

Elementary School Handbook



for Plainfield Community Schools

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

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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.

EXCESSIVE ABSENCES

Students who accrue more than five absences may be 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 reminder 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, not including those excused by medical notes. 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 missed ten cumulative days of school. 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 students' 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

Please 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 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 is needed if a student is absent five consecutive days or more. Upon the child's return please provide the office with a doctor's note stating the reason for the absence and that the student is now 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 (a.m.) or "left early"(p.m.), 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 in the main office and will be counted tardy. All students should be ready to begin the day in their classrooms by 8:50 a.m.

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 (as needed). 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. If you would like to view the curriculum calendars for your child's grade level, you may find them on the PCSC website.

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 asks for 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 is part of 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 will 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, including field trip chaperones, 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, here are the guidelines for our 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. Parent chaperones will be asked to supervise students. For this reason, we are not able to allow younger siblings to attend.
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 behavior concerns or other 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 their 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. 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.

Arrival and Dismissal

Every school has specific procedures in place to ensure student safety at arrival and dismissal, including doors to use for car rider arrival, safety policies, and more. Please review these in information your child's principal will send home prior to the first day of school. In addition, there are some universal procedures that all buildings follow.

CHANGES TO A STUDENT'S DISMISSAL PLANS

Maintaining usual routines is the best way to ensure student safety. However, we recognize that changes must sometimes be made. 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 and discuss any changes in the morning with your child/ren. 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. 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.

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.

RIDING BICYCLES TO SCHOOL

In order to ride a bike to school, students must do so in a safe manner. 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, students should lock their bicycles while at school.. Please be aware that skateboards, scooters, and hover-boards are not to be brought to school.

WALKING TO SCHOOL

We welcome walkers to enter the building at 8:30 a.m. Prior to that time there is not supervision available, so that is the earliest they may enter. 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. and no later than 8:45 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 or engage in conversation with strangers along the route.
5. Go directly to school in the morning and directly home in the evening.
6. Be considerate of smaller children and walk in groups when appropriate.
7. Refrain from rough play on the way to or from school.

Behavior and Discipline

BULLYING

Bullying committed by students toward other students is very serious and is not allowed in any Plainfield school. 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.

SEE SOMETHING? SAY SOMETHING!

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

While “self-discipline” does not appear as a subject in school, it is a building block to the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is a key to good conduct and 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 these consequences (in no particular order):

1. Counseling between student and teacher
2. Time out, break from classroom
3. Use of a “think sheet” to reflect on school expectations and 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 or parent meeting scheduled
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 consequences are 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 learning environment and keep all students safe. It is also important to note that students are subject to progressive disciplinary procedures if behavior concerns continue. We request that you review these expectations with your child.

GROUNDS 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.

These guidelines are in effect when a student is on school grounds or during school hours, immediately before or after school hours. They are also in effect 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.

Those actions which may result in suspension or expulsion are:

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 list 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 keep others from using it
 - b. Blocking the entrance or exits of any school building, corridor, or room in order to keep others in, out, or from using those areas they should be allowed to access
 - 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 transporting a gun, knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon; it's important to note that a color or size different than the "usual" color or size of a particular weapon is not considered. Real or "look-alikes" (i.e. "toy" guns or weapons) of any color or size will be treated in the same manner. Action figures holding weapons should also not be brought to school. "Show-and-tell" days are not exempt from these rules.

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;
 - 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.

19. A student who has had previous disciplinary issues at school for violating school rules or policies may be subject to progressive discipline, which could result in suspension.

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 and the circumstances surrounding it.
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 should 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. Students should interact kindly on the bus; loud voices, profane language, fighting, or rude gestures are not allowed.
5. No eating, drinking, or chewing gum.
6. No smoking or use of illegal substances.
7. Students should 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 ½ way.
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 should 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 may not ride a different bus to or from school (i.e. to a friend's house) unless a permanent change has been approved by the transportation department.
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 for the 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. In such cases,

immediate intervention will be made by school administrators. 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 should be kind and respectful at all times.
3. Toys, games, scooters, roller blades, skates, Pokemon and other trading cards, music devices, 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 should 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 without regard for size or color.
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 in "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.
13. Students are not allowed to "trade" items at school, even if both parties mutually agree. This includes, but is not limited to, food, clothing, supplies, toys, etc.
14. Students' personal electronic devices are subject to specific guidelines; the recommendation is always that these be left at home. Cell phones are not permitted at school. If a child must bring one, it must be powered off and left in his/her backpack for the school day (unless used for an approved medical purpose). Use on buses is at the driver's discretion. If a student has a "smart watch" with texting/calling/internet capabilities, those features may not be used during school. If the watch has the means to be set on "school mode," that should be done for the school day. Students are welcome to wear a watch for timekeeping purposes. During standardized testing, students are not allowed to wear "smart watches" of any kind. It is recommended that these be left at home during the testing window in the spring (grades 3-5).

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

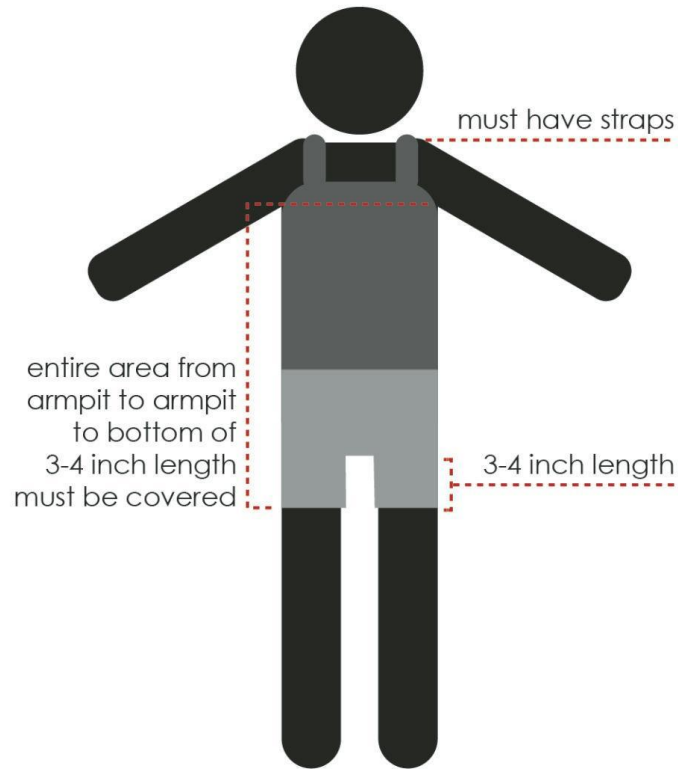
For additional information, see the entire board policy regarding Title IX protections and procedures at this link:

<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 may not be 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. During the school day, students should 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. (See image below.)
3. Clothing should be appropriate for all ages. Clothing that advertises alcoholic beverages, tobacco, drugs, depicts violence (realistic or comic), contains scary, vulgar, or adult-related themes, or is of a questionable or offensive nature is not to be worn.
4. Shorts and skirts should not end 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. Clothing should be modest. See-through, fishnet, or midriff-exposing shirts or blouses are not to be worn. Undergarments should also not be visible.
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. Shoes should be easy to move in and stay on your feet. 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.

Communication to and from School

ABSENCES

See information on page 3 regarding reporting absences.

DISMISSAL CHANGES

See information on page 9 regarding dismissal changes.

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.

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.

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. Teachers are unable to take parent phone calls during instruction, but you are able to leave voice mail messages during that time. Teachers will respond to parent voicemail messages or other communications 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 should 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.

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.

Meal accounts for students should be consistently funded throughout the school year to avoid students needing to charge for a meal. However, the Board recognizes that an occasional emergency may make it necessary to charge for a meal. Families needing assistance to apply

for free or reduced lunch should contact the Plainfield Community School Corporations Director of Food Service.

The Board's policy F176 and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. This information can also be found about this procedure can also be found on <https://www.plainfield.k12.in.us/page/newfood-services>.

The Corporation's meal charging procedure is as follows:

- Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$10.00;
- If a student has a significant negative lunch account balance, s/he shall be provided an alternate meal at a reduced price recommended by the Superintendent, the cost of which shall continue to accrue to his/her negative lunch account balance;
- No student shall be permitted to charge any à la carte food or beverage items;
- Parents/guardians will be notified via the Corporation's point of sale software and/or Parent Square once a student reaches a negative balance;
- After accruing \$10.00 in meal charges, school cafeteria managers will make two attempts to contact parents/guardians to remind them that their student's meal account balance is in the negative and that it needs to be paid immediately;
- Building principals may attempt to call parents/guardians to reiterate the school cafeteria manager's message if parents/guardians have been unresponsive to the manager's two calls; and
- After accruing \$25.00 in meal charges, students' meal privileges may be stopped unless otherwise approved by the superintendent; and or designee.
- Unpaid meal balances may be turned over to collections after thirty (30) days.
- 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 using an online processor. This may be accessed thru the school's website: <https://plainfield.familyportal.cloud>
 - Cash or checks
 - i. 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.
 - ii. Students in grades 6-12 may pay with cash or check by depositing their money in designated mailboxes thru out the school building. Envelopes will be provided.
 - iii. No change is given at any grade level. The superintendent may develop administrative guidelines to implement this policy

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. Please communicate any address (student or parent), phone, or email changes 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.plainfield.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, library books, Chromebooks or chargers, cafeteria fees, extracurricular activity fees, 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 (AYS)

Before and after school child care is available at each elementary school through AYS. For information visit <https://www.ayskids.org/plainfield/> or see the QR code and details below.

Thrive beyond the school day.

Enroll for before and after school today!



[ayskids.org/plainfield](https://www.ayskids.org/plainfield)



FEELS LIKE HOME. AT YOUR SCHOOL.

AYS creates an accessible, reliable, enriching community where kids and families thrive beyond the school day. We strive to ensure AYS feels like home, for everyone.

Weekly Pricing

Service	Price
Before School	\$55
After School	\$75
Before + After	\$95

Serving Plainfield Elementary Schools in 2023-2024!

Brentwood

Central

Clarks Creek

Guilford

Van Buren



CCDF accepted and financial aid available

What We Provide

- Enrichment Activities
- Active Games
- Homework Support
- Healthy Snacks

Our Focus Areas


Health


Literacy


STEM


Enrichment



LEARN MORE

[ayskids.org/plainfield](https://www.ayskids.org/plainfield)



NON-SMOKING AND SMOKE FREE SCHOOL FACILITIES

All Plainfield Community School Corporation buildings and grounds are smoke-free facilities. Tobacco and nicotine-based products are not permitted on school property. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine and nicotine-delivering devices (i.e. vaping substances and devices), chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. These restrictions apply for all students, employees, and visitors in school corporation-owned buildings, outside on school property, and on school buses.

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.

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.

Health Services and Medical Needs

The clinic or health center is available for students who become ill or injured during the school day. If a student becomes ill or gets injured during the day, he/she should notify the teacher and obtain a pass to go to the clinic for evaluation and treatment. Students are to come from a class rather than stop in clinic between classes. If a student is not able to go to the clinic alone, he/she should tell the teacher and the teacher will arrange for the student to be escorted. Electronic devices, other than medical devices, are not allowed for use in the clinic. If a student is ill or injured at home, the student should be seen by his/her doctor, immediate care, or emergency department. All accidents or injuries in the school building, on the school grounds, at practice sessions, or any other school event must be reported to the person in charge, who will notify appropriate school personnel. Only minor first aid is available in the

clinic. For life threatening emergencies, 911 will be called and the parent(s)/guardian(s) will be notified. If a student is injured at school and the School Nurse assesses the condition and feels additional medical treatment is required, the School Nurse will notify the parent/guardian.

ILLNESS

The nurse may exclude from school a student who is believed to have a communicable disease that is transmissible through normal school contacts and poses a threat to the health and safety of the school community. When assessing, communicating, and managing communicable diseases, PCSC will follow the recommendations set forth by the Indiana Department of Health's Communicable Diseases Reference Guide for Schools.

The following guidelines will be used in determining when to send a child home:

1. Fever of 100 F or greater. Children who are ill should be fever-free for 24 hours without the use of fever reducing medication before attending school.
2. Witnessed vomiting or diarrhea (defined as 2 or more liquid stools in a 24-hour period) Children should be free from vomiting or diarrhea for 24 hours before attending school.
3. Suspicion of untreated conjunctivitis, or pink eye. If pink eye is diagnosed, drops need to be used for 24 hours before attending school.
4. Suspicious rashes that may be contagious.
5. Injury that may require further evaluation and treatment.
6. Untreated head lice – presence of live lice.
7. Suspicion of an untreated contagious condition. If an infection has been diagnosed, children need to be on antibiotics for 24 hours before attending school.
8. A condition or illness that is causing such severe symptoms that the student is unable to function in class. All students leaving school during the day due to illness must do so through the school clinic. The nurse will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. Students may not contact parents and ask to be picked up without the nurse's permission. If the student does contact his/her parent and ask to be picked up without approval, the absence will be unexcused. If a parent/guardian cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request the child be picked up.

Communicable Diseases are contagious and should be reported to the school office or clinic even if they are not cause for exclusion. The student may return to school after receiving proper treatment and clearance by his/her primary care provider.

HEAD LICE

Plainfield Community School Corporation has a "No Live Lice Protocol". Students identified with live lice will be excluded from school to be treated. The student will not be allowed to ride the bus either home or to school until cleared by the school nurse. After treatment, the student may return to school with limited nits at the discretion of the school nurse. The parents must accompany the child back to school and report to the clinic before attending class. The parent/guardian shall remain with the student until the school nurse has checked the student's hair and the student is readmitted to the classroom. Once the student is readmitted to the classroom, he/she may return to riding the bus. If live lice are identified, the student will be sent home again with the parent.

BED BUGS

Plainfield Community School Corporation has protocols in place to prevent the transmission of bed bugs. Any cases of bed bugs in the home should be reported to the school nurse.

PRESCRIPTION MEDICATIONS

Students are to bring all medications to the clinic at the start of the school day. Only those medications that are medically necessary during school hours or written in an IEP will be administered during the school day. Prescription medication must be sent in the original container with the original prescription label intact and be accompanied by a complete Prescription Medication and Hold Harmless Release Form. Pursuant to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition may possess and self-administer medication on an emergency basis while on school grounds or off school grounds at a school activity, function, or event. In order for the student to self-carry medication, a medical provider signature authorization on the Prescription Medication and Hold Harmless Release Form is required each school year.

OVER-THE-COUNTER MEDICATIONS

Acetaminophen, Ibuprofen, and Tums are available in the clinic. These can be given at the discretion of the school nurse to any student who has parent/guardian permission. Any additional over-the-counter medications (including cough drops) will be kept in the clinic and must be supplied by the parent. An Over-the-Counter Medication administration consent form must be completed and signed by the parent/ guardian. All medication must be in the original unopened container and will be given according to the directions on the bottle and dosage needs that are appropriate for the age and weight of the student. If the dosage exceeds label directions, a written order from the student's medical provider is required. All medications administered at school must be approved by the FDA, no homeopathic or herbal medications will be administered. Over-the-counter medications sent into school will be kept until the end of the school year unless directed otherwise.

TRANSPORTING MEDICATIONS

Students may transport non-controlled substance medications to and from school with written authorization as long as they are brought directly to the school nurse and not removed from personal possessions prior to that time. At the end of the school year, if indicated on the authorization form, any unused medications may be sent home with the student. If authorization is not granted and the medications are not picked up by a parent or guardian, they will be disposed of.

Pursuant to Indiana Code 20-33-8-13, Medications that are listed as controlled substances, including narcotic pain medications and many ADHD medications, are not permitted to be carried or transported by any student in the Plainfield Community School Corporation and must be delivered directly to the school nurse. Any leftover medication may be picked up directly by a parent/guardian, after the medication has been counted by the School Nurse and the parent/guardian to verify the amount being given to the parent/guardian.

IMMUNIZATIONS

PCSC requires the parent of a student who has enrolled in the school to furnish not later than the first day of school, a written statement of the student's immunization record.

Students with incomplete immunization records or who do not meet immunization requirements set forth by the Indiana State Department of Health will be subject to exclusion 20 days from the start of school pursuant to Indiana Code 20-34-4-5. Questions regarding immunizations should be directed to the School Nurse.

HEALTH SCREENINGS

Hearing Screening: Indiana Code 20-34-3-14 states that all school corporations shall conduct annually hearing tests on all students in grades 1, 4, 7, and 10. In addition, all students who are new to the corporation will be tested. Students with known hearing losses and/or with a history of ear problems will be monitored and tested during the year. Any student, upon request by parents and/ or school staff, will be tested.

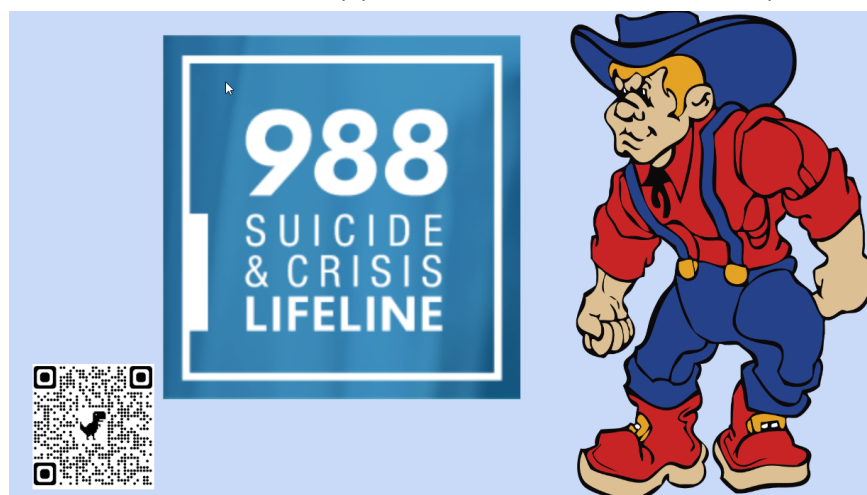
Two types of tests may be given: an Audiogram, which is a pure tone test that indicates how well a person hears various sounds and a Tympanogram, which gives information relative to possible medical problems involving the middle ear. If a problem is identified, parents will be notified of the test results and recommendations.

Vision Screening: Indiana Code 20-34-3-14 states that all school corporations shall conduct annually screening tests of the visual acuity of all children in grades K or 1, 3, 5, and 8. Other children suspected of having a visual defect will also be screened. Local eye care professionals, school nurses, and/or parent volunteers may screen students. If a problem is identified, parents will be notified of the test results and recommendations.

STUDENT MENTAL HEALTH

Plainfield Community Schools recognize that at times, students' circumstances may cause their mental health to become fragile. Each elementary school has a counselor on site to provide support as it is needed. Staff members, parents, or the students themselves may request that a student be seen by the counselor. It is important to note that counseling services at school cannot take the place of services provided by licensed therapists.

If your child is experiencing a mental health crisis, getting help immediately is important. Use the QR code below to access a list of support services available to help in these situations.



Parent and Community Involvement

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.

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.

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. §6777(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

Email:

TheImaginationLab@plainfield.k12.in.us

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
Learning Specialist: Kayla Hargaden

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:

The Imagination Lab welcomes volunteers during all Odyssey visits.

- 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 who meets district volunteer requirements 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>)

Student Safety:

Since The Imagination Lab is physically a part of Clarks Creek Elementary school, we participate in their safety drills and emergency procedures.

Picking up or dropping off students at 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 in or 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.

Summer Odyssey Camps:

Any PCSC K-5 student will have the opportunity to register for the one-day Summer Odyssey Camps held each year from the end of May through June. Registration will take place in March. Information will be available on our website and sent via ParentSquare.

If you have questions that were not answered by this handbook, please call your child's school and we will be happy to you will be direct you to the answers you need.

Brentwood Elementary	(317) 839-4802
Central Elementary	(317) 839-7707
Clarks Creek Elementary	(317) 839-0120
Guilford Elementary	(317) 839-2698
Van Buren Elementary	(317) 839-2575