation of school corporation nondiscrimination policy or harassment policy
- f.. Failing to tell the truth about any matter under investigation by school personnel;
- g. Possessing or using a laser pointer or similar device;
- h. Violation of tobacco products policy

16. Using a cellphone on school grounds during school hours in a situation not related to a school purpose or educational function without having been given explicit permission to use it

17. POSSESSION OF A FIREARM OR A DESTRUCTIVE DEVICE (I.C. 20-8.1-5.1- 10)

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm under this policy:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - The frame or receiver of any weapon described above
 - Any firearm muffler or firearm silencer
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - An antique firearm
 - A rifle or a shotgun, even if the owner intends to use it solely for sporting, recreational, or cultural purposes
- c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

18. In addition to the grounds listed above, 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, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the

summer period when a student may not be attending classes or other school functions.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

HAZING

Hazing activities of any type are prohibited at all times. Hazing is defined as: Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. No administrator, faculty member, or other employee of the school district will encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in hazing. All hazing incidents will be reported immediately to the principal and superintendent.

SCHOOL BUS RULES AND REGULATIONS

Rules for acceptable behavior are posted on each bus and will be discussed with students. Riding on the school bus is a privilege. Improper conduct will result in that privilege being denied. Students who come to school on the bus are expected to return home on the bus unless a note from the parents, signed by the office, is given to the teacher. School bus drivers have control of all school children transported to and from school. The driver shall keep order and maintain discipline on the bus, shall treat all children in a civil manner, see that no child is mistreated, and shall use every care for the safety of the children under his/her charge.

Students transported by the Plainfield Community School Corporation will be under the supervision, direction, and discipline of the bus driver. In order to provide for the safe transportation of all students, the following regulations must be observed.

1. Students must be seated immediately upon entering the bus and remain seated at all times during transportation.
2. Students must follow the bus driver's instructions.
3. Students shall not use their hands, feet, or other objects in an inappropriate manner. Horseplay will not be tolerated.
4. No loud voices, profane language, fighting or rude gestures.
5. No eating, drinking, or chewing gum.
6. No smoking or use of illegal substances.
7. Students must clean their area before departing the bus.
8. Students may not open or close windows except with the permission of the bus driver. Windows shall not be lowered past the ½ way mark.
9. Students may not bring items on the bus that would block the aisle or the exit doors or are too large to fit safely on the owner's lap.
10. Students must be waiting at the bus stop when the bus arrives. If a student is not at the bus stop, the bus driver will not wait unless the student is visible. Parents are encouraged to call the Transportation Department when their child will not be riding the bus. Bus service may be discontinued for a student who has not ridden the bus for three (3) consecutive days without notifying the Transportation office.
11. Upon recommendation of the bus driver, the school corporation administration may deny transportation privileges to any student who refuses to follow these regulations.
12. School rules also apply when students are on the bus.
13. Students wishing to ride a bus other than their regularly scheduled bus must provide written permission from their parent. This is only allowed on buses where there is room for extra passengers and may be prohibited for other reasons (i.e. COVID restrictions). Parents wishing to have their child ride home on another bus for any reason should first contact Transportation to see if it is permitted.
14. Use of any electronic devices is solely at the discretion of the bus driver.

To assist in providing safe and secure transportation, video cameras are installed on all school buses.

Bus Discipline Procedures

To guarantee your child and other children the safe transportation they deserve, we use the following procedures.

If a student breaks a rule during a daily route, the following consequences are applied that day:

- 1st incident – Warning from driver
- 2nd incident – Driver intervention, such as change in seat assignment, not talking for rest of trip, etc.
- 3rd incident – Call to the parent and written referral discipline form to the principal

Each day the procedures start over. If a student has to be regularly warned, the driver may bypass Steps #1 and #2 and go directly to Step #3 on the first incident.

When a written referral is made to the principal, depending on the severity of the offense, consequences may be, but are not limited to:

- 1st written referral – Conference with the principal
- 2nd written referral – Three (3) day suspension from transportation
- 3rd written referral – Ten (10) day suspension from transportation
- 4th written referral – Suspension from transportation remainder of the semester

Severe Misbehavior – Loss of Student Privileges

Students do not go through the above steps for severe behaviors such as fighting, profane language, rude gestures, smoking, using illegal substances, or defiance. Please review the bus rules with your child to make sure they understand them. Thank you in advance for your support.

Bus Drop-Off

In order to ensure the safety of our most vulnerable students, when a bus drops students off at their stop, kindergarten students and students who ride special transportation buses (special education) must have a parent visible at drop-off. An exception to this is if the child has an older sibling to walk home with.

Unauthorized Entry - Buses & Property

The number one priority of a Plainfield Community School Corporation school bus driver is the safety and well-being of each student. From time to time an individual may attempt to detain or board a school bus without the bus driver's consent or permission. If, in the bus driver's opinion, the individual's attempts to detain or board the school bus may potentially endanger the safety or security of the students, the driver may and shall deny attempts. A school bus is school property. Entry without the bus driver's permission is considered trespassing. If an individual enters or attempts to enter a school bus without the bus driver's permission or attempts to detain the bus, the bus driver will ask the individual to step off or away from the bus. If the individual refuses, the bus driver will inform them that they are trespassing. The bus driver will also inform them that the local police will be contacted if they do not cooperate. If the individual refuses to leave, the bus driver will contact the local police/dispatch. A driver should not try to remove the individual or leave the location until authorities arrive. **An individual attempting unauthorized entry may be charged with trespassing.**

Emergency Bus Situations

Parents, if a **traffic accident** involving your child's bus occurs, you will be notified after the safety of all students is secured. Parents arriving on the scene need to follow these protocols to help us maintain order.

1. Remain calm and under control.

2. Do not attempt to board the bus and remove your child. Our drivers are well trained in proper evacuation and emergency response procedures and are specifically instructed to keep student passengers under their direct supervision at all times.
3. Bus drivers may release your child only after police and emergency authorities have authorized them to do so. When approval is given, drivers must obtain the parent's signature verifying the release.
4. Students may **not** be released to friends or other relatives not listed in PowerSchool as emergency contacts under **any** circumstances.

SCHOOL RULES

Individual school buildings establish their own behavior expectations. In addition, the following rules apply:

1. Complete all assignments and directions of the teacher to the best of your ability.
2. Students shall be courteous and respectful at all times.
3. Toys, electronic games, scooters, roller blades, skates, trading cards, music devices, cell phones, laser pointers or any other non-school related items should not be brought to school. The school is not responsible for lost items.
4. Chewing gum and candy are not permitted at school without the permission of a teacher.
5. Students must walk in the school building.
6. Students should remain quiet in the hallways and restrooms when school is in session.
7. Threats, intimidation, and/or bullying of any kind will not be tolerated.
8. Keep hands, feet, and objects to yourself.
9. Do not bring firecrackers, party poppers, caps, BB guns, Chinese stars, or any item that could be considered a weapon or other such items to school. Lookalikes to these items will be treated in the same manner as the actual item.
10. Do not bring pills, powders, or liquids to school. Such items can be considered "lookalikes" to drugs and will result in the same disciplinary action as the real thing.
11. Students may not engage of "cheating" on their school work. Students must complete their own work, unless otherwise instructed by the teacher. Students may also not attempt to pass off another's work as their own or use copyrighted material in an unauthorized manner. Students engaged in cheating of any form will be subject to disciplinary measures and grades will be impacted.
12. It is inappropriate for elementary students to refer to others as "boyfriend" or "girlfriend." Public displays of "romantic" affection (including hand-holding) are also not allowed.

DISCRIMINATION OR HARASSMENT

In order to maintain a positive atmosphere, it is the policy of the Plainfield Schools to maintain a learning and working environment that is free of discrimination and sexual harassment. This

policy pertains to both students and employees. It shall be a violation of the policy for students to harass other students through conduct or communication of a sexual nature or that which discriminates against anyone based on gender, race, sexual orientation, or any other protected class status. This policy also includes employees, non-employees, and volunteers whose work is subject to the control of school authorities. Discrimination or harassment may include, but is not limited to the following:

1. Verbal harassment or abuse
2. Repeated remarks to a person with sexual or demeaning implications
3. Unwelcome touching
4. Pressure for sexual activity
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job promotion, and/or salary increase

For additional information, see the entire board policy regarding Title IX protections and procedures at this link:

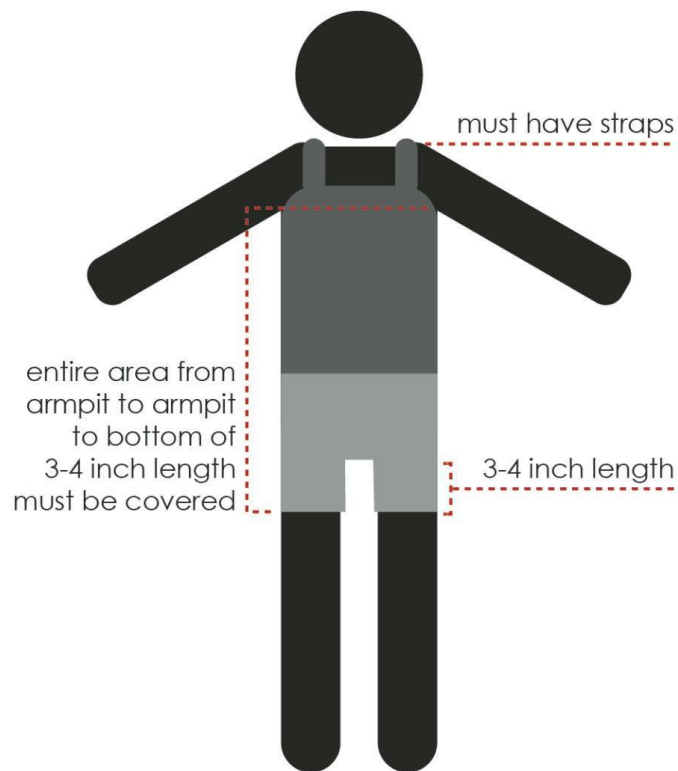
<http://go.boarddocs.com/in/plainfieldin/Board.nsf/goto?open&id=BSCUVJ7DE78D>

STUDENT DRESS

A student's dress and appearance should not be disruptive to the educational process, constitute a threat to the safety and health of the student or others, not be in violation of any statute, or be considered distracting, indecent, or inappropriate for the classroom. Please keep in mind that students spend the majority of their day in air-conditioned buildings. Clothing that is appropriate for beach and play is not appropriate for a student to wear while trying to concentrate on schoolwork. The following standards will apply:

1. Clothing should be worn in the appropriate manner. For example, all pants and shorts are to be worn at the waistline.
2. See-through, fishnet, or midriff-exposing shirts or blouses are not to be worn. Undergarments should also not be visible.
3. Clothing that advertises alcoholic beverages, tobacco, drugs, depicts violence (realistic or comic), contains adult-related themes, or is of a questionable or offensive nature is not to be worn.
4. Shorts and skirts should not be any higher than the tips of the student's fingers when the student is standing with his/her arms down at his/her sides. When measuring shorts, the inseam should be at least 3" long.
5. Beauty care items such as hair spray, make-up, and perfume should not be brought to school. Long, dangling earrings should not be worn.
6. During the school day, students shall wear a blouse, shirt, or top that covers the front and back of the torso on a line across from armpit to armpit. This must have straps or sleeves.
7. Clothing that is tight, flimsy, torn, or ripped to the point of immodesty, or clothing that depicts violence or vulgarity of any kind may not be worn.
8. Any clothing or accessories that draw undue attention to the student or are disruptive to the educational process will not be allowed.

9. Hats or hoods should not be worn in the building unless specific permission has been granted.
10. Flip-flop sandals, high heels, wheeled ("heely"), or strapless shoes should not be worn to school. Foot and toe injuries are common while wearing these types of shoes. Appropriate sneakers/tennis shoes with rubber soles should be worn when a child will be participating in P.E. class in the gym.



STUDENT SEARCHES

The United States Supreme Court allows school personnel to search a student or locker if there is a reasonable ground that the student is participating in something that is illegal. A legal "search" includes looking into an unclear container such as a locker, backpack, folder, book, diary, letters, and/or notes.

VANDALISM OR PROPERTY DAMAGE

Taxpayer funds are used to construct, purchase and maintain buildings and equipment. Students who willfully destroy or vandalize school property will be required to pay for losses or damages. Suspension, subsequent expulsion, and reporting to appropriate law enforcement may also result. If a student damages something by accident, it should be reported to a teacher or to the office immediately.

Food Service

CAFETERIA—SCHOOL MEAL PROGRAM

The Plainfield School Corporation believes that healthy bodies allow students to be better prepared to learn. All elementary buildings will provide breakfast to those students who would like to participate. Breakfast will be served between 8:30 a.m. and 8:50 a.m.

School breakfasts and lunches may be purchased at all four elementary schools. Students who choose to bring their lunches may purchase milk. Prices for breakfast, lunch, and milk will be available on the school website.

The National School Lunch Program (NSLP) requires school food service authorities to establish written administrative guidelines and procedures for meal charges. Plainfield Community School Corporation will adhere to the following meal charge procedure:

Student meal accounts are expected to be prepaid before meal service begins.

- **Debit or credit card** Funds may be applied to a student's lunch account by debit or credit card through the Meal Magic Family Portal. These may be accessed through the school's website: <https://www.plainfield.k12.in.us/page/new-food-services>
- **Cash or checks**
 - Students in grades K-5 may bring money to school **in a sealed envelope marked lunch**, with the child's name and student ID number on the outside of the envelope.
 - No change is given at any grade level.

We recognize that sometimes oversights occur. With that in mind, we have established a practice that allows students to charge their meals, as long as parents have established and maintained a good credit history of making payments on their food service accounts.

- Students in grades K-8 may charge up to 2 breakfasts and 2 lunches
- Students will not be allowed to charge extra main entrees, or items from the "a la carte" menu, at any time.
- If payment has not been made when the charge allowances have been met, an alternate meal will be offered for a charge of \$0.90.
- Students will never be refused a meal for non-payment.

Schools will provide a meal consisting of a cheese sandwich, vegetable and milk to any student, regardless of whether they pay reduced or full price, when the student has reached their charge limit. However, if the student has enough money in hand for a meal that day, they will not be denied a meal.

The food service department will email letters each day to parents of students who carry negative balances of \$5.00 and above, if an email address is on file.

All accounts must be paid at the end of each semester. Negative balances of more than \$25.00 at such time will require the Corporation to take action by means of a collection agency.

Students who graduate or withdraw from the corporation and have \$5.00 or more left in their food service account will be notified by mail at the end of the school year, with the option to transfer the funds to another student's account or to receive a refund. If no response is received within 30 days, the student's account will be closed and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Cafeteria fund. Refund forms are available on the school website under Food Services:

<https://www.plainfield.k12.in.us/page/new-food-services>

The school lunch program provides students with several choices. There are also ala carte items which students may purchase at some grade levels. Parents should discuss the school lunch menu with their child and advise them of what they can purchase each day. Students wishing to purchase ala carte items should have extra money in their lunch accounts.

Questions regarding your child's lunch account? Call the Food Service Manager at our school or the Plainfield Food Service Director, Kelly Collins, at 317-839-2578

FOOD ALLERGIES

If your child has a specific food allergy that you would like the school cafeteria to be aware of, please submit a "Student Information" sheet which can be found under "Food Services" on the school corporation's website.

In order to request special accommodations, the following steps will need to take place:

1. Parent(s)/Guardian(s) must complete the Special Dietary Needs Medical Statement form and immediately return it back to the school. This form can be found on the school corporation's website.
2. Food Services will review and process the request.
3. Additional medical signatures may be requested. For example, if the substitutions needed for accommodations fall outside of the USDA meal pattern, the medical statement form must be signed by an authorized medical authority with prescriptive privileges in the State of Indiana.
4. Accommodations will be adjusted accordingly based on review.
 1. All forms can be mailed to Plainfield Community School Corporation, 985 Longfellow Dr. Plainfield, IN 46168 att: Food Services or emailed to kcollins@plainfield.k12.in.us. Please call the Food Service Office at 317-839-2578 with any questions.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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.

General Information

ADDRESS AND PHONE NUMBER CHANGES

If at any time a student address or telephone number changes, the parent or guardian must supply appropriate documentation regarding the change. It is of great importance for the child's safety and welfare that address or telephone changes be made on the school office records. Parent address, phone, or email changes should be communicated to the school office as soon as possible.

AHERA REPORTING

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Plainfield Community School

Corporation is available for review and copying by students, staff, and guardians during normal business hours.

ANIMALS IN THE SCHOOL GUIDELINES

It is recognized that animals can provide a variety of learning experiences for students. The following guidelines are to be observed when instituting an activity or program involving the use of animals.

1. Students and teachers are not to bring personal pets to school at any time without the prior approval of the principal.
2. If a student makes the arrangements to bring an animal to school, the parent of that child must bring and remain with the animal while it is at school. No animals are allowed on the bus.
3. No animal should be brought to school that is venomous or vicious.
4. A qualified veterinarian must have performed proper examination or immunization.
5. A leash or other appropriate restraints must be on all animals unless caged.
6. Other parents will be given an opportunity to state that they do not want their child to interact with the visiting animal.

BOOK RENTAL and OTHER FINANCIAL OBLIGATIONS

Book rental fees for all students will be sent home at the beginning of the year and will be due on receipt. Checks should be made payable to your child's school. If you have more than one student in the school, you may send one check to cover all book rental charges if this is more convenient for you. Please refer to the Plainfield Community School's website at www.painfield.k12.in.us for current textbook rental rates.

Parents or guardians are financially responsible for book rental fees and any charges the school may assess for, but not limited to lost or damaged textbooks or library books, cafeteria fees, extracurricular activities, and tuition, if applicable. They shall also be responsible for all reasonable costs of the collection of this account, which may include but are not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees, and court costs on any outstanding balance.

LATE ENTRANCE CHARGES:

Students entering elementary school during the first 20 days of the school year will be charged the full amount for all fees. Students entering on the 21st day or thereafter will be charged a fee for consumable materials plus a prorated fee for others for the remainder of the school year.

WITHDRAWAL REFUNDS:

Students withdrawing will be charged a flat rate for consumable materials plus a prorated fee.

LOST OR DAMAGED BOOKS:

Students will be charged for books that are lost or damaged. The charge will be for the cost of replacing the book only. If a lost book is found, we will gladly refund your money.

CHILD CARE BEFORE AND AFTER SCHOOL (YMCA)

Before and after school child care is provided at Clarks Creek Elementary for students attending Clarks Creek and Brentwood and at Central Elementary for students attending Central and Van Buren at reasonable rates through the West District YMCA. For information please contact the YMCA at (317) 484-9622.

EMERGENCY CLOSINGS

As soon as it is determined that schools will be closed or have a two-hour delayed start, television and radio stations are notified of the decision. In addition, all parents are notified of this decision through the Parent Square messaging system. **Please do not call the school.** Keeping school phone lines clear for emergencies will always be helpful to the office personnel. The Superintendent authorizes school closings, delays, or closing early. There are times when it becomes necessary to close school earlier than the normal dismissal time. Please understand that it is impossible to personally notify parents of this decision. Parents should make arrangements and prepare their child(ren) for the possibility of an early dismissal. The same procedures outlined above will be followed to notify parents in the event of the decision to close school early.

NON-SMOKING AND SMOKE FREE SCHOOL FACILITIES

The Board of School Trustees for the Plainfield Community School Corporation is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. The Board remains committed to the belief of reducing involuntary exposure to tobacco smoke among students and staff. The Board believes that it is the right of the nonsmoker to breathe clean air. The Board believes that the use of tobacco or nicotine-based products on school grounds denies students, staff, and visitors access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching. It is the intent of the Board to create a "tobacco-free" school environment.

Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

All persons, including students, employees, and visitors, shall not be permitted to possess or use nicotine-based products of any kind or in any form while:

1. Inside school corporation-owned buildings.
2. Being transported to or from school events in school corporation- owned, contracted, or other authorized vehicles.

3. On school corporation-owned property outside school corporation- owned buildings.

NOTES FROM HOME

A note from home will be needed for the following:

1. When staying after school for activities (one dated note per activity)
2. When going home by a different method than usual such as walking to someone else's house, or being picked up by someone other than a parent or guardian, a child must have a note. Such a note should include the first and last names of the person picking up the child, when applicable.
3. When riding a bicycle to/from school
4. For taking medicine (see the section on Medical Notes/Medication for specific guidelines on prescription and over-the-counter medications)
5. For a doctor's or dentist's appointment
6. When a child cannot have outside recess or physical education (doctor's note required if this is repetitive)
7. If the absentee period is longer than three days, the school needs a doctor's excuse to grant that permission

NOTICES TO PARENTS AND NEWS RELEASES

Community notices are available at the office or in the lobby where students may pick them up. A school newsletter is sent to families at least monthly with current information regarding school and school related activities, such as PTO activities, lunch menus, and community announcements. You are encouraged to read these carefully.

PARENT INVOLVEMENT

Plainfield Community School Corporation works to build the schools and parents' capacity for strong parental involvement. Parents are often asked to provide input on the development of local plans, evaluation of content and effectiveness of instructional programs, and coordination of parent involvement in a variety of school programs.

Plainfield Community School Corporation intends that parents of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the school program. This shall include opportunities to jointly develop and plan for school review and improvement.

In addition, teachers determine their classrooms' needs for parent volunteers and schedule those accordingly when public safety guidelines allow.

PARENT-TEACHER ORGANIZATION (PTO)

We encourage our parents to take an active part in our school community. One way to do so is to join the PTO and attend its meetings and special programs. The PTO provides an opportunity to work with our school to improve the learning opportunities we provide for our

children. Meetings are scheduled regularly throughout the year, and programs are planned to offer entertainment and a chance for parents to better acquaint themselves with school personnel and our programs.

PICKING UP CHILDREN FOR APPOINTMENTS

For the safety of your child, we ask that the following procedures be followed when picking up your child for doctor, dentist or other appointments during school hours:

1. Send a note to the teacher explaining the need for the dismissal from class.
2. Sign out your child in the front office where directed.

If a child is going to a doctor or dentist before school and may be tardy, a note should be sent the day before the appointment. If the student will not return the same day, the doctor/dentist slip should be sent to school the next day.

PLAYGROUND AND WEATHER POLICY

Children will be expected to go outdoors for recess when the temperature and wind chill is 20 degrees (Fahrenheit) and above. Students will not go out if it is raining or sleeting. In excessively hot weather, students will not go out if the real or "heat index" temperature is over 95 degrees. In temperatures between 90 and 95 degrees, teachers will use their discretion to determine how long students will stay outside during the recess period. Please be sure that you listen to the weather in the mornings and dress your child appropriately. If your child must stay indoors because of illness during recess time, we ask that you write a **daily** note requesting that your child stay inside. Repeated requests for indoor recess will prompt the nurse to require a written statement from the family doctor concerning the request.

RIDING BICYCLES TO SCHOOL

No child should ride a bicycle to school unless their parents consider them capable of riding safely in automobile or pedestrian traffic. In accordance with state laws, bicycles should be ridden under the same rules that govern automobiles. Bicycles should be ridden on the right side of the street as near the curb as possible. Riders should obey all traffic signs and signals, as any motorist must do, and **should wear a bicycle helmet**. Students who want to ride their bicycles must have signed permission from a parent or guardian. Since the school cannot be responsible for bicycles, a student should lock their bicycles while at school. Failure to ride the bicycle in a safe manner will be grounds for prohibiting the privilege. Please be aware that skateboards, scooters, and hover-boards are not to be brought to school.

STUDENT IMAGES USED IN PCSC PUBLICATIONS

Plainfield Community School Corporation will occasionally photograph or videotape students in the school environment, for the purpose of communications and public relations. These photographs, primarily, could be shared with the media, and placed online via web, email and social media.

In general, Plainfield schools will not publish photos of individual students; in fact, the guideline states that at least three students must be present in published photographs.

Students' names or photos of just one or two children will NOT be used without permission of the parent or guardian.

This statement does NOT include annual Picture Day photographs, or photos taken for class, athletic or extracurricular purposes, including the yearbook.

If a parent or guardian does not want their child's photo taken for the purpose of general communications/public relations, they must indicate this preference during the registration process on the question about Student Image Exclusion. If this becomes your preference after registration, please change this through your PowerSchool account and notify your child's teacher and the office of the change.

SUNSCREEN AT SCHOOL (SUNucate Legislation)

In 2018, Indiana became the first state to allow students to carry sunscreen to and from school without considering it a "medication." If you choose to send your child to school with sunscreen to apply before outdoor play or lessons, please mark it clearly with his/her name and discuss proper use and application with your child. It should remain sealed (recommended to put it in a zippered plastic bag to prevent spills) in your child's backpack until needed. Aerosol cans are not permitted.

TELEPHONE AND VOICEMAIL ACCESS

Each classroom is equipped with a telephone for safety reasons and to better facilitate communication between the classroom teacher and home. Receiving calls during class time is disruptive to the educational process. The telephones will allow for voice mail messages to be left for the teacher during instructional time. Teachers will respond to parent voicemail messages within 24 hours.

A directory of numbers is also available through the telephone menu system for before and after school hours. We encourage you to use this system to call the clinic when your child is sick. You may leave messages 24 hours a day. (See section on Reporting Absences.) During school hours the nurse monitors her voice mail frequently and will return your phone call as needed. Students may only use the phone in case of an emergency. Before using the phone, they must obtain permission from the classroom teacher. Students are discouraged from having personal cellular phones at school, on the bus, or at any school related functions.

CHANGES TO A STUDENT'S DISMISSAL PLANS

If there is a situation requiring a change of plans to your child's usual dismissal routine, please send in a note to the teacher that morning. If an emergency change must be made after the school day has begun, the parent should contact the school office no later than 2:00 p.m. to ensure that proper communication to the student and teacher can occur before dismissal. Please note that staying after school for school clubs, scouting events, sporting events, going home with other students for play dates, a parent's sudden availability to pick a child up as a car rider, etc. are not emergencies and should be arranged and communicated ahead of time to both the teacher and your child. Parents should not use email to communicate

emergency plans, as the teacher may not see this until after school.. **Please make arrangements in the morning with your children if you have a change of plans for the day.** In a true emergency situation, contact the office as soon as you become aware of the need for a change. Please also do not confuse your child or the teacher by telling the child you “might” pick them up early if you can; this often creates very difficult situations in the middle of dismissal. Maintaining usual routines is the best way to ensure student safety.

WALKING TO SCHOOL

Students who walk to school are not to arrive earlier than 8:30 a.m. This is for the safety and protection of your child since there is no scheduled supervision for students before these times. **No students will be admitted into the building or the lobby prior to 8:30 a.m.** All walking students are to use the designated doors for arriving and leaving the building.

Please instruct your child to cross only at the marked crosswalks and to obey the instructions of the personnel on duty. We ask your cooperation by emphasizing the following safety habits at home:

1. Start for school early enough to arrive no earlier than 8:30 a.m.
2. Walk on the sidewalk. If there is no sidewalk, walk on the left side of the street facing oncoming traffic.
3. Cross only at intersections.
4. **Refuse to enter or approach strange automobiles.**
5. Go directly to school in the morning and directly home in the evening before beginning to play.
6. Be considerate of smaller children and walk in groups when appropriate.
7. Refrain from rough play on the way to or from school.

Medical Needs

HEAD LICE

While incidences are infrequent, a student may become infested with head lice. When a student is discovered to have head lice, the school nurse or principal's designee shall follow the following guidelines:

1. The parent of the student will be notified, and the student will be sent home for treatment. The parent will be given written instructions on ways to treat head lice to prevent further outbreaks. These instructions include steps for killing the lice and removing the nits (eggs).
2. The classroom of the child will be inspected and treated, if necessary.
3. The coat closet in the classroom or locker of the student will be inspected and treated if necessary.
4. The driver on whose bus the student rides will be notified so that the bus can be inspected and treated if necessary.
5. It may be appropriate that students who ride the same bus be checked for head lice when necessary.

6. The siblings of the student will also be checked for head lice. If it is determined that siblings are attending another school, that school will be notified so the above procedures can be followed accordingly.
7. The parent must accompany the student back to school the next day after the treatment is administered. The student will once again be checked for head lice. If more lice are found, the parent must take the child home for an additional treatment.

NOTE: Unfortunately, nits (eggs) found after treatment, have not always represented dead eggs and lice infestation has reoccurred. It is important to follow the guidelines and remove the nits.

MEDICATIONS

When it is necessary for a child to take medicine during the school day, Indiana rules and regulations must be followed.

NO early morning (before 10 a.m.) or late afternoon (after 2:00 p.m.) medications will be dispensed by the school nurse. Parents will be responsible for the first dosage (a.m.) and any late afternoon dosage (p.m.). NO prescription medication will be given or dispensed by the school nurse or any other school employee **without** written permission by both the child's legal guardian AND the child's physician. The original prescription container can act as the physician's permission. Medication prescribed for any child **MUST** be brought to the School Clinic by a parent or guardian and left there in the **original** container bearing the original pharmacy label which shows the following information:

1. Prescription number
2. Date filled
3. Physician's name
4. Child's name
5. Directions for use

NON-PRESCRIPTION medication (aspirin, ointments, lotions, cough syrups, cough drops, etc.) CANNOT be administered or dispensed without written permission from the child's legal guardian stating the name of the medication and the date to discontinue use. Non-prescription medication must be brought to the School Clinic by a parent or guardian and kept there in the original container bearing the child's name. Cough drops will only be administered for the period prescribed on the original container. After that period, the cough drops will be sent home, and the parent advised that the child may need to see a physician.

Due to the passage of recent legislation, a student who has an acute or chronic medical condition will be allowed **to carry and self-administer medication** on an emergency basis providing there is a written note on file from the child's parent/guardian and physician. Also, since leftover medication may not be sent home with students, parents are required to pick up the medication from the school.

Parents should provide the school nurse with a record of students' allergies, etc. In cases of severe allergies, the parent should meet with the nurse on an annual basis to update care and

preventative treatment plans. Parents of students whose activities are to be restricted in any way should file a doctor's statement with the school office.

It is vitally important that each student's annual registration **include one or more emergency contact numbers**. These are numbers at which another trusted adult with permission to pick up your child in case of an emergency, and a parent is not immediately reachable. Arrangements should also be made by the parent/guardian with these emergency contacts so they are prepared to receive communication about your child if you are unavailable. Listing them as contacts makes it allowable for us to share otherwise private information in such an emergency.

We are fortunate to have a clinic available to our students. Our school conducts screening for vision and hearing. Since the school itself does not carry insurance on each pupil, it is advisable that you carry coverage through an insurance company of your choice.

STUDENT ILLNESS

It is a school policy that if a child has a fever near 100 degrees or more they cannot remain at school. If a child has a fever before coming to school, please do not give them medication and send them to school. When the medication wears off, the fever is likely to return and they may be contagious to others in the school. Children that vomit cannot remain at school and should not come to school if they have vomited within the last 24 hours while at home. When a child attends school with any of the above conditions, they are exposing all of the other students, which continues the cycle of illness. If your child is ill, please keep him/her home until well. In addition, if COVID-19 concerns persist, additional guidance for keeping students home with potential COVID symptoms will apply. Contact the school nurse if your child has a fever or other symptoms that could be consistent with COVID-19.

Parent and Community Involvement

VISITORS IN THE BUILDING

We are grateful to have so many parents and community members involved in our schools. We welcome scheduled volunteers and other visitors for a variety of reasons. The front doors closest to the office will be the only unlocked doors during school hours and are the way by which all visitors must enter the building. Due to our concern about the safety and protection of our children, all parents and visitors must check-in at the office and receive a visitor's badge through our Safe Visitor system before going to any part of the building. Please note that photo identification is required with the Safe Visitor system and must be presented in order to enter the school building beyond the office. Parents may request permission to visit classes while they are in session throughout the year and are welcome at many special programs. Parents will not be allowed to visit classrooms without an appointment for impromptu conferences but may call at any time to schedule a meeting with a teacher.

While not part of our standard check-in process, we do reserve the right to use a metal detector wand to scan any visitor entering the building.

At this time we are unable to have visitors for lunch. If we are able to return to this at some point, the following guidelines will apply. Lunch visitors will meet students in the cafeteria. When lunch is over, visitors should report immediately back to the office to check out, unless other plans for volunteering or remaining in the building for another reason have been made with the classroom teacher ahead of time.

VOLUNTEER BACKGROUND CHECKS

Plainfield Community School Corporation requires that anyone having contact with our student population complete a "Background Authorization and Release." This authorization form is available on our school website and must be completed two weeks prior to volunteering. This includes school field trips, tutoring, classroom volunteering, helping with field-day, participating in class parties, etc. Chaperoning an overnight field trip will require a more extensive background check.

TECHNOLOGY

Responsible Use of Technology - School Board Policy A300 RESPONSIBLE USE OF TECHNOLOGY AND INTERNET USE POLICY

1. Statement of Corporation Policy:

Plainfield Community School Corporation ("Corporation") believes accessing content on the Internet is essential to fully prepare students for their careers and life. The goal in providing access to the Internet and other technology to staff and students is to promote educational excellence by facilitating instruction, collaboration, innovation, and communication. The Corporation's students and employees (collectively "Users") accessing the Internet are representing the Corporation and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution.

It is the joint responsibility of students, parents, and employees of the Corporation to assure the appropriate and effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. The smooth and reliable operation of the Corporation's technological resources is dependent upon the proper conduct of the end users who must adhere to stated policies.

Use of any and all technological resources is a privilege, not a right, and as such, users take seriously the responsibilities associated with signing this user agreement. Inappropriate use may result in a cancellation of some or all privileges and/or other appropriate discipline. The Corporation reserves the right to read, print, delete, store, or use any transmission on this system at its discretion and grants permission to use this system for educational purposes only.

2. Scope of Use:

To ensure that students receive a quality education in an intellectually stimulating environment, both during in-person learning and virtual learning, it is the goal of the Corporation to provide all students with access to a variety of technological resources. All technological resources shall be used in accordance with any and all Corporation policies as well as local, state, and federal laws governing the usage of technology and its component parts. All users shall use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies.

This policy applies to all technology provided by the Corporation as well as the personal devices of Users. This includes, but is not limited to, telephones, cellular devices, digital media players, tablets, laptop and desktop computers and work stations, direct radio communication, Internet access, voice mail, e-mail, text messaging, direct messaging through device applications, facsimile transmission and receipt, and any computer based research and/or communication.

3. Definition of Terms Used:

“Confidential information” means information that is declared or permitted to be treated as confidential by state or federal law, including the Family Education Rights and Privacy Act (“FERPA”), or Corporation policy or guideline on access to public records.

“Proprietary information” means information in which a person or entity has a recognized property interest such as a copyright.

“Personal device” includes cell phones, smart phones, laptops, tablets, handhelds or any other device that is not the property of the Corporation but is used at school or a school activity, or connected to Corporation technology by a wired or wireless link.

“Technology” means computers and computer systems, public and private networks such as the Internet, phone networks, cable networks, voice mail, e-mail, telephone systems, copiers, fax machines, audio-visual systems, cellular devices, tablets, laptop and desktop computers, direct radio communications, text messaging, direct messaging through device applications, and similar equipment as may become available.

“User” means a Corporation employee, student, volunteer, or other person authorized to use Corporation technology.

4. Ownership of Corporation Technology and Information:

The technology provided by the Corporation and all information stored by that technology is at all times the property of the Corporation. Documents and other works created or stored on the Corporation technology are the property of the Corporation and are not the private property of the user. This includes all information created using technology and/or placed on a website, blog, and/or other storage device.

5. Conditions and Standards for Responsible Use of Technology:

- a. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the Corporation's mission. Technology should be used by students to learn and communicate in correlation with the curriculum while under a teacher or supervisor's direction. Student owned personal devices and Corporation technology shall be used by students under teacher supervision with the purpose of improving instruction and student learning.
- b. Users will become familiar with and comply with all expectations of the Corporation for the responsible use of Corporation technology as communicated in school handbooks, school Corporation policy, and other communications and standards concerning the use of Corporation technology.
- c. Users shall NOT use the Network to: Access, create, send or receive, store, or display obscene materials; create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language; access or use other individuals' accounts, information, or files without permission; access websites, files, or other information or resources using passwords not specifically assigned to themselves; pursue commercial or for-profit endeavors; wantonly waste district resources; damage, disable, or otherwise disrupt the operation of the network; or violate any local, state, or federal statutes, including but not limited to copyright law. Users shall not send, receive, view, or download materials that are harmful to minors, as defined by I.C. 35-49-2-2, on Corporation technology.
- d. Users must respect and protect the privacy and intellectual property rights of others and the principles of their school community. The IT Services Staff are the only individuals authorized to select, adopt and allow the use of specific web based resources for teacher and student use, including resources for website creation, multimedia projects, presentations, and other collaborations. The IT Services Staff in consultation with the Superintendent's other designees will select resources based upon online safety, coordinated professional development, and informed technical support. If a teacher or student desires to use an alternate resource, they must make a request to the IT Services Staff via the established process. Further, Users shall not alter, delete, or destroy data, information, or programmatic instructions contained in or on Corporation technology without permission from the IT Services Staff. Personally generated files and documents may be deleted by the User who created them, unless they may include propriety information, a student's personally identifiable information, and/or information potentially subject to litigation.
- e. Any recording made on school grounds or during instructional time, whether in-person or virtual, may be subject to copyright laws and the protection of the privacy rights of others, including personally identifiable information about a student protected by the Family Education Rights and

Privacy Act ("FERPA"). Where IT Services Staff or other Corporation staff have reasonable suspicion that a recording, data, or image was made in violation of this Policy, such item may be confiscated by Corporation staff. Any use of a recording device to invade the privacy of another person will result in sanctions for the person making the recording.

- f. Users must notify IT Services Staff if they have violated the conditions established for the use of Corporation technology or have witnessed or become aware of another user misusing Corporation technology. Users shall be responsible for noting and reporting any inappropriate use of Corporation technology in violation of Corporation policy or conduct standards including threats, bullying, harassment, or communications proposing or constituting a violation of the law or the Student Code of Conduct.
- g. If a user creates a password, code or encryption device to restrict or inhibit access to electronic mail or files, the user will provide access to that information when requested to do so only by the user's supervisor, teacher, or the IT Services Staff. This includes personal technology brought to or accessed during the work or student day or at a school activity including bus transportation. The IT Services Staff or a designee shall be authorized to override any password, code or encryption device to access the technology. Users shall not use Corporation technology anonymously or use pseudonyms to attempt to escape from responsibilities under this policy, regulations, or the law.
- h. Creation of an account, access to a new application, or any other initial use of software or technological applications in the public domain (non-Corporation managed technology) must be under the supervision of a teacher, for instructional purposes, and only on school approved sites.
- i. A user shall never use another user's password, or account, even with the permission from the user. Any need to have access to another user's account shall be addressed with the IT Services Staff or a designee.
- j. An unauthorized attempt to log on to Corporation technology as a System Administrator will result in cancellation of the user's access to Corporation technology and may result in more severe discipline including termination for employees and expulsion for students.
- k. Students shall not be required to divulge personal information for access to a non-Corporation managed technology.
- l. Students will be permitted access to the Internet through Corporation technology unless a parent/guardian has signed and returned a "Denial of Internet Access Form" within the preceding twelve (12) months.
- m. In order to comply with the Children's Internet Protection Act ("CIPA") and I.C. 20-26-5-40.5, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. Thus, Student use shall be

- filtered to minimize access to inappropriate materials. Student access to inappropriate materials despite the presence of the filter shall be reported immediately to the IT Services Staff. The filtering software shall not be disabled or circumvented without the written authorization of IT Services Staff or designee.
- n. The corporation may utilize a wide variety of third-party web-based applications in its curriculum. Although these applications are widely used by the education community and support K-12 institutions, the terms of service for many sites require explicit parental permission for children under the age of 13. The Children's Online Privacy Protection Rule permits the corporation to provide the necessary consent for educational purposes.
 - o. While online, student users shall not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate.
 - p. Students, parents and staff are advised that any student connection to any Internet or network provider not under Corporation control may not be filtered to the same degree as connection through Corporation provided access. The Corporation is not responsible for the consequences of access to sites or information through resources that circumvent the Corporation's filtering software.
 - q. Users accessing the Internet through personal devices connected to Corporation technology must comply with this policy.
 - r. Users connecting personal devices to Corporation technology do so at their own risk. The Corporation is not responsible for damages to hardware or software as a result of the connection of personal devices to Corporation technology.
 - s. Users must not knowingly cause damage to Corporation technology, including transmit a computer virus or other malware that is known by the user to have the capability to damage or impair the operation of Corporation technology, or the technology of another person, provider, or organization, nor shall a user take any action that could cause damage to Corporation technology or other Corporation property.

6. Conditions and Standards for Responsible Use of Electronic Communication:

- a. Communications with students/parents/guardians, even if not using school resources, are within the jurisdiction of the Corporation to monitor as they arise out of one's position as an educator. For official Corporation business, employees are to use a Corporation email account when communicating with a student/parent/guardian via email.
- b. Electronic communication between staff and students/parents/guardians

should be written as a professional representing the Corporation. This includes word choices, tone, grammar, and subject matter.

- c. All data stored or transmitted on Corporation computers shall be monitored. Corporation email accounts shall not be used for sending or attempting to send anonymous messages.
- d. Photos and videos of students and staff shall not be shared or posted electronically without permission.
- e. Electronic correspondence is a public record under the public records law and may be subject to public inspection.
- f. The line between professional life and personal life must be clear at all times. Corporation employees should only use their Corporation account or other approved communication method (Google, Zoom, etc.) to communicate with students and/or parents and guardians, and should only communicate on matters directly related to education. Relationships associated with such educational social media accounts should only be with members of the educational community, such as administrators, teachers, students, and parents of such students.
- g. All Corporation employees will be responsible for information that they make public through the use of electronic communication. Teachers are the gatekeeper for the privacy and protection of students. When other people can see your conversations with students (i.e. followers on Twitter or friends on Facebook), you may be endangering them and also violating the Family Educational Rights and Privacy Act ("FERPA").

7. Conditions and Standards for Responsible Use of Virtual Instruction:

- a. All policies, rules, and applicable state and/or federal law apply when in virtual learning classrooms.
- b. All staff and students should conduct themselves as if they are physically present in the classroom.
- c. Staff shall password protect all meetings and monitor attendance to ensure privacy.
- d. Staff and students shall manage screen sharing options while conducting or participating in class.
- e. Staff shall stop class if it is necessary to protect the privacy of a student or a group of students.
- f. No individual, including parent(s) or guardian(s), shall record a class session unless it is a staff member and there is an educational reason for doing so

and necessary permission has been obtained.

- g. If an unauthorized individual is in a session, staff shall direct the outside individual or group to leave the session immediately. If they refuse to do so, staff shall end the class and start a new, private session. If a student notices an unauthorized individual present in the class, he or she should report that individual to the staff member in the meeting. The staff member should report the intrusion to administration immediately.

8. Access to Information and Investigation of Potential Violations:

- a. The Corporation recognizes it may not be possible to technologically limit all Internet access to only those materials that support and enrich the curriculum according to adopted policies and reasonable selection criteria. For this reason, at the discretion of the Corporation or the Superintendent, technology protection measures may be configured to protect against access to any material considered inappropriate for students to access. Further, the technology protection measures will not purposefully be disabled at any time that students may be using the Network to help protect against access to materials that are prohibited under the Children's Internet Protection Act and/or Corporation policy and guidelines. Any student who attempts to disable the technology protection measures will be subject to discipline. The Superintendent or his designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been blocked by the technology protection measures. The determination of whether material blocked shall be based on curriculum concerns, including the content of the material and the intended use of the material, policy concerns, network concerns, and safety concerns.
- b. Users shall not have an expectation of privacy in any use of Corporation technology or the content of any communication using that technology, and the IT Services Staff or a designee may monitor their use of technology without notice to them, and examine all system activities the user participates in including but not limited to, e-mail, recorded voice and video transmissions, to ensure proper and responsible use of the Corporation's technology. Monitoring shall include the use of voicemail but shall not include monitoring a live communication between two or more parties unless at least one user is aware of the monitoring. In addition, use of Corporation technology may be subject to production pursuant to the Indiana Access to Public Records Act, Ind. Code 5-14-3.
- c. A user's history of use and all data stored on or sent to or from Corporation technology shall at all times be subject to inspection by the IT Services Staff or a designee without notice to the user before or after the inspection.
- d. If IT Services Staff has reasonable suspicion to believe a user has violated this policy or additional Corporation rules, the IT Services Staff or a

designee may investigate to determine if a violation has occurred. If the investigation is not conducted by IT Services Staff, the results of the investigation shall be reported to the IT Services Staff by e-mail or in person, and the IT Services Staff shall take appropriate action.

- e. A decision by IT Services Staff in response to an investigated allegation of a violation of this policy or additional Corporation rules may be appealed in writing to the Superintendent within five (5) calendar days. The Superintendent's decision concerning continued access to Corporation technology and any other penalty shall be final.

9. Violations of Responsible Use of Technology:

- a. Violations of this policy may result in denial of further access to technology, suspension or expulsion of students, and discipline of employees including suspension or termination of employment. Such a violation by a person affiliated with a contractor or subcontractor rendering services to the Corporation may result in cancellation of the contract of the contractor or sub-contractor. A violation of this policy by parent(s) or guardian(s) may result in legal measures including, but not limited to, the following measures to ensure the safety and privacy of Users: cease and desist communication and civil or criminal charges.
- b. A user observing or learning of a violation of this policy is required to report the violation to the user's immediate supervisor (for employees or volunteers) or to a teacher or other school administrator (for students).

10. Social Media Use:

- a. Users' personal or private use of social media, even when occurring off school property and outside school hours, may have unintended consequences that affect the school environment.
- b. Social media use should be in a manner sensitive to the Student Code of Conduct and the employees' professional responsibilities.
- c. The intent of this policy is not to infringe upon Users' legal rights, such as the freedom of expression, religion, and association. For example, this policy does not prohibit an employee from posting content outside the scope of their employment and on a matter of public concern. However, those rights do not include permission to post inflammatory comments and/or any statements that could compromise the Corporation's mission, constitute cyber-bullying or harassment, or cause a substantial disruption to the school environment.

Violations: Violations of the social media use provision may result in disciplinary action (including expulsion for students or termination for employees), confiscation of the device, loss of use of Corporation technology resources, referral to law enforcement or the Department of Child Services, and the recording, data, or image made in violation

may be deleted. If the Superintendent or designee has reasonable suspicion to believe an employee or student has violated this policy or Corporation rules related to technology, they may investigate to determine if a violation occurred.

11. Protection of Proprietary and Confidential Information Communicated or Stored on Corporation Technology:

- a. Users of the Corporation's technology are expected to protect the integrity of data, personal privacy, and property rights of other persons when using Corporation technology.
- b. The practice of using distribution lists to send information shall not excuse the erroneous disclosure of confidential information. Users shall determine that distribution lists are current and review each name on any list before sending confidential information including, but not limited to, personally identifiable information about students protected by the Family Educational Rights and Privacy Act ("FERPA").
- c. Users should not access confidential information in the presence of others who do not have authorization to have access to the information. Confidential information should not be left visible on the monitor when a user is away from the monitor.
- d. Users should not copy, file share, install or distribute any copyrighted material such as software, database files, documentations, articles, music, video, graphic files, and other information, unless the user has confirmed in advance that the Corporation has a license permitting copying, sharing, installation, or distribution of the material from the copyright owner. Violation of the right of a copyright owner will result in discipline of a student or employee.

12. Incurring Fees for Services:

No user shall allow charges or fees for services or access to a database to be charged to the Corporation except as specifically authorized in advance of the use by IT Services Staff. A fee or charge mistakenly incurred shall be immediately reported to the IT Services Staff. Incurring fees or charges for services to be paid by the Corporation for personal use or without prior authorization of the IT Services Staff may result in discipline including suspension or expulsion of a student, or suspension or termination of an employee.

Users shall thoroughly review terms and conditions of any programs, software, or applications prior to accepting the terms and conditions. Users are responsible for ensuring the terms and conditions comply with Corporation policy and procedures and state and federal law. Users who are unsure of the terms and conditions shall contact the IT Services Staff prior to accepting any terms and conditions. Accepting terms and conditions that violate Corporation policy or procedures or state or federal law may result in discipline as discussed within this policy.

13. Liability

Use of Technology is at the User's own risk. The system is provided on an "as is, as available" basis. The Corporation is not responsible for any damage Users may suffer. The Corporation is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Corporation's system, nor is it responsible for damages or injuries from improper communications or damage to property used to access Corporation technology. The Corporation is not responsible for financial obligations arising through unauthorized use of the educational technologies or the Internet.

14. Training

All students and those staff members shall receive annual training on social media safety, cyber bullying, and appropriate responses.

47 U.S.C. §254(h)(5)(B)-(C), 254(l)
20 U.S.C. §67777(a)
47 C.F.R. §54.520(c)(1)(i)
Children's Internet Protection Act (CIPA)
I.C. 20-26-5-40.5

Plainfield Community School Corporation

Adopted:
12/14/95

Revised:
3/11/21
8/12/21
3/10/22

The Imagination Lab

Phone number:

317-754-2438

Address:

401 Elm Drive
Plainfield, IN 46168

(Main entrance is door 7; off Michael Dr. on the north side of Clarks Creek)

Staff:

Director: Tracy Ballinger

Overview:

All Plainfield Community School Corporation (PCSC) students in grades K-5 will participate in experiences at The Imagination Lab. The learning that occurs at The Lab supports Indiana Academic Standards and complements the learning that occurs in their classroom. Visits to The Imagination Lab are an integral part of the student's core curriculum.

Children will visit The Imagination Lab according to the schedule posted on The Imagination Lab website (<https://www.painfield.k12.in.us/o/the-imagination-lab>)

Student Expectations while at The Lab:

- B**e safe
- U**se respect
- I**gnite your learning through creativity
- L**isten to and follow all instructions
- D**iscover empowering E-Skills

Outcomes:

Our goal is to create an environment where asking questions, being inquisitive, creative, curious is valued above finding answers or finishing tasks. The "right" answer to a question is never more important than the opportunity a question offers for developing new questions.

Transportation:

- Students from Central, Guilford, and Van Buren Elementary schools will be transported via PCSC bus for each visit to The Imagination Lab.
- Students from Brentwood Elementary will be transported via PCSC bus only when the weather does not permit walking.
- Students from Clarks Creek Elementary will walk to the Imagination Lab via interior hallways.
- Buses will drop off at the main entrance (Door 7) of The Imagination Lab, located on the north side of the building.
- Parent/Guardian permission slip is included with new or returning registration (completed in PowerSchool) each year

Lab Volunteers: (once regulations allow again)

The Imagination Lab will need 8-20 volunteers per Odyssey.

- You can volunteer by signing up on The Imagination Lab website (or this direct link -- <https://sites.google.com/plainfield.k12.in.us/tilvolunteers/home>)
- Anyone can volunteer.
- Volunteers are welcome once, daily, monthly; whatever works with your schedule.
- A variety of volunteer tasks are available.
- We are not able to accommodate parent volunteers on school buses.
- All volunteers must have a background check on file through SafeVisitor. (<https://www.plainfield.k12.in.us/volunteer-with-us>)

Parent Visitors:

Odysseys in The Imagination Lab are carefully designed within a limited time frame. While we welcome scheduled volunteers to The Lab, we are not able to accommodate unscheduled visitors. We will occasionally offer Open House evenings to which parents will be invited.

Picking up students from The Imagination Lab:

When possible, please avoid scheduling appointments during your child's time at The Imagination Lab. If necessary, please send a note to their teacher ahead of time. The school will notify The Lab. Please enter through the main entrance (Door 7) and sign out your student.

Student Illness:

If your child becomes ill while at The Lab, we will notify the nurse from their school, who will then contact the parent. Students who are ill will not be permitted to return to school via bus and will remain at The Lab until picked up by a parent/guardian.

Parent Communication:

Student Odyssey information and examples of student learning will be posted on The Imagination Lab website and made available through social media (Facebook and Twitter)

Please note that The Imagination Lab will not post photos of students whose parents have requested image seclusion through PowerSchool.