

# SECTION B



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

# Absences

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

## **ATTENDANCE AWARDS**

If the school chooses to give perfect attendance awards, then students who have been present all day every day will be awarded a perfect attendance award at the end of the year.

## **EXCESSIVE ABSENCES**

Students who accrue excessive absences will be sent a warning letter. If absences continue, once a third letter is reached, the Division of Family and Children of the Hendricks County Office may be notified. *It should be noted that all absences, even those marked as excused or pre-arranged, accumulate toward these totals.*

- 1. Five Day Letters** will be sent when any student has missed five cumulative days of school. The purpose of this letter is to make parents aware of the number of days their child has been absent from school.
- 2. Ten Day Letters** are sent when a child has reached ten days of total absences. Following the ten-day letter, all absences must have medical documentation in order to be excused.
- 3. 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 attendance 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 or assistant 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 according to the Indiana Compulsory Attendance Law (IC-20-33-2), and make-up work will be allowed for credit. Students and parents are reminded that even though make-up work will be allowed for credit, some classroom activities simply cannot be replicated. The instruction missed during class time may adversely affect their grades (especially in participation-type classes) and understanding of material.
7. Any prearranged absence(s) will count toward the total number of days absent.

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

### **MAKE-UP WORK**

If a child needs to miss school due to illness, make-up work will be sent home to the student by parental request **only** after the student has missed **two days** of school and should be made by 9:00 a.m. on the day you'd like to pick up work at the end of the day. 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, it is the responsibility of the student to contact the teacher to receive missed assignments. 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.

### **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," the student must present a note from the medical institution indicating that the student was seen. The note is to be given to the nurse upon returning to school.

### **REPORTING AN ABSENCE**

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

<b>Brentwood Elementary Clinic</b>	<b>(317) 838-3652</b>
<b>Central Elementary Clinic</b>	<b>(317) 838-3643</b>
<b>Clarks Creek Elementary Clinic</b>	<b>(317) 203-7770</b>
<b>Van Buren Elementary Clinic</b>	<b>(317) 838-3648</b>

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

## **RETURNING TO SCHOOL AFTER AN ILLNESS**

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

## **PHYSICIAN'S VERIFICATION OF ILLNESS**

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

## **TARDIES**

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, unless proof of a medical appointment was submitted to the school. Students arriving to school after 8:50 a.m. must be signed in by an adult at the main office and will be counted tardy. All students need to be in their seats at 8:50 ready to begin the day.

# **Academics**

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

## **CONFERENCES**

Parent-Teacher conferences are scheduled as needed. It is our intention to keep the lines of communication open between school and home throughout the year. If you'd like to request a conference with your child's teacher, please make an appointment by calling, emailing, or writing a note to the teacher. Parents arriving without a scheduled meeting time will not be allowed to go to the classroom to conference with a teacher during instructional time, but we will attempt to schedule your meeting quickly to resolve your concerns.

## **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. A strong emphasis is placed on reading, writing, language arts, and mathematics.

Plainfield Community School Corporation utilizes a Response to Instruction (Rtl) 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. These goals and standards are shared with parents in a manner that will enable them to monitor and improve the educational achievement of their child.

## **ELL—ENGLISH LANGUAGE LEARNERS**

### **Enrollment Procedures**

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

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

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

### **W-APT Placement Test**

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

### **WIDA Access Test**

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

### **Parental Notification**

Notification of a student's English language proficiency level must be sent to the responsible parent or guardian within thirty (30) days of testing (or within 30 days of receiving the scores in the case of the annual assessment). The notification letter will either state the ELL services for which the student will be eligible based on his/her English language proficiency or that the child has demonstrated proficiency in English. If a student is eligible for services, a parent will have the right to decline these services for their child.

## 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. **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 an important part of our field trips and their attention must be focused on the group of students to whom they are assigned and the task at hand. All volunteers are required to complete a limited background check. All overnight field trips require volunteers to complete an extended background check. Due to the importance that we place on the experience and our desire to make any field trip the most positive experience possible for the students, we must insist on the following:

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

## **GRADING**

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

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

## **PROMOTION/RETENTION**

Promotion and retention of students in kindergarten through grade eight in the Plainfield Community School Corporation shall be made after a careful evaluation of all factors relating to the advantages and disadvantages of alternatives. Furthermore, the Board of School Trustees recommends that before retention takes place, a conference be held with the parents. The principal will fully consider the information provided by the teacher(s), and from the parents during the parent conference; however, the final decision regarding retention will rest with the school principal. It is the purpose of school personnel to place the student in a learning situation that best meets the needs of the student academically, socially, and emotionally and where the student can work and learn most effectively. In some instances, where the student has not performed at a level to support promotion, and yet retention is also not considered the best solution, the principal has the authority to assign the student to the next grade level.

Third grade students will be required to take the IREAD3 assessment developed by the State of Indiana. Public Law 109 requires the consideration of retention for any third grade students who fail to pass this assessment.

## **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 1 programs at the elementary schools which qualify are supported by scientific and/or evidence-based research.

A parent meeting will be offered at the beginning of the school year in order to inform parents of Title I, Part A programs, requirements, and parent rights.

### **Parent Involvement**

Plainfield Community School Corporation works to build the schools and parents' capacity for strong parental involvement in regard to the development of local plans, evaluation of content and effectiveness of instructional programs, evaluation of parental involvement activities, 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' need for parent volunteers and schedule those accordingly.

### **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.

# Behavior and Discipline

## **BULLYING**

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

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school processes or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to a school administrator, as it is their responsibility for all Investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying administration. This report may be made anonymously.

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

The principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana Law

based upon their reasonable belief. Such determination should be made as soon as possible, and once this determination is made, the report should be made immediately to law enforcement.

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

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

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

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

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

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

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

I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

## **CELL PHONE CONTENT AND USAGE**

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

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

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

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

## **COMMUNITY VALUES**

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

**“Model good values...more are caught than taught.”**

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

**August - TRUTH/RESPECT FOR LAW AND RULES** - Being factual and sincere, being honest and truthful. Taking responsibility to avoid violation of laws in a community, possessing the skills necessary to live peaceably in society and not resorting to violence to settle disputes, taking personal responsibility for obligations to family and community, respecting the national flag, the Constitution of the United States, and the Constitution of the State of Indiana.

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

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

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

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

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

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

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

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

**May - INTEGRITY** -Being of good character and behavior.

## **DISCIPLINE**

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it is a building block to the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Our discipline plan is centered on lifelong guidelines: trust, truth, personal best, no put-downs, and active listening.

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

## **DISCIPLINARY MEASURES**

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

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

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

## **SUSPENSION OR EXPULSION GROUNDS FROM SCHOOL (BOARD POLICY JGD)**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
  - c. Setting fire to or damaging any school building or property
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision
  - f. Conspiring to violate any school rule or state law
2. Causing or attempting to cause damage to private property, stealing or attempting to steal private property
  3. Causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self- defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision
  4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student
  5. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans
  6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
  7. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event
  8. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind
  9. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
  10. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function
  11. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function
  12. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law

13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an education function
14. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law
15. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. Engaging in sexual behavior on school property;
  - b. Disobedience of administrative authority;
  - c. Willful absence or tardiness of students;
  - d. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. Violation of school corporation nondiscrimination policy or harassment policy
  - f. Failing to tell the truth about any matter under investigation by school personnel;
  - g. Possessing or using a laser pointer or similar device;
  - h. Violation of tobacco products policy
16. Possessing or using on school grounds during school hours an electronic paging device or a cellphone in a situation not related to a school purpose or educational function.
17. POSSESSION OF A FIREARM OR A DESTRUCTIVE DEVICE (I.C. 20-8.1-5.1- 10)
  - a. No student shall possess, handle or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm under this policy:
    - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - The frame or receiver of any weapon described above
    - Any firearm muffler or firearm silencer
    - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
    - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
    - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
    - An antique firearm
    - A rifle or a shotgun, even if the owner intends to use it solely for sporting, recreational, or cultural purposes
  - c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
  - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
18. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably

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

## **SUSPENSION PROCEDURES**

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

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

## **HAZING**

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

## **SCHOOL BUS RULES AND REGULATIONS**

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

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

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

- 1<sup>st</sup> incident – Warning from driver
- 2<sup>nd</sup> incident – Driver intervention, such as change in seat assignment, not talking for rest of trip, etc.
- 3<sup>rd</sup> 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:

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

### **Severe Misbehavior – Loss of Student Privileges**

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

### **Unauthorized Entry - Buses & Property**

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

### **Emergency Bus Situations**

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

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

## **SCHOOL RULES**

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

1. Complete all assignments and directions of the teacher to the best of your ability.
2. Students shall be courteous and respectful at all times.
3. Toys, electronic games, scooters, roller blades, skates, trading cards, music devices, cell phones, laser pointers or any other non-school related items should not be brought to school. The school is not responsible for lost items.
4. Chewing gum and candy are not permitted at school without the permission of a teacher.
5. Students must walk in the school building.
6. Students should remain quiet in the hallways and restrooms when school is in session.
7. Threats, intimidation, and/or bullying of any kind will not be tolerated.
8. Keep hands, feet, and objects to yourself.
9. Do **not** bring firecrackers, party poppers, caps, BB guns, Chinese stars, any item that could be considered a weapon or other such items to school. Lookalikes to these items will be treated in the same manner as the actual item.
10. Do not bring pills, powders, or liquids other than medications or prescriptions given to the nurse. Such items can be considered "lookalikes" to drugs and will result in the same disciplinary action as the real thing.

## **SEXUAL 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 from 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. This policy also includes employees, non-employees, and volunteers whose work is subject to the control of school authorities. Sexual harassment may include, but is not limited to the following:

1. Sexual 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

## **STUDENT DRESS**

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

1. Clothing should be worn in the appropriate manner. For example, all pants and shorts are to be worn at the waistline.
2. See-through, fish net, or midriff-exposing shirts or blouses are not to be worn. Undergarments should also not be visible.
3. Clothing that advertises alcoholic beverages, tobacco, drugs, or is of questionable or offensive nature is not to be worn.
4. Shorts and skirts should not be any higher than the tips of the student's fingers when the student is standing with his/her arms down at his/her sides.
5. Beauty care items such as hair spray, make-up, and perfume should not be brought to school. Long, dangling earrings should not be worn.
6. During the school day, students shall wear a blouse, shirt, or top that covers the top of the shoulder. Narrow-strap blouses, tank tops, or tube tops should not be worn to school.
7. Clothing that is tight, flimsy, torn, or ripped to the point of immodesty, or clothing that depicts violence or vulgarity of any kind may not be worn.
8. Any clothing or accessories that draw undue attention to the student or are disruptive to the educational process will not be allowed.
9. Hats or hoods should not be worn in the building unless specific permission has been granted.
10. Flip-flop sandals, high heels, or strapless shoes should not be worn to school. Foot and toe injuries are common while wearing these types of shoes.

## **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 students should damage something by accident, it should be reported to a teacher or to the office immediately.

# **Food Service**

## **CAFETERIA—SCHOOL MEAL PROGRAM**

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

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

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

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

- **Debit or credit card** Funds may be applied to a student's lunch account by debit or credit card through E-funds or SendMoneyToSchool.com. These may be accessed thru the school's website: <http://www.plainfield.k12.in.us/food-services--4>
- **Cash or checks**
  - Students in grades K-5 may bring money to school **in a sealed envelope marked lunch**, with the child's name and student ID number on the outside of the envelope.
  - No change is given at any grade level.

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

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

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

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

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

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

<http://www.plainfield.k12.in.us/o/plainfield-community-school-corporation/page/food-services--4>

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. After the first few weeks of school, parents may eat lunch with their children at school. If cafeteria space is limited, please be aware that you may need to sit in an alternate, designated space. Parents who bring lunch to school for their child/children may only share that lunch with their child/children. If you are bringing lunch, please notify the teacher ahead of time so that your child does not go through the line. Parents wishing to purchase a school lunch **must bring cash** to pay for their meal that day; credit and debit cards are not accepted in the cafeteria (they may only be used online to fund a student's account), nor may a student's lunch card be used to purchase an adult meal.

**Questions regarding your child's lunch account?** Call the Food Service Manager at our school or the Plainfield Food Service Director, Kelly Collins, at 838-3662.

## **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](mailto:kcollins@plainfield.k12.in.us). Please call the Food Service Office at 317-839-2578 with any questions.

# **General Information**

## **ADDRESS AND PHONE NUMBER CHANGES**

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

## **AHERA REPORTING**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Plainfield Community School Corporation is available for review and copying by students, staff, and guardians during normal business hours.

## **ANIMALS IN THE SCHOOL GUIDELINES**

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

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

## **BOOK RENTAL and OTHER FINANCIAL OBLIGATIONS**

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

Parents or guardians are financially responsible for book rental fees and any charges the school may assess for, but not limited to lost or damaged textbooks or library books, cafeteria fees, extracurricular activities, and tuition, if applicable. They shall also be responsible for all reasonable costs of the collection of this account, which may include but 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. Students entering on the 21<sup>st</sup> day or thereafter will be charged a fee for consumable materials plus a prorated fee for the remainder of the school year.

### **WITHDRAWAL REFUNDS:**

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

### **LOST OR DAMAGED BOOKS:**

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

## **CHILD CARE BEFORE AND AFTER SCHOOL (YMCA)**

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

## **EMERGENCY CLOSINGS**

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

## **NON-SMOKING AND SMOKE FREE SCHOOL FACILITIES**

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

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

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

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

## **NOTES FROM HOME**

A note from home will be needed for the following:

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

## **NOTICES TO PARENTS AND NEWS RELEASES**

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

## **PARENT-TEACHER ORGANIZATION (PTO)**

We encourage our parents to take an active part in our school community. One way to do so is to join the PTO and attend its meetings and special programs. The PTO provides an opportunity to work with our school to improve the learning opportunities we provide for our children. Meetings are scheduled regularly throughout the year, and programs are planned to offer entertainment and a chance for parents to better acquaint themselves with school personnel and our programs.

## **PICKING UP CHILDREN FOR APPOINTMENTS**

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

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

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

## **PLAYGROUND AND WEATHER POLICY**

Children will be expected to go outdoors for recess when the temperature and wind chill is 20 degrees (Fahrenheit) and above. Students will not go out if it is raining or sleeting. In excessively hot weather, students will not go out if the real or "heat index" temperature is over 95 degrees. In temperatures between 90 and 95 degrees, teachers will use their discretion to determine how long students will stay outside during the recess period. Please be sure that you listen to the weather in the mornings and

dress your child appropriately. If your child must stay indoors because of illness during recess time, we ask that you write a **daily** note requesting that your child stay inside. Repeated requests for indoor recess will prompt the nurse to require a written statement from the family doctor concerning the request.

## **RIDING BICYCLES TO SCHOOL**

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

## **STUDENT IMAGES USED IN PCSC PUBLICATIONS**

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

In general, Plainfield schools will not publish photos of individual students; in fact, the guideline states that at least three students must be present in published photographs. Students' names or photos of just one or two children will NOT be used without permission of the parent or guardian.

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

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

## **SUNSCREEN AT SCHOOL (SUNucate Legislation)**

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

## **TELEPHONE AND VOICEMAIL ACCESS**

Each classroom is equipped with a telephone for safety reasons and to better facilitate communication between the classroom teacher and home. Receiving calls during class time is disruptive to the

educational process. The telephones will allow for voice mail messages to be left for the teacher during instructional time. Teachers will respond to parent voicemail messages within 24 hours.

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

## **CHANGES TO A STUDENT'S DISMISSAL PLANS**

If there is a situation requiring a change of plans to your child's usual dismissal routine, please send in a note to the teacher that morning. If an emergency change must be made after the school day has begun, the parent should contact the school office no later than 2:00 p.m. to ensure that proper communication to the student and teacher can occur before dismissal. Please note that staying after school for school clubs, scouting events, sporting events, going home with other students for play dates, a parent's sudden availability to pick a child up as a car rider, etc. are not emergencies and should be arranged and communicated ahead of time to both the teacher and your child. Parents should not use email to communicate emergency plans, as the teacher may not see this until after school.. **Please make arrangements in the morning with your children if you have a change of plans for the day.** In a true emergency situation, contact the office as soon as you become aware of the need for a change. Please also do not confuse your child or the teacher by telling the child you "might" pick them up early if you can; this often creates very difficult situations in the middle of dismissal. Maintaining usual routines is the best way to ensure student safety.

## **WALKING TO SCHOOL**

Students who walk to school are not to arrive earlier than 8:30 a.m. at Brentwood, Central, Clarks Creek, and Van Buren. 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. at Brentwood, Central, Clarks Creek, and Van Buren.** All walking students are to use the designated doors for arriving and leaving the building.

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

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

7. Refrain from rough play on the way to or from school.

## Medical Needs

### HEAD LICE

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

1. The parent of the student will be notified, and the student will be sent home for treatment. The parent will be given written instructions on ways to treat head lice to prevent further outbreaks. These instructions include steps for killing the lice and removing the nits (eggs).
2. The classroom of the child will be inspected and treated, if necessary.
3. The coat closet in the classroom or locker of the student will be inspected and treated if necessary.
4. The driver on whose bus the student rides will be notified so that the bus can be inspected and treated if necessary.
5. It may be appropriate that students who ride the same bus be checked for head lice when necessary.
6. The siblings of the student will also be checked for head lice. If it is determined that siblings are attending another school, that school will be notified so the above procedures can be followed accordingly.
7. The parent must accompany the student back to school the next day after the treatment is administered. The student will once again be checked for head lice. If more lice are found, the parent must take the child home for an additional treatment.

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

### MEDICATIONS

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

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

1. Prescription number
2. Date filled

3. Physician's name
4. Child's name
5. Directions for use

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

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

Parents should provide the school nurse with a record of students' allergies, etc. In cases of severe allergies, the parent should meet with the nurse on an annual basis to update care and preventative treatment plans. Parents of students whose activities are to be restricted in any way should file a doctor's statement with the school office.

It is vitally important that each student's enrollment record **include an emergency number**. This is a number at which someone can be reached in case of an emergency, and the parent is not immediately reachable. Arrangements should also be made by the parent/guardian for a place where we may send a child who becomes ill at school. A parent or legal guardian must sign these cards.

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

## **STUDENT ILLNESS**

It is a school policy that if a child has a fever near 100 degrees or more they cannot remain at school. If a child has a fever before coming to school, please do not give them medication and send them to school. When the medication wears off, the fever is likely to return. Children that vomit cannot remain at school and should not come to school if they have vomited within the last 24 hours while at home. When a child attends school with any of the above conditions, they are exposing all of the other students, which continues the cycle of illness. If your child is ill, please keep him/her home until well.

# **Parent and Community Involvement**

## **VISITORS IN THE BUILDING**

We are grateful to have so many involved parents and community members involved in our schools and 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.

If a school allows visitors for lunch, they will meet students in the cafeteria. When lunch is over, visitors should report immediately back to the office to check out, unless other plans for volunteering or remaining in the building for another reason have been made with the classroom teacher ahead of time.

## **VOLUNTEER BACKGROUND CHECKS**

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

# **TECHNOLOGY**

## **Plainfield Community School Corporation**

### **Acceptable Use Policy 2020-21**

#### **Introduction**

The Plainfield Community School Corporation (PCSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills. To that end, we provide access to technologies for student and staff use. PCSC’s technology curriculum is aligned with ISTE NETS standards and includes an emphasis on on-line safety.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The PCSC network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- All PCSC owned devices may use location tracking services.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.

- PCSC makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

## **Technologies Covered**

PCSC may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Acceptable Use Policy applies to corporation-owned technology equipment at any time and at any location. The policy applies to personally-owned electronic devices any time they are on school property, utilizing corporation provided internet access, or any of the resources in the PCSC network. As new technologies emerge, PCSC will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

## **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

## **Web Access**

PCSC provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user may submit the site for review through the filtering system.

## **Email**

PCSC may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

## **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, PCSC may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

## **Mobile Devices Policy**

PCSC may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

## **Personally-Owned Devices Policy**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be

used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

## **Student Image Exclusion**

Plainfield Community School Corporation will occasionally photograph or videotape students in the school environment, for the purpose of communications and public relations. These photos, 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 will NOT be used without permission of the parent or guardian.

This statement does NOT include annual Picture Day photos, 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 submit their signature on the Student Image Exclusion form.

### **Examples of Acceptable Use**

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will not:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

PCSC will not be responsible for damage or harm to persons, files, data, or hardware.

While PCSC employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

PCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

PCSC will not be responsible for the loss, damage, or theft of personally owned electronic devices.

### **Student Access**

All students enrolled in PCSC will be permitted to use the technology resources of PCSC. If a parent/guardian does not want their student to have access to any or all of these resources they must notify the building principal in writing.

## **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
  - Notification to parents
  - Detention or suspension from school and school-related activities
  - Legal action and/or prosecution
- Employment disciplinary action, up to and including termination of employment

# **The Imagination Lab**

## **Phone number:**

317-754-2438

## **Address:**

401 Elm Drive

Plainfield, IN 46168

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

## **Staff:**

Director: Tracy Ballinger

Lab Secretary: Sara Miller

## **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 nine times per school year, approximately one time per month, for a 90-minute Odyssey.

Morning Odyssey 9:15 - 10:45 am  
(grades K, 2, 3)

Afternoon Odyssey 1:30 - 3:00 pm  
(grades 1, 4, 5)

## **Student Expectations while at The Lab:**

**Be safe**

**Use respect**

**Ignite your learning through creativity**

- Listen to and follow all instructions
- Discover 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 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 will need 8-20 volunteers per Odyssey.

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

## **Parent Visitors:**

Odysseys in The Imagination Lab are carefully designed within a limited time frame. While we welcome scheduled and trained volunteers to The Lab, we are not able to

accommodate unscheduled visitors. We will occasionally offer Open House evenings to which parents will be invited.

### **Picking up students from The Imagination Lab:**

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

### **Student Illness:**

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

### **Parent Communication:**

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

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