



# PLAINFIELD HIGH SCHOOL

## FREQUENTLY ASKED QUESTIONS

Whether you're new to PHS or could just use a refresher, here is an alphabetical list of some of the questions students and parents ask most frequently. More detailed information can be found on separate links on the website.

### Absences:

**Q:** How do I report an absence for my child?

**A:** A parent should call 838-3630 on the day of an absence to notify the school.

### Book Rental

**Q:** When will I get my student's book rental bill?

**A:** Book bills will be available for pick up at Open House in late August. Those that are not picked up at that time will be mailed home.

**Q:** When is book rental due?

**A:** Book rental payments are due no later than the end of September.

### Buses

**Q:** How will I find out information about the bus I will ride?

**A:** Bus routes showing bus numbers will be posted on the corporation web site at the end of July. Bus drivers will be calling to give parents the bus stop time and location for students who are new to their bus routes. Calls will be made a couple of days prior to the start of school.

### Clubs

**Q:** How do I get involved with clubs?

**A:** Early in the school year, there will be a "club fair" during lunch where students can learn about clubs offered at PHS and how to become involved. A current list is included in the "Are You Ready?" documents.

### Counselors

**Q:** Who is my counselor?

**A:** Counselors are determined by students' last names. The assigned groups are:

<i>Adam Fritz</i>	A-Fi
<i>John Newbold</i>	Fj-L
<i>Jaleen Royer</i>	M-Sp
<i>KaNeasha Koebecke</i>	Sq-Z

### Dress Code

**Q:** What is allowed/not allowed in terms of school dress?

**A:** Please see the Student Handbook included in the "Are You Ready?" documents.

### Drop-Off/Pick-Up

**Q:** If I'm driving my student to school, where is drop-off and pick-up?

**A:** Drop-off and pick-up is in the front circle at Door 1 near the flag poles. Please be aware that this line may be long, especially when the weather is bad. Plan accordingly to ensure that you arrive on time for school.

### Electronic Devices

**Q:** Am I allowed to have my phone, iPod, or other device(s) at school?

**A:** Yes, these devices are allowed on campus. Students who bring electronic devices to school assume risks associated with potential damage or loss; leaving them in a locked locker is the best.

**Q:** May I use my electronic devices at school?

**A:** Before or after school, during passing periods, and at lunch, students may use phones, iPods with *one earbud only* (no large headphones), and other electronic devices. During class, teachers have full discretion over the use of electronic devices.

### Enrollment

**Q:** How do I enroll my new student in school?

**A:** All enrollment conferences must be scheduled by calling the guidance department in July at 838-3622. We are not able to do "walk-in" enrollments.

### Free/Reduced Application

**Q:** How do I apply for free/reduced lunches?

**A:** Click the "Café Menu" link on the left side of the website. There is a link to the application at the bottom of this page.

### Hours

**Q:** What time does school start/end?

**A:** First period begins at 7:45 and 7<sup>th</sup> period ends at 2:45. Supervision begins in the building at 7:25. Students should not plan to arrive prior to that time unless they are attending an organized meeting, help session, etc.

### Getting to Class

**Q:** How will I find my classes?

**A:** Attending Freshman/New Student Orientation provides an opportunity to walk the building and locate classrooms. You can also refer to the map provided in the "Are You Ready?" documents.

**Q:** How much time is there between classes?

**A:** There are five minutes between classes. This will be plenty of time after the first day or two. Students will not be counted tardy the first week of school while they are still learning their way around the building.

### Gym Uniforms

**Q:** How do I get my PE uniform?

**A:** PE teachers will take sizes/orders the first week of school. When the uniforms arrive, they will be available for purchase through the Quaker Corner bookstore. Until that time, students should wear modest shorts and T-shirts.

### Lunch

**Q:** How much is lunch?

**A:** Student lunches are \$2.30. There are many options for this "type A" lunch. A la carte and vendor items are priced separately and are not included in the \$2.30 cost.

**Q:** How do I pay for lunch?

**A:** Students can take money directly to the cafeteria before school or during lunch. Checks made out to PHS or cash are accepted. *Please note that no change is given when cash is used, so all of the amount paid will go into the account.* Parents may also add funds to students' lunch accounts using the e-Funds online system. This information can be found by clicking the "Café Menu" link on the website.

**Q:** Can I leave during lunch?

**A:** No, PHS is a closed campus. No student is allowed to leave during lunch other than for a scheduled appointment.

**Q:** When will I eat lunch?

**A:** Lunches are scheduled based on students' fifth period classes. On the first day of school, students will learn if they eat in the A, B, or C lunch shift.

#### Payments

**Q:** How do I make payments to the school?

**A:** Cash and checks made out to PHS for things like club fees, book rental, etc. all go to Mrs. Sears, the PHS Treasurer. You can also choose to use a debit or credit card for such payments, either in person or over the phone.

#### PowerSchool Logins

**Q:** How do I get into PowerSchool to check my student's schedule or grades?

**A:** Log in to <https://powerschool.plainfield.k12.in.us/public/>. If you do not have a login, you will need to come in to school and present your ID to get one. Only parents included on a student's PowerSchool account may request logins.

#### Physical Forms

**Q:** Where can I get a physical form if I want to participate in athletics?

**A:** Physical forms are available in the Athletics Office or under the Athletics link on the website. All athletes must have a current year physical on file prior to participation.

#### Schedules

**Q:** When will I know which classes I have?

**A:** "Preview schedules" will be available on July 31<sup>st</sup> on PowerSchool. At that time, if there are *errors* in a student's schedule, he/she should email his/her counselor before July 29th. No "want to" changes can occur at this time. Between July 25<sup>th</sup> and the first day of school, counselors will continue to make changes and balance classes, so student schedules may still change. ***All students should print a final copy of their schedules the night before school begins and should bring it to school the first day.***

#### Supply Lists

**Q:** What supplies will I need for my classes?

**A:** Many teachers have posted their supply lists on their websites so you can see them ahead of time. If you do not see a teacher's lists, you can expect to receive them the first day of school.

#### Transcripts

**Q:** How do I get a transcript?

**A:** Email the guidance secretary, Mrs. Anita Dorsett at [adorsett@plainfield.k12.in.us](mailto:adorsett@plainfield.k12.in.us) with your name at the time of graduation, year of graduation, date of birth, and whether you intend to pick up the transcript or will provide a mailing address to have it sent to you.

#### Yearbooks

**Q:** How do I order a yearbook?

**A:** Watch for information on the website and on the message boards at school in early fall for information about 2015-16 yearbooks.