Parents/Guardians:

After you and your student have reviewed the rules, policies and procedures contained in this student handbook, please sign on the appropriate line below and have your student return this form to their first period teacher.

Please note this includes your understanding of the Student Acceptable Use Policy, as well as the Statement on Student Images.

If you should have questions about any rules, policies or procedures, please contact the middle school at (317) 838-3966.

Parent signature ____________________________ Date________________

Student signature ____________________________ Date________________
WELCOME

We, the faculty and staff, would like to welcome you and your family to Plainfield Community Middle School (PCMS). We look forward to you being a part of the outstanding tradition that has been at our school since its beginning. We will do everything in our power to make this year successful, but you are expected to do your best also. Do not be satisfied with less than your best in each of your classes and activities. You are encouraged to read through the rules and guidelines for student behavior in this agenda so that you may meet the high expectations that have been set for you. Make a commitment to excellence and have a great school year at PCMS!

GENERAL INFORMATION

IMPORTANT TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>838-3945</td>
</tr>
<tr>
<td>Guidance</td>
<td>838-3672</td>
</tr>
<tr>
<td>Clinic</td>
<td>838-3950</td>
</tr>
<tr>
<td>Athletics</td>
<td>838-3975</td>
</tr>
<tr>
<td>Main Office</td>
<td>838-3966</td>
</tr>
<tr>
<td>Rose-Hulman Homework Hotline</td>
<td>1-877-275-7673</td>
</tr>
</tbody>
</table>

INDIVIDUALS WITH DISABILITIES

The practice of PCMS is that no person with a disability should be excluded from participation, access to, or benefits of, any program or activity sponsored by PCMS by reason of his/her disability. Inquiries regarding this policy should be directed to the building principal or assistant principal.

TAPING OR RECORDING OF CONFERENCES

Conferences conducted with students or parents may be recorded (video or audio) to verify the accuracy of information being provided.

ANNUAL NOTICE REGARDING PEST CONTROL

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in a school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. Please contact your school nurse or principal if you would like to receive information regarding pest control. Also, please inform your school nurse, in writing, if you want to receive advance notice (at least two school days) when the pesticide applications, other than occasional use of household type aerosol applications, are to occur.

AHERA

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.

BOOK RENTAL AND OTHER FEES

Students and parents should understand they are financially responsible for book rental fees and any charges the school may assess for, but not limited to, lost books, cafeteria books, library books, extracurricular activities, fundraising and tuition. Students and parents 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.

PROMOTION AND RETENTION OF STUDENTS

Promotion and retention of students in kindergarten through grade eight in the Plainfield Community School Corporation shall be made after an evaluation of all the 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.

VISITORS

Plainfield Community Middle School operates a closed campus. Parents are welcome at all times but should report to the main office upon entering the school.
CLASSROOM/ LUNCH VISITATIONS
Even though school administrators are receptive to having classroom visitations occur, they have a responsibility to provide a safe and orderly environment (Refer to Policy KGB: Public Conduct on School Property) and to make sure that a classroom visitation is not disruptive. For safety reasons and to protect the integrity of the instructional program, all visitors must report to the office and secure approval from the school administrator. School administrators may develop additional guidelines relating to classroom visitations to add consistency to the procedures and to protect the instructional program and the students in the classroom. (School Board Policy KK:) Parents who would like to bring lunch in and/or eat with their student should sign-in in the Main Office. Parents and students will eat in a conference room in the office area.

LUNCH
All students must go to the lunchroom with his/her class at the time the class is designated to be in the lunchroom. The eating area to which the class is assigned must be clean before students will be released to the gym.

FOOD ALLERGIES
If your child has a specific food allergy that you would like the school to be aware of, please notify the corporation’s food service director in writing. If there is a need to substitute the appropriate food/beverage item for a specific food allergy, please submit the following in writing to the food service director:

1. An identification of the medical or other special dietary condition which restricts the child’s diet.
2. The food or foods to be omitted from the child’s diet.
3. The food or choice of foods to be substituted.

This must be signed by a recognized medical authority.

SCHOOL NURSE
Students becoming ill during the day may report to the school nurse after receiving a pass. When a health condition of a student negatively impacts his/her well-being, or the well-being of others at school, the school nurse will contact a parent or guardian to have the student taken home.

MEDICATION AND DRUGS
No medication will be given or dispensed by a nurse or other school employee unless written permission has been given by the student’s legal guardian and his/her physician. Medication prescribed for an individual child must be brought to school and kept in the original container bearing the original pharmacy label which shows the prescription number, date filled, physician’s name, directions for use, and the student’s name. The medicine must be left in the nurse’s office for the safety of your child and other children in the school. No acetaminophen or ibuprofen will be administered without written or verbal permission from the student’s legal guardian – stating the name and medication, how medication is to be administered and the reason for taking medication. All medication (prescription or over-the-counter) is to be dispensed through the clinic.

A student with an acute or chronic disease or medical condition is allowed to possess and self-administer medication that must be administered on an emergency basis while on school grounds or off school grounds at a school activity, function, or event if the student’s parent files an annual authorization that includes a written statement from the student’s physician for the student to self-administer the medication.

The physician’s authorization must include the following:

a. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
b. The student has been instructed in how to self-administer the medication; and
c. The nature of the disease or medical condition requires

d. Emergency administration of the medication.

Medication possessed by the school for administration during school hours may be released to:

a. The student’s parent; or
b. An individual who is:
   1) 18 years of age; and
   2) Designated in writing by the student’s parent to receive the medication.

Failure to follow these policies can result in disciplinary action taken.

ACCIDENTS
Every accident in the school building, on the school grounds, at practice sessions, or at any athletic/extra-curricular event sponsored by the school must be reported immediately to the person in charge and an accident report filed.
PARENT AND STUDENT RIGHTS CONCERNING EDUCATION RECORDS

Education records are governed by federal law and regulation. The requirements are outlined in school board policy JO. In summary, the policy provides that both elementary and secondary students’ educational records are confidential and parents can examine their child’s records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution. Students may also examine their records at reasonable times. Before education records are disclosed to third parties, the school requires a signed and dated written consent. Students who are 18 years of age or attending post-secondary education may sign for themselves. School officials, including officials of another school system or institutions of post-secondary where the student seeks to enroll, may also examine education records without the parent’s or student’s consent. Directory information can also be published on the corporation website and school newsletter and can be released to media organizations, colleges, civic or school related organizations, recruiting representatives of various military services and academies, and government agencies without the consent of parents or students. Directory information includes student’s name, parent’s name, and area of studies, athletic participation, extra-curricular participation, height, weight, photographs, attendance dates, awards, race, sex, and grade level. Any objection to such disclosure should be stated in a letter annually and filed with the principal within 14 calendar days from the beginning of the school year. Occasionally the student’s classroom work will be displayed for motivational purposes, however, the parent can also notify the principal, in writing, if the displays of class work is not preferred.

STATEMENT ON STUDENT IMAGES

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 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 submit their signature on the Student Image Exclusion form. The form can be found on the website, and should be returned to the secretary at your child’s school.

THE SCHOOL DAY

All students will arrive at school and report to their first period class by 7:50 a.m. The school day is over at 2:50 p.m. Once arriving on school grounds, students are not permitted to leave the building or grounds during the day unless they receive permission from authorized school personnel. After permission is obtained, all students must sign-out in the Attendance Office. Students remaining in the building past 3:05 p.m. should be accompanied by a coach or sponsor.

TRANSPORTATION

Parents providing transportation, should drop-off/pick-up their children at Door #1 between 7:50 a.m. and 2:50 p.m. Drop off/pick-up before 7:50 a.m. and after 2:50 p.m. should be either at Door #6 or Door 17.

EARLY STUDENT ARRIVAL

Students who arrive prior to 7:20 a.m. must enter door #1 and remain in The Commons.

EARLY DISMISSAL

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. If a student needs to be dismissed early, he/she should bring a note to the Attendance Office (prior to 7:30 a.m.) stating the time and reason for their early departure.

SIGNING IN AND OUT

Students arriving late to school must report to the Attendance Office to sign in. Similarly, students must sign out when they leave school during the day. Students will not be allowed to leave school during the day without parent permission and administrative approval. Failure to follow this policy will result in absences being unexcused and disciplinary action taken. Parents will be required to come into the Attendance Office to sign out their child whenever it becomes necessary for them to leave school early. For the safety of everyone, parents must provide a photo ID when signing out their child. Even though this process may require additional time, it is an important security measure.

HEALTH CURRICULUM

All health classes contain a segment on human growth and development. This particular component of the curriculum is required by state statute.
EMERGENCY CLOSING OF SCHOOL

The safety and welfare of our students will always be our first priority. Weather or emergency conditions may exist which require a delay of school opening, sending students home early, or closing schools. Up-to-date information regarding school-day changes will be posted on the website (www.plainfield.k12.in.us), as well as via Twitter, Facebook and local new outlets.

<table>
<thead>
<tr>
<th>Television</th>
<th>Radio</th>
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</thead>
<tbody>
<tr>
<td>WRTV Channel 6</td>
<td>WFMS FM 95.5</td>
</tr>
<tr>
<td>WISH Channel 8</td>
<td>WZPL FM 99.5</td>
</tr>
<tr>
<td>WTHR Channel 13</td>
<td>WIRE AM 1430</td>
</tr>
</tbody>
</table>

Twitter

@PCSCQuakers
@pcmsquakers

GUIDANCE SERVICES

Mrs. Katee Schrage – 6th Grade Counselor
Mr. Wes Woodson – 7th Grade Counselor
Mrs. Stacy Mattern – 8th Grade Counselor, Director of Guidance

The guidance staff is trained to assist students in their personal, social, and vocational development. Students are encouraged to drop by the guidance office to speak with their counselor before and after school. Except for emergency situations, however, students will be seen during class hours by appointments only. Forms to request an appointment are available in the guidance office. The guidance counselors urge students to bring their problems or concerns to them.

CHANGE OF ADDRESS

Please inform the guidance office of any change of address or telephone number.

WITHDRAWAL OF STUDENTS

The school should be notified at least two days in advance of a student’s pending withdrawal. The student will receive a withdrawal form and instruction from the office. All textbooks, library books, and fines must be cleared before the student leaves school.

LOST AND FOUND

Students who find lost articles are asked to take them to the guidance office, where they may be claimed by the owner.

TELEPHONES

School telephones are for business use only. In case of emergency, students may obtain permission from the assistant principal or a staff member to use the phone in the Guidance Office. Calls for permission to attend parties and ride buses with friends, etc. will not be permitted.

STUDENT AGENDA

Each Plainfield Community Middle School student has been provided a student agenda. This agenda is intended for student and parent use. The agenda serves as an assignment book for students to keep track of all of their projects and assignments. It can also serve as a means for parents and teachers to communicate with one another.

PLAINFIELD COMMUNITY MIDDLE SCHOOL

STUDENT SERVICES INFORMATION

PLAINFIELD COMMUNITY MIDDLE SCHOOL ATTENDANCE POLICY

Indiana Law and School Board Policy require regular school attendance. Student absences beyond eight days require medical verification. Parents will be notified when the student has accumulated his or her sixth absence. If absent for the day, students are not allowed to attend or participate in extra-curricular activities that day unless the absence is excused by a doctor.

REPORTING ABSENCES

Parents should report to the school Attendance Office by telephone (838-3966) on the day of the absence giving the reason for the absence. The attendance line is available 24 hours a day. The school will attempt to contact parents by telephone to check on absences not reported. The absence will be regarded as unexcused until the parent contacts (written note or phone call) the school stating the reason for the absence. All medical notifications must be submitted within one week to be excused. Parents will be informed promptly of any irregularity in attendance.

Research shows that high attendance rates correlate to high achievement rates; for these reasons, the school has determined that students may miss no more than eight absences per semester.
**EXCUSED ABSENCES**

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. For an absence to be considered excused and make up work be allowed for credit, an absence must be reported in the guidelines listed above and must meet one of the guidelines listed below:

- Military Connected Families (e.g. absences related to deployment and return)

1. Student illness verified by a note from parent/guardian or physician
2. Funeral verified by funeral card
3. Maternity
4. Military Connected Families (e.g. absences related to deployment and return)
5. Medical appointments:
   a. Please make every effort to schedule appointments after school
   b. These absences do not count toward the eight days and make-up is allowed for work missed
   c. Accepted reasons for this type of absence are death in the immediate family, and illness or appointment accompanied by a medical statement within 5 days of the absence

**EXEMPT ABSENCES**

Indiana Law prescribes which absences are exceptions and are not included as absences on a student’s attendance. As per (IC20-33-2) 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 definition of excused or exempt.

*Excessive unexcused absences will fall under provisions outlined in a Project ATTEND attendance contract.

**PREARRANGED ABSENCES**

**Vacations:** Families should plan their vacation at 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.

The following applies to prearranged absences:

1. Parents must sign a form for prearranged absence and submit 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 five (5) days prior to 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. A prearranged absence form must be presented by the student to each of his teachers for signatures.
5. SECONDARY: Make-up work should be arranged in advance. Class work missed must be made up promptly upon the student’s return.
6. 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 towards the eight (8) day attendance policy.
8. No prearranged absence will be approved if a student is scheduled to take the state required achievements test and/or locally administered achievement tests.
9. MIDDLE SCHOOL AND HIGH SCHOOL- prearranged absences will not be approved during final semester exams or the last fifteen days of the school year for any reason, other than those exceptions outlined by Indiana Law.

**TRUANCY**

Truancy is defined as absence from school during any part of the school day without the consent of parent and/or proper school officials. Class work missed may not be made up and the student’s grade will suffer accordingly.
You are truant if you:
- Leave school without signing out in the Attendance Office.
- Are absent from school without prior permission from your parent.
- Obtain a pass to go to a certain place and do not report there, or go somewhere besides the destination on your pass.
- Are absent from class without permission (skipping).
- Become ill and go home or stay in the restroom instead of reporting to the office or to the clinic.
- Come to school, but do not attend class.

Truancy from school or class will result in disciplinary action listed below:
1st violation: 1 Friday School
2nd violation: 2 Friday Schools
3rd violation: Grounds for Suspension or Expulsion

TARDINESS
Students are expected to be in class on time. Students are given five minutes to report to all classes. All students must be in their assigned seats prior to the ringing of the tardy bell, which indicates the beginning of class. Classroom teachers and administrators strictly enforce the established school tardy program which includes the following consequences:
- Tardy 1, 2, and 3 = warning
- Tardy 4 and 5 = detention
- Tardy 6+ = office referral

HENDRICKS COUNTY PROJECT ATTEND
Project ATTEND is a cooperative effort between schools and the Probation, Prosecutor and Child and Family Services offices in Hendricks County, Indiana. The goal is to assist schools in increasing attendance and to reduce the number of Truancy cases filed in the Court.

GENERAL PROCEDURES:
(1) When a child has accumulated excessive or unexcused absences, the school will have the student and parent or guardian sign a Parent Attendance Contract. The school is to determine what constitutes an unexcused absence. If the school is unable to get the parent to sign the contract within five school days, they should contact the Project ATTEND Coordinator.
(2) When a child has accumulated any additional unexcused absences, the school representative should notify the Project ATTEND Coordinator by phone or e-mail and include pertinent information about the child. This information should include; the child's name and date of birth, parents names, addresses, phone numbers and a copy of their attendance. Also, a record of any contacts made by the school should be included.
(3) The Project ATTEND Coordinator will then contact the parents or guardian of the child by phone, mail or both. This contact will include an attempt to gather pertinent information regarding the family and attendance issues. The parents will be notified that this is considered an official referral to the Juvenile Court and could result in future legal action.
(4) If the attendance problems continue, the school should notify Project ATTEND with all updated information. A meeting will be set for the parents, child, school representative and Project ATTEND Coordinator. The Deputy Prosecuting Attorney may also be asked to attend this meeting.

STUDENT DISCIPLINE
Student Discipline: Indiana Code for Student Conduct (Revised by Plainfield Board of School Trustees on 06-09-05.) Recognizing that the behavior of some students may be so disruptive that it interferes with the school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of state law, the Board of School Trustees authorizes administrators and staff members, through School Board Policy J-26 and Indiana Code 20-33-8, to take any of the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY:
   A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for up to one school day if the student is assigned regular or additional work to be completed in another school setting.

2. DETENTION:
   A middle school teacher or school principal (or designee) may assign detention. Detentions are served in Room 509 from 7:00 a.m. to 7:30 a.m. Students serving detention should enter the building at Door #1.

3. FRIDAY SCHOOL:
   A school principal (or designee) may assign Friday School. Friday Schools are supervised by a teacher in a classroom. Friday School begins after the close of school at 3:00 p.m. and ends at 6:30 p.m. Students will exit the building at Door #1 by the Main Office.

4. SUSPENSION FROM SCHOOL:
   A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days.
5. EXPULSION FROM SCHOOL:  
In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension and Expulsion.

As disciplinary issues increase in severity and/or number of occurrences, the likelihood of more severe consequences can also increase.

GROUND FOR SUSPENSION OR EXPULSION
The grounds for suspension or expulsion listed in the STUDENT MISCONDUCT section below apply when a student is:

a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;

b. Off school grounds at a school activity, function, or event;

c. Traveling to or from school or a school activity, function, or event, or

d. During summer school.

STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE
Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, pranks, or other 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 rule:
   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. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
   f. Conspiring to violate any school rule or state law.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.

8. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

9. 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.

10. 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.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, Spice/K2, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances, including lighters and matches. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student’s parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

a.) That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.

b.) The nature of the disease or medical condition requires emergency administration of the prescribed medication.

c.) The student has been instructed in how to self-administer the prescribed medication.

d.) The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, Spice/K2, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. 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.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
15. Possessing, using, or transmitting an electronic cigarette (generally known as “e-cigarette”) is prohibited, which includes anything that looks like or is represented to be an electronic cigarette.
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of th student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
25. “Sexting” or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks or other similar activity that could result in harm to another person, damage school corporation property, or disrupt the educational process.
27. Using or possessing gunpowder, ammunition, or an inflammable substance.
28. 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. engaging in sexual harassment of a student or staff member;
   c. disobedience of administrative authority
   d. willful absence or tardiness of students;
   e. engaging in speech or conduct, including clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
   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 the school corporation’s acceptable use of technology policy or rules;
   i. violation of the school corporation’s administration of medication policy or rules;
29. Possessing or using on school grounds during school hours an electronic paging device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
30. Any student conduct rule the school building principal establishes and gives notice to students and parents.
31. The acts of bullying of a student are prohibited by the Plainfield Community School Corporation. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying is defined as
   a. Aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
   b. As defined by IC 20-33-8-2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other 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:
      i. Places the targeted student in reasonable fear of harm to the targeted student’s person or property;
      ii. Has a substantially detrimental effect on the targeted student’s physical or mental health;
iii. Has the effect of substantially interfering with the targeted student's academic performance; or
iv. 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 term may not be interpreted to impose any burden or sanction on, or include the definition of the term, the following:

- Participating in a religious event.
- Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution or Article 1, Section 31 of the Constitution of the State of Indiana, or both.
- Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- Participating in an activity undertaken at the prior written direction of the student’s parent.
- Engaging in interstate or international travel from a location outside of Indiana to another location outside Indiana.

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 discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

32. 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 or destructive device on school property. Doing so, regardless of whether the firearm is operational, is grounds for expulsion.

b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
   1. A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
   2. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

c. The following devices are considered to be a firearm under this rule:
   1. Any weapon which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive
   2. The frame or receiver of any weapon described above
   3. Any firearm muffler or firearm silencer
   4. An antique firearm
   5. A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

d. For purposes of this rule, a destructive device is:
   1. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
   2. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
   3. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device

e. The penalty for possession of a firearm or a destructive device: 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.

f. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

33. Unlawful Activity
(I.C. 20-33-8-15)

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
34. Legal Settlement
A student may be expelled if it is determined that the student's legal settlement is not in the attendance areas of the school where the student is enrolled.

EXPLOSIVES/WEAPONS
The possession or use of any explosive (i.e. firecrackers, caps, party pops, etc.) is prohibited on school grounds or at school functions. The possession of a handgun or firearm on school property, at a school function, or on a school bus is a felony and will result in expulsion from school. A violation of this law will be reported to law enforcement officers.

SCHOOL FIRE ALARM/911
Misuse of the school fire alarm and/or making illegal “911” telephone calls are a violation of state law and school policy and are expellable offenses.

TOBACCO/NICOTINE PRODUCTS
The Board of School Trustees can no longer ignore the increasing credibility of the evidence concerning health-related problems caused by the use of tobacco and nicotine. Students possessing, smoking, or using tobacco/nicotine products anywhere on school grounds or in the building immediately before, during, or after school, or at any school sponsored event on or off campus, is not permitted. Leaving school grounds to use tobacco/nicotine products is also not permitted.

1. A student caught possessing or using tobacco/nicotine products the first time during the school year will be suspended from classes and recommended for participation in a student support group aimed at curbing tobacco/nicotine use.
2. A student caught possessing or using tobacco/nicotine products a second time may be suspended from classes with the recommendation for expulsion for the rest of the semester unless the student and his/her parents successfully complete a tobacco/nicotine education program at a health facility approved by the Superintendent or his designee.
3. A student caught possessing or using tobacco/nicotine products a third time may be expelled from school for the rest of the semester. Students expelled the first semester for possessing or using tobacco/nicotine products will be expelled the second semester for a single offense.

COUNTERFEIT AND LOOK-ALIKE DRUGS
“Counterfeit Drugs” generally refers to substances which are represented as being a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, Spice/K2, alcoholic beverage, or intoxicant. The substance itself may be harmless. I.C. 35-48-4-4.5 makes it a “Class D” felony to deliver a substance represented to be a controlled substance.

“Look-Alike” refers to pills which resemble a controlled substance. While look-alikes are not controlled substances, they can be extremely dangerous.

I.C. 35-48-4-4.5 makes illegal the delivery of any substance represented to be a controlled substance. Plainfield School Board Policy prohibits providing, possessing, or using substances represented to be a narcotic, hallucinogenic, amphetamine, barbiturate and marijuana (controlled substances), Spice/K2, as well as stimulants, depressants, and intoxicants of any kind.

**Excerpted from School Board policies: JFCH, JFCI, JFCJ.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS
The Board of School Trustees of the Plainfield Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) Either:
   (a) Promotes, sponsors, or assists in, or
   (b) Participates in; or

(2) Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity mean a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider
both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

**SCHOOL PROPERTY**

Destruction or theft of school property, according to Indiana State Law, is an expellable offense. Severe cases will be handed over to the police and charges will be filed. Accidental damage should be reported to the assistant principal's office immediately.

**LOCKERS**

All student lockers remain the property of the school and are subject to inspection, access for maintenance, and searches. Searches may take place when there is evidence that a locker’s contents violate a standard of student conduct or when the contents present an immediate danger to the health and/or well-being of any person. Students will be notified in advance and may be present during a search when possible. Students should not give their combination to other students for any reason. Physical education lockers should be locked at all times. Rigging a lock in an opened position creates risk of theft to occur and of potential damage to the lock itself.

**STUDENT PROPERTY**

Students are responsible for all items brought to school. Expensive items or money should never be left in lockers, as these lockers aren’t completely secure. Theft or damage of other student’s property should be reported to the assistant principal’s office. The school assumes no liability for lost or stolen items.

**BOOK BAGS**

In order to provide a safe environment for students, students are not to use book bags during the school day. Book bags may be used to transport books and materials to and from school, but upon arrival must be stored in student lockers.

**HALL PASSES**
Students must have a hall pass to be in the halls during class time. Students who do not have a pass will be considered truant. It is the student’s obligation to have a pass.

**CONDUCT AND COURTESY**

Courtesy and good manners should be the key to a student’s conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment. Engaging in speech, or conduct, which is profane, indecent, lewd, vulgar, or offensive to school purposes, will not be tolerated.

Violations of this policy will result in disciplinary action being taken.

**STUDENT DRESS CODE**

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 wholly inappropriate for the classroom. (Board Policy Handbook – JFCA) Students should dress in a manner that is appropriate for school activities. Neatness and cleanliness are of major concern. Clothing or grooming techniques, which distract from the educational process, should be avoided. We should also keep in mind that students spend the majority of their day in air-conditioned buildings. Clothing that is appropriate for beach and play may not be appropriate for a student to wear while trying to concentrate on schoolwork.

1. No hats, headbands, bandanas, or sunglasses.
2. See-through, fishnet, or midriff-exposing shirts or blouses are not to be worn. The basic minimum top for female students will be a “crew” neckline or “polo” shirt with collar. “Scoop” and low-cut shirts of any kind should not be worn. All tops should be long enough to be able to be tucked into the waistline. Narrow strap blouses, tank tops, or tube tops should not be worn to school. During the regular school day, students shall wear a blouse, shirt, or top that includes a sleeve of some nature.
3. If shorts or skirts are worn, they should be at least finger-tip length. Clothing of appropriate length must be worn with leggings, yoga pants, spandex/lycra form fitting pants.
4. Pajamas shall not be worn.
5. In order to maintain our students’ safety, shoes will be required at all times. House slippers are NOT Allowed.
6. Any clothing that draws undue attention to the student or is disruptive to the educational process of the school should not be worn. Further, clothing that is tight, flimsy, torn, or ripped to the point of immodesty, or ripped/torn above the knees, or clothing which depicts violence or vulgarity of any kind may not be worn.
7. Students are prohibited from wearing messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, weapons, violence, sex, vulgarity, or that reflect adversely upon persons because of their race or ethnic group.

Should a student’s dress be deemed inappropriate for school, the following procedure will be followed:

1. Dress code violations will be recorded in the main office.
2. The student will be provided clean clothes to change into.
3. The student will return to the office at the end of the day to change back into his/her original clothes.

All clothing should be worn in an appropriate manner. Example: Pants and shorts are to be worn at the waistline.

**Penalties for Dress Code violations may result in Warnings, Detentions, or Friday Schools.**

**PERSONAL CONTACT**

The school day for students compares to the business day for adults and public display of affection between students should be in keeping with this thought. Any personal contact will be deemed inappropriate.

Any student, who experiences sexual harassment, be it physical or verbal in nature, should report the incident to their guidance counselor.

**GUM/CANDY**

In an effort to maintain a clean and sanitary environment for students and staff, gum and/or candy are not allowed at school. Violations of this policy may result in disciplinary action.

**CLASSROOM AND OTHER AREAS**

Students are expected to conduct themselves in an appropriate manner in all areas of the school during the school day. Students are expected to follow all classroom rules. Disruption to the educational process will not be tolerated.
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.

STUDENT CONDUCT ON SCHOOL BUSES

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 directions.
3. Students shall not use their hands, feet, or other objects in an inappropriate manner. No horseplay will be tolerated.
4. No loud voices, profane language, fighting, or rude gestures.
5. No eating, drinking, or chewing gum will be allowed on the bus.
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.
9. Students may not bring items on the bus that would block the aisle or the exit doors.
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.
11. Upon recommendation of the bus driver, the school corporation administration may deny transportation privileges to any student who refuses to follow these guidelines.
12. School rules also apply when students are on the school bus.

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

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

1st incident – Bus driver writes student’s name = Warning
2nd incident - √ by the student’s name = Change in seat assignment or not talking for rest of trip, etc.
3rd incident - √√ by the student’s name = Call to the parent and written referral discipline form to the principal.

Each day the procedures start over. If a student has to be constantly 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, the following steps may be taken:

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

(At the principal’s direction, a student in grades 6-12 may be required to attend Friday School in lieu of suspension from transportation.)

Severe Misbehavior – Loss of Student Privileges
(The student does not go through the above steps for severe behavior such as fighting, profane language, rude gestures, smoking, using illegal substances, or defiance.)

Please review the bus rules with your child to make sure they understand them. Thank you in advance for your support.

BUS ACCIDENT PROCEDURES

Despite the most thoughtful precautions, the possibility of accidents involving school busses exists. If an accident occurs, bus drivers are instructed to keep students seated on the bus, if possible. Should an evacuation be necessary, drivers are to move the students immediately to a safe area. In either instance, students are to remain under the supervision of the driver and/or bus aide. Students may be released to their parents and/or legal guardian only AFTER police and emergency authorities have given their approval and the parent(s) and/or legal guardian’s signature is obtained. The bus driver shall keep a list of students released to their parents. It is important to note that no student will be released to friends or other relatives. Parental assistance and cooperation are required to help maintain a calm and controlled atmosphere at an accident scene.

UNAUTHORIZED BUS ENTRY

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 attempt to detain or board the school bus may potentially endanger the safety or security of the students, the driver may and shall deny such 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 should ask the
individual to step off or away from the bus. If the individual refuses, the bus driver should inform them that they are trespassing. The bus driver should also inform them that the local police will be contacted if they do not cooperate. If the individual refuses to leave, the bus driver should contact the local police/dispatch. A bus 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.

**DANCES/REC. NIGHTS**

In order to provide a safe environment for all students at dances and Rec. Nights, the following guidelines have been established:

1. School rules, which govern student behavior, apply to all events including dances and Rec. Nights.
2. Students should communicate the ending time of any dance or Rec. Night to their parents. There is very limited access to a telephone at the conclusion of a dance or Rec. Night for calling home for a ride.
3. Students must attend the entire function unless parents come in to the building to pick them up.
4. All dances and Rec. Nights are for PCMS students only.

**STUDENT ACCEPTABLE USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

For purposes of this policy, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablet, laptop computers and personal digital assistants.

For purposes of this procedural directive, “instructional day” means the period of time between the first scheduled bell and the last scheduled bell of the school day (7:50-2:50) and any other time in which instruction occurs.

**Student Rights and Responsibilities**

1. The student who possesses a personal electronic device shall be solely responsible for its care.
2. Student possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees shall be permitted. All students may use these devices on campus before school begins and after school ends.
3. These devices shall be kept out of sight and powered off or silenced during the instructional day and during any school-sponsored activity meeting or practice. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:
   A. The student has a special medical circumstance for self or family member.
   B. The student is using the device for an educational or instructional purpose with the teacher’s permission and supervision.
   C. School administrators may approve times during the instructional day that personal electronic devices may be used.
4. Personal electronic devices shall be permitted on school buses, as authorized by the driver, unless use of the personal electronic device causes a disruption on the school bus.
5. Student use of personal electronic devices shall be prohibited in areas including, but not limited to locker rooms, classrooms, bathrooms, and swimming pool areas.
6. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to, social networking sites and You Tube.
7. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student’s parent/legal guardian. It is the student’s parent/legal guardian’s responsibility to retrieve the device according to school procedures.

**Unauthorized Use**

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

1. Possessing, viewing, sending, or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
2. Videotaping, photographing, or audio recording of staff or students without prior teacher or administrative authorization.
3. Transmitting school materials for unethical purposes such as cheating.
4. Any activity which may be in violation with Bullying and Harassment policies.

1st offense: Confiscated
2nd offense: Friday School
3rd offense: TWO days out-of-school suspension
4th offense: FIVE days out-of-school suspension with recommendation for expulsion

Communication devices used in violation of this policy will be confiscated. A parent or guardian must pick up the device from the Main Office during normal office hours (7:00-4:00).

District Staff Rights and Responsibilities

1. Plainfield Community School Corporation shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student while the device is under the student's care.
2. District staff may confiscate personal electronic devices when such devices are being used in violation of this procedural directive and/or internal school procedure. Upon confiscation, district staff shall follow all district and school procedural directives and processes.
3. District staff may search confiscated personal electronic devices and examine the content of student’s personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted. When determining if a search is appropriate, district staff shall ensure the following conditions are met before conducting the search:
   a. The search is reasonable at its inception. That is, when the context is such that it is clear that the student or students are clearly misusing the device and that the search of content would turn up evidence of the violation.
   b. The scope of the search of the content is reasonably related to the objective of the search and appropriate in light of the age and sex of the student and the nature of the suspected violation.

PCMS SECURITY ELECTRONICS THEFT PREVENTION PROGRAM

EDUCATION
The goal of this program is to prevent the theft of students’ valuable electronics such as cell phones and iPods, iPads, computer, etc. The most important aspect of the program is to educate students on how to protect their valuables and keep themselves from being easy targets for theft.

REGISTRATION
Protecting yourself from being a victim of theft is of utmost importance. However, if you do find yourself a victim, knowing important information about your device can help in recovering stolen property. Students will be asked to register their equipment with the Plainfield School Security. A database will be maintained to quickly determine the rightful owner of a device that is found or suspected stolen.

PREVENTION
Within the walls of a school exists a limited number of potential thieves. When students are educated on how to protect themselves from theft, the opportunity for thieves to steal is decreased. The likelihood of a potential thief to be caught and prosecuted is increased when students register their devices. Therefore, the risk of taking another person’s property within the walls of PCMS should be greater than the reward for anyone who is tempted to steal.

It is good for students to know that if they are caught in possession of stolen/lost items there will be school/legal consequences. If your device is not registered with the school, ownership cannot be proven, therefore it cannot be returned.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY
• The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
• It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18: or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit matter that depicts or describes “sexual conduct” by a child under the age of 18.
• It is “child pornography” a Class D felony I.C. 35-42-4-4©, for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less that age 16.
• “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any persons, or any fondling or touching of a child by another person or of another person by a child intended to arouse, satisfy the sexual desires of the child or other person.
• The Indiana Sex Offender Registration Statue at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statue at I.C. 35-42-4-11, as of May of 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statue at I.C. 35-42-4-4(b) to register as a sex offender.
• 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.
Plainfield Community School Corporation
Acceptable Use Policy
2016—2017

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 21st-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.
- 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 Images used in PCSC Publications**
On occasion photos and/or video will be taken of students during school activities. PCSC may use these images for print, video or digital publications. Published photos should contain three or more students unless given written parental permission to publish an individual student’s image. Last names of students will not be used without expressed parent permission. If parents do not want their child’s image used in this manner by PCSC, parents must give communication in writing to the PCSC Administration Office.

**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/guarding 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

Federal Copyright Guideline

Copyright is the exclusive right protecting an author, musician, or producer from having his/her work published, recorded, distributed, or reproduced, without the express permission of the copyright holder. Owning copyrighted material that someone else has authored is not the same as owning the copyright on that software.

Copyright law says a person may:
- Make one archival or backup copy of a copyrighted program (not for daily use)
- Adapt a copyrighted program from one language to another if not commercially available
• Parody a copyrighted work as long as it does not add new expression and meaning to or misrepresent the original copyrighted work.

**Copyright law says that, without the express permission of the owner, a person MAY NOT:**

• Make multiple copies even for use within a single school
• Make replacement copies from an archival or backup copy
• Make copies of copyrighted programs to be sold, leased, loaned, transmitted, or given away to other users
• Sell a locally produced adaptation of a copyrighted program
• Make multiple copies of copyrighted material or an adaptation of copyrighted material, even for use within a single school
• Make any use of printed material or copyrighted software that is not allowed by the actual license agreement of the material
• Reproduce music, pictures, photos, graphic, clip art, or someone else’s written work without the author’s express permission. This includes links in web pages or putting copyrighted work on the Internet without the author’s permission.
• Fair use does not entitle a teacher to use a work or any music in its entirety – even for teacher purposes. Written permission must be given by the author of the work for a teacher to use it in any form on the Internet or on a website and credit must be given to the author.

**Duplicating copyrighted material is a federal offense. Criminal penalties make violators subject to fines of up to $150,000-$200,000 per incident.**

Plainfield Community Middle School students have been given a copy of the Internet Acceptable Use Policy via this agenda. The students have been required to sign their acknowledgement of the rules and regulations and their intent to follow those guidelines.

**PLAINFIELD COMMUNITY MIDDLE SCHOOL ATHLETIC DEPARTMENT**

Plainfield Community Middle School believes that each sport has a definite contribution to make the overall development of the student, the school, and the community. The welfare of the athletes is of primary importance, and should be placed above any other consideration. Victory is highly desired, important, and should be sought, but not at the sacrifice of other values concerned with the development of the participant. Athletics at PCMS is a privilege not a student’s right.

All students are encouraged to take part in the middle school's extra-curricular program. Open participation occurs in football, cross-country, intramurals, student council, band, choir, swimming, wrestling, and track. A selection process does occur in volleyball, golf, tennis, cheerleading, soccer, baseball, softball and basketball. The extra-curricular program is designed to meet the wide range of interests and skill levels of all students at Plainfield Community Middle School.

The Plainfield Community Middle School athletic program has adopted the “Inter-school Athletic Guidelines for Middle Schools” as a reference in establishing regulations and policies. This booklet is published by the Indiana High School Athletic Association, and is available in the athletic office. The athletic program also adheres to the Junior Mid-State Conference bylaws and the regulations established by the Hendricks County Junior High Association for athletic directors and principals. We expect our students, parents, and coaches to demonstrate good sportsmanship at all practices and competitions or face the possibility of removal.

1. **Mid-State and County Affiliation**
   We belong to the Junior Mid-State Conference with the following schools: Decatur Central, Martinsville, Clark-Pleasant, Custer Baker, Greenwood, and Paul Hadley. Our county affiliation is with Hendricks County, which includes the following schools: Avon North, Avon South, Brownsburg East, Brownsburg West, Cascade, Danville, and Tri-West. We participate in team championships in both the county and conference.

2. **PCMS Athletic Teams**
   **Fall:** 7th & 8th grade football; 6th, 7th, 8th grade boys’ and girls’ cross country; 6th, 7th, 8th grade boys’ tennis; 7th & 8th grade girls’ volleyball; 6th, 7th, 8th grade boys’ and girls’ golf; 7th & 8th grade cheerleading; 6th, 7th, and 8th grade boys’ and girls’ soccer
   **Winter:** 7th & 8th grade boys’ basketball; 7th & 8th grade girls’ basketball; 6th, 7th, 8th grade boys’ and girls’ swimming; 6th, 7th, 8th grade wrestling; 7th & 8th grade performance squad; 7th & 8th grade dance squad.
   **Spring:** 6th, 7th, & 8th grade boys’ and girls’ track, 6th, 7th, & 8th grade girls’ tennis, 7th & 8th grade boys’ baseball, 7th, & 8th grade girls’ softball.

3. **Age Eligibility**
   Students participating in 6th grade, 7th grade, and/or 8th grade athletic contests should be (ineligible) within the following guidelines:
**6th grade:** A student who is or shall be 14 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.

**7th grade:** A student who is or shall be 15 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.

**8th grade:** A student who is or shall be 16 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.

*The age requirement for 6th and 7th graders would not apply in sports where grade distinctions are not made. This would include cross-country, wrestling, swimming, and track.

4. **You are Ineligible**
   - **A.** If you receive 2 or more F’s in a quarter, you will be ineligible for the next grading period. A coach can decide if the athlete may continue to practice. There can be NO participation in a contest.
   - **B.** If you were not eligible in the school from which you transferred, you will not be eligible at PCMS until you meet our eligibility rules.
   - **C.** If you have moved to this school district and your parents did not make a corresponding change of residence to the new school district.
   - **D.** There shall be 10 separate days of organized practice under the direct supervision of the middle school coaching staff by each player preceding the beginning date of interschool contests. Only 1 practice may be counted for any 1 day.
   - **E.** Physical, Parent and Student Consent form: This completed form must be on file with the athletic director prior to your 1st practice each school year. The doctor’s physical must be done between April 1 and the student’s 1st practice in preparation for interschool participation.
   - **F.** If absent 5 or more days due to illness or injury, a physician licensed to practice medicine must provide a written verification stating you may participate again. If you are enrolled in and do not participate in physical education class, you may not practice or compete on an athletic team that day.

5. **Athlete Responsibilities**
   Participation in athletics is a privilege. It is earned by meeting the expectations and standards set by the school.
   - Being a member of a PCMS school team carries with it certain responsibilities. Numerous athletes have come before you and established a very “winning” tradition. This “winning” tradition is not just established during competition. It is a combination of attitude, character, and hard work. It is showing respect to yourself, your parents, your coach, your teammates, and your opponent.
   - As a PCMS athlete you acquire a label as being a leader. A leader is judged by his/her conduct in and out of competition, in and out of the classroom and in the community. You are in a position to contribute positively or negatively to school spirit; we hope you choose the positive path.
   - Your parent should never have to be ashamed of anything you do.
   - Young athletes look to you to emulate, don’t let them or your parents or teammates down.
   - Your biggest responsibility is to yourself! Be proud of your hard work and accomplishments. Work hard to improve in athletics and academics. More scholarships are given for academics than athletics.

6. **Equipment Issue and Return**
   Plainfield Community Middle School endeavors to provide each team member with the best and safest equipment available. All equipment issued to an athlete is expected to be returned in the same condition as when issued (excepting normal wear and tear) or the athlete is expected to compensate the Athletic Department for the lost or damaged equipment. Failure to return equipment, including athletic locks, or to compensate the school for lost or damaged equipment, will result in athlete forfeiting their award and participation in the next sport season.

7. **Quitting**
   It is the athlete’s responsibility to report to the head coach and return your school issued equipment and tell him/her you do not wish to continue to participate. The athlete will not be eligible for the next sport until the sport season of the original sport is completed.

8. **Physical and Consent Forms**
   Students, prior to their first try-out/ practice, should have had (a) a physical examination (after April 1st for the following school year) by a physician holding an unlimited license to practice medicine; (b) a written consent of parent or guardian for such participation, and (c) A CONCUSSION CONSENT FORM SIGNED BY BOTH THE ATHLETE AND PARENTS. Evidence of all documents should be on file in the principal’s office prior to the student’s first practice.

There are risks of injury in all sports and activities. These injuries can limit the athlete’s performance and become a great source of frustration for the athlete as the injury takes time to heal. In order to minimize the effects of athletic injuries, PCMS works with the Hendricks Community Hospital Sports Medicine staff to
prevent, treat, and rehabilitate injuries. It is recommended that all student athletes have insurance. PCMS does not carry athletic insurance for student athletes. Parents must have insurance or sign a form if they don’t carry insurance that states you accept full financial responsibility for all injuries and medical care.

9. Practices
There should be 10 separate days of organized practice under the supervision of the coaching staff for each contestant preceding date of participation in interschool contests. Only one practice may be counted for any one day.

10. Illness
Students who are physically unable to practice for 5 consecutive days due to illness or injury should present to their principal or director a statement from a physician licensed to practice medicine that they are again physically fit to participate in interschool athletics.

11. School Attendance and Participation
In order to participate in an athletic event the student must be in attendance the full day unless administrator grants an “excuse of participation” (i.e., attend a funeral, court appearance, doctor or dental appointment, etc.) An athlete must be at school by 10:15 a.m. If you are enrolled in and do not participate in physical education class, you may not practice or compete on an athletic team that day.

12. Cell Phone and Cameras
Cell phones and cameras may not be used inside a locker room for any purpose. This means no texting, no calling and obviously no pictures. The use of cell phones, regardless if it has a built-in camera or not, is not permitted in the locker room at any time. No exceptions to the rule. This rule applies to all players, managers and coaches (coaches may use a cell phone in their office, not in the locker room).

A violation of this rule will result in immediate penalty, which could include dismissal from the team. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution.

Should an athlete receive a call or text while (s)he is in the locker room, (s)he should take the phone (still in backpack, book bag, gym bag, etc.) out to the hall or outside the building before use. **Cameras and phones may not be in use or out in view in the locker room for any reason.**

13. Social Networking Sites
Student athletes are responsible for information contained in written or electronic transmissions (e.g., mail) and any information posted on a public domain (e.g., internet, chat room, blogs, Facebook, You Tube, My Space). Inappropriate or embarrassing information or pictures (Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student) should not be posted in any public domain. Some form of disciplinary action will be administered. Student-athletes should be reminded they serve as representatives of their team, the athletic program and the Plainfield Community School Corporation.

14. Conduct, Character, & Discipline
Plainfield Community Middle School considers the following acts to be serious forms of negative behavior. **Athletes who demonstrate such actions are subject to disciplinary measures and maybe prohibited from participation in inter-school athletics.** Each coach has the authority to establish team rules for his/her particular sport.

* Possession and/or use of intoxicating beverages
* Possession and/or use of illegal drugs
* Possession and/or use of tobacco
* Conviction of a misdemeanor or felony
* Theft
* Vandalism or destruction of property
* Suspension from school
* Repeated profanity
* Repeated displays of poor sportsmanship
* Players should not wear team uniforms to any restaurant before or after an event.

Public actions and inappropriate use of cellular devices, electronic devices or cyber space (ex: cyber bullying, cyber threats), that bring dishonor to the school, school teams, or fellow students while participating in extracurricular and co-curricular activities will result in some form of disciplinary action. We must respect others, obey the law, be polite, and be aware of the safety of oneself and others.

15. Sportsmanship
SPORTSMANSHIP STARTS HERE! “It is not your game; it is ours, the players and athletes that are competing. We hope the spectators will watch, enjoy, encourage, and be proud of us, win, or lose. We need your support and enthusiasm, not your yelling and criticism.” BE A FAN – NOT A FANATIC.

16. Competing in Two Sports during the Winter Season
Basketball to wrestling or swimming.
- Must have 5 practices before 1st contest
- May not go to practice for the 2nd sport before the 1st sport is over.

17. IHSAA Closed Season Policy
Students should have the opportunity to voluntarily engage in non-school sponsored sports activities provided such activities do not interfere with the student’s educational development and the activities do not conflict with the principles of wholesome amateur athletics. **The IHSAA states:** An outstanding student-athlete may participate as an individual during the authorized contest season of a sport, without loss of interschool eligibility, provided they meet certain criteria established by the IHSAA Board of Directors.

Although middle schools are not bound to IHSAA regulations, we encourage our athletes to model the IHSAA by-laws which will be implemented in their freshman year. Our athletic conference (Mid-State) strongly encourages “an IHSAA closed season policy”. Athletes are encouraged not to participate on non-school teams during the season that he/she is participating in the same school sport.

School practices and contests will take precedent over “club” or “travel” teams and “club” and “travel” practices may not be substituted for school practices.

18. Conflict in Extra-Curricular Activities
PCMS appreciates that every student should have a broad range of experiences in the areas of extracurricular activities. Students should be cautious about participating in too many activities. We also caution students to refrain from “specializing” in one activity thus denying them a well-rounded scholastic experience. Every effort has been made by the administration to reduce the number of conflicts between athletics and other extracurricular pursuits. If a conflict does arise, the student is encouraged to communicate with all coaches/sponsors involved. If the conflict persists, the student and/or parent may contact the Athletic Director for assistance. A commitment to the PCMS athletic team indicates that all non-school conflicts be resolved in favor of the school team. This would not include such things as significant religious holidays, family commitments, funerals, etc.

19. Transportation
An athlete must remain under the supervision of the coach on all trips from the time of departure until the return to PCMS. **Exception:** An athlete wishing to depart from the supervision of the coach at any point on a trip must have written permission of the parent or guardian and must depart in the company of the athlete’s parent or guardian.

20. Practice Areas
At no time is it permissible for students or athletic groups to work out in athletic areas without authorized supervision (Teacher or Coach).

21. Injuries
Any injury is potentially serious and should be reported to the coach immediately so that treatment can be secured. We have access to a trainer through the Hendricks Regional Health Sports Medicine program. A trainer is on-site for every home contest, with football and wrestling taking precedence, if there are conflicting home events. Practice checks are available throughout the year.

**STUDENT ACTIVITY CODE OF CONDUCT POLICY**

**Introduction:**

For the purpose of providing a safe, drug, alcohol, and tobacco free school environment, this policy provides accountability for appropriate student conduct for those students who are involved in athletics, extracurricular, and co-curricular activities. This policy offers redirection and opportunities for help to those students who violate the Code of Conduct.

Students could have a violation of the Code of Conduct by any one of the following but not limited to:
Random Drug Testing Procedure

The School Board requires that each middle school student participating in one of the corporation’s interscholastic athletic programs, extracurricular or co-curricular programs, sign an enrollment application agreeing that the student will participate in a random drug testing program, conducted and paid for by the corporation. Students will not be allowed to participate in activities or drive to school until they have registered for the program. Initial registration will take place at the beginning of each school year. Students participating in fall activities must have enrollment forms completed prior to the start of their activities. The program is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified “positive” test conducted by the school under this program; however, this program will not affect the policies, practices, or rights of Plainfield school administrators in dealing with drug or alcohol possession.

Once enrolled in the random Drug Testing Program, the students will remain enrolled for the duration of their time at Plainfield Community Middle School. Students, however, are required to re-enroll upon entering Plainfield High School for the first time. Students will have the opportunity to withdraw from the program. The request must be in writing from a parent and/or guardian and must take place prior to the first day of each school year. Once a parent has withdrawn a child, he/she may not participate in one of the corporation’s interscholastic athletic programs, extracurricular or co-curricular programs, unless enrolled back into the program. The superintendent will be responsible for developing regulations to implement this random drug testing policy.

Selection and Notification Procedure

The number of individuals to be tested on a given date will be determined by the building principal. Each individual in the testing pool will be assigned an identification number that will represent his/her name. The building principal will maintain a cross listing of the participants and their prearranged identification number.

The selection for testing will be done randomly by the chosen agency from the numbers in the pool. Student will be eligible for selection even if they have previously been selected.

Specimen Collection Procedure

The Principal or designee shall locate participants for testing and escort them to the collection site. At the collection site each participant will be asked to complete a pre-testing form which will include procedures that will be followed during the collection process. Each student will remain under school supervision until he/she has produced an adequate specimen.

If students cannot produce a specimen, water will be provided and the student will be given 2 hours in which to give a specimen. If a student cannot produce a specimen, the student will be considered to have failed the drug test. The student will be informed that he/she will no longer be eligible for activities until a new test can be given at an approved testing agency. Parents will be notified if this occurs.

All specimens must register between 90.5 and 99.8 degrees Fahrenheit to be valid. Any specimen proven to be tampered with will result in the student being ineligible to participate in any activities for a minimum of 365 days.

Students refusing to test will result in the student being treated as if he/she had a positive test. A student who is taking any prescription or over the counter medication, which may contribute to a positive drug test, shall inform the collector or designee of this fact at the time that the specimen is requested. This information may require confirmation from the parent/guardian or a physician if requested by the administration. The student will be returned to class immediately after a specimen has been taken.

Testing Flow Chart

1. Student names are entered into the data pool by assigned number.

2. The testing numbers are selected by the testing agency.

3. The Principal matches the numbers to the student names.

4. An administrator or designee will escort the student to the testing site for specimen collection by the school nurse.
5. The specimens will be sent to the testing agency.

6. The testing agency will follow the chain of custody and test the sample.

7. A positive test screening will result in a second confirming test on the same sample by the laboratory.

8. The testing agency will notify the school principal of the results.

9. The school principal will notify parents and the student to explain the consequences of the positive test.

10. Parents of students testing negative will be notified by the principal in writing.

**Reasonable Suspicion Drug Test**

Students may be required to submit to drug testing or a breathalyzer test when reasonable suspicion exists. Plainfield Community School Corporation reserves the right to test any student who, at the time, exhibits cause for reasonable suspicion of drug or alcohol usage. If a student is tested, due to reasonable suspicion while at school or a school related function and tests positive, the student could be suspended and possibly expelled. Reasonable suspicion may arise from the following supportive indicators: (1) a student’s behavior in conjunction with physical appearance and/or odor, (2) the student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance, and (3) information communicated to an administrator by a teacher, staff member, parent, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any controlled substances. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.) If a student tests positive as a result of being tested for reasonable suspicion, the student will be subjected to school rules as outlined in the Student/Parent Handbook. This could result in suspension and expulsion from school and possible arrest.

**Other Code of Conduct Violations**

- Arrest
- In School Conduct
- Self-Report Violation
- Police Report
- Act of Delinquency
- Other Major Handbook Violations

* This Code of Conduct is in effect 365 days a year.

**Consequences for Violations**

**First Violation**

The student shall be put on probation from all extracurricular activities for 365 days (one calendar year) from the day that the violation is verified. The student may resume activities 4 weeks from the date a positive test is verified or (2 weeks if a student or the student’s parents or guardians report the violation to a Plainfield Middle School administrator, coach or sponsor prior to the independent verification of a violation) if the following conditions are met:

1. **Counseling Program.** The student must agree to an appropriate program. The program must have approval by the Student Assistance Counselor and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardian. Failure to complete the program will result in the student’s original suspension being enforced.

2. **Drug Free.** The student must supply the school with a negative test at the cost of the student and/or his/her parents or guardian. The follow-up test must be taken at the middle school. The results of the test will be sent directly to the parents/guardian of the student.

3. **Administrative Drug Test.** The student agrees to be tested once eligibility has been re-instated (steps 1 and 2 completed). The test will take place within 365 days following reinstatement. The date of the test will be at the discretion of the administration. The cost of the test is the responsibility of the school. If the student tests positive during this test it will be treated as a second violation and the student will be excluded from all extracurricular and co-curricular activities for 365 days from the verification of the second positive test.

*If the student cannot complete the Counseling Program requirement within the 4 weeks, (2 weeks if self-reported) the student could be allowed to resume all activities if the student is involved in the counseling program process (must have written verification by the Student Assistance Counselor) and the student has produced a negative drug specimen. If the student is
Second violation

The student shall be excluded from all extracurricular activities for 365 days (one calendar year) from the day the second violation is verified. The student may resume activities after 365 days and only if the following conditions are met.

1. Counseling Program. The student must agree to a substance counseling program. The program must have approval by the Student Assistance Counselor and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his/her parents or guardian. Failure to complete the program will result in the student’s original suspension being enforced.

2. Drug Free. The student must supply the school with a negative test at the cost of the student and/or his/her parents or guardian. The follow-up test must be taken at the middle school. The results of the test will be sent directly to the parents/guardian of the student.

3. Administrative Drug Test. The student agrees to be tested once eligibility has been re-instated (steps 1 and 2 completed). The test will take place within 365 days following reinstatement. The date of the test will be at the discretion of the administration. The cost of the test is the responsibility of the student and/or his/her parents or guardian. If the student tests positive during this test it will be treated as a third violation and the student will be excluded from all extracurricular and co-curricular activities for the remainder of student’s career.

Third Violation

The student shall be excluded from athletics, extracurricular, and co-curricular activities for the remainder of the student’s career.

During the suspension, as long as the student is working to complete the conditions set forth to re-establish eligibility, the individual may continue to be a part of practices and/or meetings, but will not be allowed to participate as an active participant in any games, contests, performances or school activities. The coach, teacher or club sponsor may require the student to perform duties at games, contests or performances other than active participation in the event.

*A student who violates this policy after the last day of a school year and prior to Monday of week number five of the I.H.S.A.A. calendar will begin their suspension starting on Monday of week number five of the I.H.S.A.A. calendar.

Self-Report

Students will be able to self-report any violation to a Plainfield Middle School administrator, coach or sponsor prior to the independent verification of a violation. Students will not be able to self-report once they have been notified of their selection to be tested through the random drug testing program. Students who self-report may resume activities two weeks from the date of confirmation if requirements (stated above) are met.

No student will have the opportunity to exercise the self-reporting option more than once during attendance at Plainfield Middle School.

Additional Information

At the discretion of administrators, all students attending high school and middle school functions may be required to submit to a breathalyzer test as a condition of admittance. Breathalyzers may also be used in the case of reasonable suspicion of alcohol use.

At any time a parent may request that their student be tested utilizing the school’s contracted hospital drug testing lab. The process will occur at the school, but at the parent’s expense. The results will be sent to the family directly. In order to initiate this process, the parent should contact a counselor who will instruct the parent on the process.

If a student violates the code of conduct by creating a disruption at school or any other violation of the code of conduct not previously discussed in this policy, the principal has the discretion to investigate and determine if a violation has occurred and then to apply appropriate consequence.

Less serious violations of school, coaches, teacher or sponsor rules are to be handled by the head coach, teacher or sponsor.

Definitions:
Alcoholic Beverages - For the purpose of this policy, an alcoholic beverage would include beer, wine, distilled liquors and any other liquid containing alcohol. It could also include the misuse of cough syrup and/or mouthwash containing alcohol.

Co-Curricular Activities - School activities outside of the formal curriculum which are an extension of a curricular area.

Drugs - For the purpose of this policy, a drug includes, but is not limited to, marijuana (THC), cocaine, methamphetamine, amphetamines, barbiturates, benzodiazepines, opiates, phencyclidine (PCP), alcohol, anabolic steroids, nicotine, look alike substances such as Spice or K2, or any other substance which is defined as a controlled substance by Indiana Law.

Extracurricular Activity - Any activity in which a student actively participates.

Student Pool - Includes any high school student who drives to school and parks on school grounds, any middle school and high school students who are members of school sponsored athletic teams, any middle school and high school students who are members of school clubs and organizations, any student who participates in co-curricular activities, and any student whose parents agree for the student to be a part of the student pool. Any student intending to participate in any extracurricular activity during second semester must enroll in the program by the end of the first semester.

Tobacco - For the purpose of this policy, tobacco use may be in the form of cigarettes, chew, dip, snuff or any other form of tobacco.

Verification - Self-admitted involvement by the student, witnessed student involvement by a coach or any Plainfield Community School Corporation staff member, parent admission of their student’s violation of the code of conduct, and/or verification by an official police agency or probation.
### PCMS Grading Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

### Regular Bell Schedule

<table>
<thead>
<tr>
<th>Grade</th>
<th>Block A</th>
<th>Block B</th>
<th>Block C</th>
<th>LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6th Grade:</strong></td>
<td>7:50-9:20 (90)</td>
<td>9:25-10:50 (85)</td>
<td>10:55-11:00 (5)</td>
<td><strong>LUNCH 11:00-11:30 (30)</strong></td>
</tr>
<tr>
<td><strong>7th Grade:</strong></td>
<td><strong>Period 1</strong> 7:50-8:45 (55)</td>
<td><strong>Period 2</strong> 8:50-9:40 (50)</td>
<td><strong>Period 3</strong> 9:45-10:35 (50)</td>
<td><strong>Period 4</strong> 10:40-11:30 (50)</td>
</tr>
<tr>
<td><strong>8th Grade:</strong></td>
<td><strong>Period 1</strong> 7:50-8:45 (55)</td>
<td><strong>Period 2</strong> 8:50-9:40 (50)</td>
<td><strong>Period 3</strong> 9:45-10:35 (50)</td>
<td><strong>Period 4</strong> 10:40-11:30 (50)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Block A</th>
<th>Block B</th>
<th>Block C</th>
<th>LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6th Grade:</strong></td>
<td>11:00-11:30 (30)</td>
<td>11:35-1:00 (85)</td>
<td>1:05-1:55 (50)</td>
<td><strong>LUNCH 11:30-12:00 (30)</strong></td>
</tr>
<tr>
<td><strong>7th Grade:</strong></td>
<td><strong>Period 5</strong> 12:05-1:00 (55)</td>
<td><strong>Period 6</strong> 1:05-1:55 (50)</td>
<td><strong>Period 7</strong> 2:00-2:50 (50)</td>
<td><strong>Period 6</strong> 1:05-1:55 (50)</td>
</tr>
<tr>
<td><strong>8th Grade:</strong></td>
<td><strong>Period 5</strong> 12:40-1:00 (20)</td>
<td><strong>Period 6</strong> 1:05-1:55 (50)</td>
<td><strong>Period 7</strong> 2:00-2:50 (50)</td>
<td><strong>Period 7</strong> 2:00-2:50 (50)</td>
</tr>
</tbody>
</table>

### 2-Hour Delay Bell Schedule

<table>
<thead>
<tr>
<th>Grade</th>
<th>Block A</th>
<th>Block B</th>
<th>Block C</th>
<th>LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6th Grade:</strong></td>
<td>9:50-10:50 (60)</td>
<td>11:30-12:25 (55)</td>
<td>12:30-1:30 (60)</td>
<td><strong>LUNCH 10:50-11:20 (30)</strong></td>
</tr>
<tr>
<td><strong>7th Grade:</strong></td>
<td><strong>Period 1</strong> 9:50-10:25 (35)</td>
<td><strong>Period 2</strong> 10:30-11:00 (30)</td>
<td><strong>Period 3</strong> 11:05-11:35 (30)</td>
<td><strong>Period 5</strong> 11:40-12:20 (40)</td>
</tr>
<tr>
<td><strong>8th Grade:</strong></td>
<td><strong>Period 1</strong> 9:50-10:25 (35)</td>
<td><strong>Period 2</strong> 10:30-11:00 (30)</td>
<td><strong>Period 3</strong> 11:05-11:35 (30)</td>
<td><strong>Period 5</strong> 11:40-12:20 (40)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Block A</th>
<th>Block B</th>
<th>Block C</th>
<th>LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6th Grade:</strong></td>
<td><strong>LUNCH 11:35-12:05 (30)</strong></td>
<td><strong>Period 4</strong> 12:10-12:50 (40)</td>
<td><strong>Period 5</strong> 12:15-1:00 (35)</td>
<td><strong>LUNCH 12:20-12:50 (30)</strong></td>
</tr>
<tr>
<td><strong>7th Grade:</strong></td>
<td><strong>Period 4</strong> 12:55-1:30 (35)</td>
<td><strong>Period 6</strong> 1:35-2:10 (35)</td>
<td><strong>Period 7</strong> 2:15-2:50 (35)</td>
<td><strong>Period 7</strong> 2:15-2:50 (35)</td>
</tr>
<tr>
<td><strong>8th Grade:</strong></td>
<td><strong>Period 4</strong> 12:55-1:30 (35)</td>
<td><strong>Period 6</strong> 1:35-2:10 (35)</td>
<td><strong>Period 7</strong> 2:15-2:50 (35)</td>
<td><strong>Period 7</strong> 2:15-2:50 (35)</td>
</tr>
</tbody>
</table>