

# **PRAIRIE HEIGHTS COMMUNITY SCHOOL CORPORATION**

**PRAIRIE HEIGHTS ELEMENTARY SCHOOL**

**PHE Student/Parent Handbook**

*Learn It! Know It! Show It!*

**SCHOOL YEAR 2020-2021**

*“Welcome to Prairie Heights Elementary School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.”*

**Prairie Heights Community School Corporation, (260) 351-3214**

**Mrs. Alecia Pfefferkorn**, Principal, Direct Line 351-2025

**Mr. Josh Troyer**, Guidance Counselor, Direct Line 351-2043

**Mrs. Julie Hullinger**, School Secretary/Treasurer, Direct Line 351-2028

**Mrs. Meagan Vaillancourt**, Attendance Secretary, Direct Line 351-2039

**Mr. Jeffery Reed**, Superintendent of Schools, Direct Line 351-2020

Adopted by the Board of School Trustees on May 18, 2020



## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Mrs. Pfefferkorn, principal. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

## **MISSION OF THE SCHOOL**

**The mission of Prairie Heights Elementary School is to provide a safe environment in which each student has sufficient opportunity to learn how to take intelligent, ethical action and to accomplish the goals of his/her educational program.**

## **SECTION I - GENERAL INFORMATION**

### ***PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE***

**SECTION 2 - IC 20-10.1-4-0.5 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS**

(EFFECTIVE JULY 1, 2005): SEC. 0.5. (a) The United States flag shall be displayed in each classroom of every school in a school corporation.

(b) The governing body of each school corporation shall provide a daily opportunity for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if: (1) the student chooses to not participate; or (2) the student's parent chooses to have the student not participate.

**SECTION 3 - IC 20-10.1-4-3.5 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS**

(EFFECTIVE JULY 1, 2005): Sec. 3.5. (a) In order that:

- (1) the right of each student to the free exercise of religion is guaranteed within the schools; and
- (2) the freedom of each student is subject to the least possible coercion from the state either or engage in or to refrain from religious observation on school grounds; the governing body of each school corporation shall establish the daily observance of a moment of silence in each classroom or on school grounds. (b) During the moment of silence required by subsection (a), the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent and make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the building principal.

### **SCHOOL DAY**

The Prairie Heights Elementary School day begins at 8:10 AM. Buses unload at 8:02 AM and load at 3:15 PM. Students can be dropped off as early as 7:30 AM. Students are to report to the school cafeteria to wait for the 8:02AM dismissal to go to classrooms. Breakfast starts being served at 7:50 AM. Morning kindergarten begins at 8:10 AM and students are picked up at a designated time for those parents who opt for half-day kindergarten.

### **SCHOOL MESSENGER SERVICE**

Our corporation provides a notification system called School Messenger. It is used for weather delays/cancellations, reminders, updates and any pertinent information to keep families notified of school related activities. Information is sent via email, text, or telephone call. Sign up for School Messenger is through your students' Panther Paw Account or contact the building secretary.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the teacher or principal.

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the corporation in which they have legal settlement.

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- (1) a birth certificate or similar document,
- (2) court papers allocating parental rights and responsibilities,
- (3) or custody (if appropriate),
- (4) proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
- (5) proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

## **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal. Class placement requests are not taken. Parents can let the school counselor know if a teacher is not a good match or what characteristics would best fit with their child. Parents do have an opportunity to notify the principal if one receiving teacher may not be a match for the child.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either a.) a written request signed by the parent/guardian or a person whose signature is on file in the school office or b.) the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s)/guardian or phone call by the parent or other legal authorization.

## **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from Prairie Heights Elementary, the parent must notify the principal or guidance counselor. School records shall be transferred within fourteen (14) days after the request is received from the school corporation. Parents are encouraged to contact the guidance counselor for specific details.

## **WITHDRAWAL FROM SCHOOL**

Parents should contact the school if they are planning to move. The school asks that you come in and sign a withdrawal form, checking all books, accounts, etc. and if entitled to a refund on book rental.

Teachers and school staff appreciate an opportunity to tell the student "good-bye". Please contact the office prior to withdrawing your student so paperwork may be completed for the next school.

## **CARE OF TEXTBOOKS**

A basic textbook rental fee is charged to each student. All books remain the property of the school corporation. Lost or damaged textbooks must be paid for or replaced by the student, so it is to your advantage to take good care of your books. Please make certain your name is written in your textbooks in the space reserved for this purpose. See corporation website policy 2510 for textbook refunds due to student withdraw, transfer, or expulsion.

## **PRAIRIE HEIGHTS COMMUNITY SCHOOL CORPORATION NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 17 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal or designee a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**PRAIRIE HEIGHTS COMMUNITY SCHOOL CORPORATION**  
**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Prairie Heights Community School Corporation to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams and screenings. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
  - (1) Political affiliations or beliefs the student or student’s parent;
  - (2) Mental or psychological problems of the student or student’s family;
  - (3) Sex behavior or attitudes;
  - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - (5) Critical appraisals of others with whom respondents have close family relationships;
  - (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - (7) Religious practices, affiliations, or beliefs of the student or parents; or
  - (8) Income, other than as required by law, to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
  - (1) Any other protected information survey, regardless of funding;
  - (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
  - (1) Protected information surveys of students;
  - (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - (3) Instructional material used as part of the educational curriculum.

**These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under state law.**

The Prairie Heights Community School Corporation has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing sales, or other distribution purposes. Prairie Heights Community School Corporation will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Prairie Heights Community School Corporation will also directly notify, such as through U.S. Postal Service or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Prairie Heights Community School Corporation will make this notification to parents at the beginning of the school year if the district has identified the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- (1) Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- (2) Administration of any protected information survey not funded in whole or in part by ED.
- (3) Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Prairie Heights Community School Corporation observes all of the requirements of the No Child Left Behind Act of 2001. Should you have questions about the act, please contact the building principal.

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- (1) Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- (2) Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- (3) No student may participate in a fund-raising activity conducted by parent group, booster club, or community organization on school property without the approval of the principal.
- (4) Foods sold must be approved.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Selling, trading, or exchanging money or valuables is not permitted.

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school secretary or principal. The National School Lunch Program requires school food authorities to establish written administrative guidelines and procedures for meal charges. For information, please see the policy located on the Food Service page on our website.

## **CHARGING**

1. Students who charge a meal will receive a reimbursable meal.
2. If a student owes charges they will not be able to purchase ALA Carte Items.
3. Students without funds to pay for a reduced price or full price meal are allowed to charge breakfast and lunch.
4. If money is put in the student's account online the charges will be paid first.
5. No charging will be allowed the last two weeks of every school year to make certain that all debts are paid in full by the end of the year.

## **NOTIFYING THE HOUSEHOLD OF LOW OR NEGATIVE BALANCE**

1. The student's household will be notified when a student's cafeteria account falls below \$5.00 for full price students and \$1.00 for reduced price students.
2. The student's household will be notified when a student's cafeteria account falls below \$0 by letters home with the student.
3. If a balance remains outstanding at the end of the year, the District will carry over the outstanding balances paid upon graduation or if the student leaves the district.

## **RESPONSIBILITIES**

1. Parents/Guardians are responsible for paying for all of their student's meal charges.
2. All meals eaten before a free or reduced price meal application is processed are the responsibility of the parent/guardian.
3. Repeated failure to address meal charges may result in referral to an agency for collection.
4. School administrators will consider if circumstances in the home warrant contacting social workers or the Department of Child Services.

## ASSISTANCE TO HOUSEHOLDS

Parents are encouraged to pre-pay for lunch and breakfast by sending in money or through [www.payschoolcentral.com](http://www.payschoolcentral.com). The site can also be found on the school's website and parents may also download the free mobile app for additional convenience. If you are unable to pay for school meals due to your economic situation, please contact the Food Service Director. Assistance may be available and eligible recipients could receive the regular school breakfast and lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program. Households with questions may contact Prairie Heights Community Schools Food Service Director, Christine Orr, at 260-351-2070.

## FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Fire drills are done monthly. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of beeps. Tornado drills are done two times per semester in accordance with the state regulations.

## EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

When a 2 or 3 hour delay is called for, there will be a modified schedule. In a two hour delay the school day will start at 10:00 AM and end at 3:15 PM. If we have a 3 hour delay, the school day will be extended one hour to meet State instruction time. Start time for a three hour delay is 11:00 AM and end time is 4:15 PM. Parents and students are responsible for knowing about emergency closings and delays. There is a School Messenger System that parents should register for with the elementary secretary.

## SEVERE WEATHER AND SCHOOL CLOSING

In case of severe weather, **DO NOT** CALL THE SCHOOL. You will get a message from School Messenger. PLEASE listen to:

**WOWO - 1190 AM WLKI - 100.3 FM WBCL - 90.3 FM WTHD - 105.5 FM WAJI - 95.1 FM**  
**WPTA - Chan. 21 WISE - Chan. 33 WANE - Chan. 15 WNDU - Chan. 16 FOX 28 South Bend**

## USE OF THE LIBRARY (Media Center)

The library (media center) is available to students throughout the school day. Books on the shelves may be checked out for a period of one week. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library (media center) must be returned to the library within one week.

## VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the reception booth upon entering the school to sign in and receive a pass. **Visitors are required to present a valid identification.** Any visitor found in the building without signing in will be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the principal.

## USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

## LOST AND FOUND

The lost and found area is located in the main hallway outside the gym. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this policy may lead to disciplinary action.

## **USE OF TELEPHONES/CELL PHONES/PERSONAL TECHNOLOGY DEVICES:**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. The school is not responsible for loss, theft or damage of personal items.

If in possession of a cell phone or personal technology device, it is to be totally out of sight and turned off during the day. Students are not allowed to send, share, view or possess pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form including the contents of a cell phone or other electronic device. There are serious criminal implications involved in such activities if convicted, including a class C or D felony and obligation to be registered on the Indiana Sex Offender Registry. Please view school board policy 5136 with questions.

## **CAMERA USE**

As stated in the personal communication device policy, cameras are not to be used at school except for class purposes. The only pictures allowed to be taken without permission must be used for a school purpose. Taking or displaying pictures, digital or otherwise, even with consent of the student or staff member in a situation not related to a school purpose or educational function is not allowed. Examples of educational uses include yearbook and class-assigned photographs.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of one school days' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

## **COUNSELING SERVICES**

Students enrolled at Prairie Heights Elementary have access to school counseling services. Students may request to see the counselor individually without parent consent. Parents will be notified of any student concern or follow-up services. The counselor is to provide academic, behavioral, social, and emotional guidance to all children. If outside counseling services are recommended for your child by the counselor, it will be at the family's initiation and expense. Prairie Heights Elementary is mandated by law to report any suspicion of child abuse or neglect to the Department of Child Services. The school is not required to notify the family when a report is made.

## **SECTION II – ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

- Attendance rules apply to all field trips.
- While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

Chaperone information indicating staff or parent/guardian supervision should be provided to parents/guardians prior to the trip. There will be an approximate ten to one ratio of chaperones to include school staff and other adults for trips out of the immediate area. Any increase in the number of students to adult chaperone ratio must be approved by the building principal and then approved by the superintendent. Students will be in the supervision of an adult unless a parent/guardian gives written permission otherwise for settings like Cedar Point, Smithsonian, etc.

There should be adequate staff supervision on the bus. Only legal guardians, legal custodians, parents, or certified school volunteers, i.e., Gray Panthers, will be allowed to chaperone. A list of field trip chaperone expectations for the duration of an event will be developed and provided to chaperones.

Field trip supervisors will use a boarding procedure that ensures knowing exactly who is on board. Administrators will provide an initial list of students eligible for the field trip, and the evening before the trip, provide a final list deleting any student whose status has changed. Administrators will either be present for boarding or will leave phone numbers where they can be reached at the time of boarding. This final list will be given by the lead teacher or administrator to all chaperones prior to the students boarding the bus. All chaperones must meet with their students prior to boarding the bus to make sure they have the right students under their supervision. A student should be known by at least one of the school employee chaperones who will be on the field trip. If any questions arise about student eligibility, the contacted administrator will respond prior to leaving school grounds. A person not listed on the final list will not be permitted to board. That student will be supervised by a school employee chaperone. The lead teacher or administrator will contact the student's parents/guardians so that the parents/guardians or parent's/guardian's designee can pick up the child. The contacted administrator, if possible, will take over the supervision from the school employee chaperone of the child until the parent/guardian or parent/guardian designee arrives.

## **GRADES**

Prairie Heights has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon independent work completed. Primary emphasis is on test and cumulative project scores. Grades will be based on mastery level of standards for academic areas.

### **Grading Periods**

Current progress is available on line through Panther Paw at any time.

Halfway through each quarter, a progress report reminder will be sent to check on line, or if requested, a print copy to view. Students shall receive a report at the end of each 9 week period online, or if requested, in print indicating their scores for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PROMOTION, ASSIGNMENT, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- (1) current level of achievement
- (2) potential for success at the next level
- (3) emotional, physical, and/or social maturity

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

### **Honor Celebrations**

Students will be recognized for academic achievements throughout the year.

### **Special Awards**

All special awards such as presidential, science fair, etc. are recognized during a special awards program coordinated by the principal.

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Generally homework will not be used for disciplinary reasons but only to enhance the student's learning.

Homework is the responsibility of each student at Prairie Heights Elementary.

- Students should:
  - (1) listen in class.
  - (2) write down assignments and know when they are due.
  - (3) be responsible for completing and turning in assignments on time.
  - (4) do assignments neatly, accurately, and to the best of their ability.
  
- Parents should:
  - (1) show interest in the child's work and assist the child when needed.
  - (2) check over homework.
  - (3) provide a quiet place and daily time for the student to complete work.
  - (4) confer with the child's teacher when concerns arise.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the school's computer network, she/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and corporation policy.

Unless exempted, each student will be expected to pass state and district tests, including the ISTEP Test (or other state mandated assessment) and other grade appropriate measures.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Prairie Heights Elementary will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **SPECIAL EDUCATION**

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the principal or guidance counselor at 351-3214.

### **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the school principal.

## **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Prairie Heights provides students the opportunity to broaden their learning through curricular-related activities.

The school music programs are a part of the elementary school calendar and are a part of the music curriculum. Students are expected to return to school two nights in the school year for the winter and spring music programs.

The school has many student groups that are authorized by the school. It is the corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Extracurricular activities are a privilege for PHE students only unless approval has been granted by the administration.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## **STUDENT RECORDS**

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal.

### **Policy on District-Provided Access to Electronic Information, Services and Networks**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Prairie Heights School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to sites which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, students shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same cautious guidance of Internet use as they exercise with other information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing district-provided Internet access must first have the permission of and must be supervised by the Prairie Heights School District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or in other areas of the school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and be consistent with the educational objectives of the Prairie Heights School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. To access uploads, download, or distribute pornographic, obscene, or sexually-explicit material;
- b. To transmit obscene, abusive, or sexually-explicit language;
- c. To violate any local, state, or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;

- e. To access another individual's materials, information, or files without permission; and,
- f. To violate copyright or to otherwise use the intellectual property of another individual or organization without permission.

Any violation of district policy and rules may result in loss of district-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Prairie Heights School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it provides. The district will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature, or information gathered through district diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through district-provided Internet access. The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

### **Technology Guidelines**

Email: Students may be assigned a google email account to be used for school purposes. This email may be monitored by the corporation.

Refer to board policy 7540.06

#### **personal storage devices**

Procedure:

Users may transfer school appropriate files to and from their home directories (H:\ drive) using personal storage devices. Users may not install, remove or use programs using personal storage devices or other means. A security program will be installed on every machine to ensure unauthorized installation does not take place.

#### **Network access**

Network access is permitted for school-owned technology devices only. Tracking software is used to monitor network access. The information saved on school-owned servers are property of the school, and the school reserves the right to access those documents at any given time.

#### **Hardware from home**

Procedure:

Non-school-owned computers must not be connected to the network. Non-school-owned printers may be connected to a school computer, and tech staff will install printer software, but no other support or accessories (i.e., cables, cartridges, etc) will be provided. Other non-school-owned technology hardware items need approval by building administrator and evaluation by tech staff as to compatibility with existing equipment and software. The building administrator and the tech coordinator must approve exceptions to this procedure.

#### **Software from home**

Procedure:

Non-school-owned software will need building administrator approval and evaluation by tech staff as to compatibility with existing equipment and software. Verification of licensing is also required before installation occurs. Tech staff retains the option to uninstall software which interferes with normal operation.

#### **Harboring Executables**

Procedure:

All school-owned computers have a security program installed, and only tech staff will install software on machines. Users may not install programs on the network without tech staff assistance.

#### **Printing**

Procedure:

Network printing services are provided to all students, and students are expected to use these services responsibly. The technology department has installed print-tracking software to record log information regarding printing by each student. Accounting software will be used to set limits as to the number of pages students may print. Tech staff will occasionally scan print logs to check for irresponsible use of school resources. Tech staff and/or other school staff will meet with students whose printing appears excessive or non-school related.

## **SECTION III – STUDENT BEHAVIOR AND DISCIPLINE**

### **STUDENT BEHAVIOR STANDARDS**

A major component of the educational program at Prairie Heights Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Each student shall be expected to:

- (1) abide by Federal, State, and local laws as well as the rules of the school;
- (2) respect the rights of others;
- (3) act courteously toward adults and fellow students;
- (4) be prompt to school and attentive in class;
- (5) work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- (6) complete assigned tasks on time and as directed;
- (7) help maintain a school environment that is safe, friendly, and productive.

#### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- (1) Does my clothing expose too much? (no)
- (2) Does my clothing advertise something that is prohibited to minors? (no)
- (3) Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- (4) Am I dressed appropriately for the weather? (yes)

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting and their parents will be called to pick up the child or the child will be asked to change to more appropriate clothing.

### **SCHOOL DRESS CODE**

An administrative philosophy concerning student attire and grooming has been approved for Prairie Heights Community Schools. The rights of the individual as identified by recent court decisions are the primary reason for developing this system-wide guideline for student attire. The approved administrative philosophy is stated below for your information.

Student attire and grooming:

An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others. The fact that the school will permit a wide variety of school clothes does not mean that school personnel necessarily feel that all styles are equally appropriate. This is a decision that the student must make in conjunction with his/her parents within the limits as defined by the building principal. Board of Education July 26, 1988

#### **DRESS CODE-STUDENT APPEARANCE**

Students appearing in clothing that requires laundering or is disruptive will exchange their inappropriate article of clothing for an office-issued article. The student will then exchange the clothes for his/her own at the end of the school day. Students will not be allowed to attend class if they are in violation of the dress code. They must change their clothing or report to ISS for the remainder of the day. Continued violations will result in disciplinary action.

Guidelines for school-appropriate dress and personal appearance:

Disruptive items:

**Holes in clothing, including jeans are unacceptable. Clothing should be free from rips, tears, and holes. Holes must be covered up with a permanent patch. (Wearing clothing underneath the rips, tears, or holes is not acceptable.)**

Tops exposing the entire shoulder or back area are unacceptable. Halter-tops, spaghetti strap clothing, tank tops (with less than 1-inch straps), see-through tops or midriff-exposing tops are not acceptable for school. Shirts that have been cut excessively in the armpit area exposing skin or are designed as a tank or muscle shirts are not allowed. Also, clothing that exposes cleavage is not allowed. See-through clothing that exposes areas that should be covered is not allowed. No undergarments or underwear should be visible at any time. Excessively short skirts, dresses, or shorts are unacceptable. **Spandex, tights or shorts must be covered with clothing that meets the dress code.** Spandex may include yoga pants, jeggings, leggings and other clothing deemed too tight.

The following items are not to be worn in the building **during the school day.**

Hats, caps, or other head coverings. (This includes "hoods" on pullover or zipping sweatshirts.)

Sunglasses

Bare or stocking feet. Shoes must be worn.

Other items which are disruptive include clothing displaying writing or objects which promotes violence; denotes membership in a gang; bears racially or sexually offensive messages; has a double meaning, innuendo, or other reference to disruptive ideas; advertises, promotes or glorifies alcohol, tobacco, drugs, or other illegal substances or their use, or weapons.

Clothing, jewelry, make-up, accessories, notebooks, or manner of grooming may be deemed disruptive if it denotes membership in a gang or is socially unacceptable or distracting to others.

Low-cut tops or pants where undergarments are visible are unacceptable.

Jackets, coats, book bags, and purses are not permitted in the classrooms unless permission is given from staff

A student may not carry his/her cell phone/pager during the school day. It must be turned off and in their book bag, otherwise it will be taken by administration and held for parent pickup. Cell phones are the student's responsibility. The school is not accountable for any loss or damage in regard to cell phone brought on the school premises.

Body piercing accessories that are unsafe for certain activities or are disruptive to the educational environment are not to be worn to school.

Bagging pants are disruptive. Pants should be worn at the waist. Pants that are low enough to expose underwear or skin when standing or seated are not allowed.

Sleepwear, including bedroom slippers, is not to be worn to school.

No hee-lies/wheelies are allowed.

Flip-flops are allowed but not recommended because they break easily and are not the best footwear for use or in the event of an emergency.

**The administration reserves the right to determine if clothing is disruptive.**

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

### **No toys at school. School provides recess equipment and games.**

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the student behavior standards.

### **Recess**

If the temperature is 10 degrees Fahrenheit (or warmer) with the wind chill, students will be expected to go outside for their 15 minute and 30 minute recesses. A student is permitted to stay inside for two days with a parent note. A note from the doctor is required for a student to stay inside, due to weather, for more than two days.

### **Six Pillars of Character**

Prairie Heights Elementary has adopted the six character traits to encourage personal growth for every student. The character traits are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

### **Playground Rules**

- (1) Follow directions.
- (2) Use equipment properly.
- (3) Stay within playground boundaries.
- (4) Get permission from playground supervisor before leaving playground for any reason.
- (5) Do not throw rocks, snowballs or other objects.
- (6) Students must wear shoes and appropriate clothing for the weather.
- (7) Students will use items provided by PHE and are not permitted to bring balls or toys outside.
- (8) Line up quickly and quietly when whistle blows.

### **Lunch Room Rules**

- (1) Talk quietly to your tablemates
- (2) Use good table manner so eating lunch is pleasant experience for all.
- (3) Do not take food from anyone's tray.
- (4) Clean up after yourself. Stay in single file and walk when taking trays back.
- (5) The cafeteria is crowded – WALK.
- (6) Students should not sell or trade food items.
- (7) No pop/carbonated beverages can be brought in for lunch. Candy should be limited to a serving for the child packing lunch.

### **Hallway Rules**

- (1) Walking feet at all times
- (2) All hallways inside smoke doors are quiet zones.
- (3) Keep to the right.

### **Restroom Rules**

- (1) Restrooms are not playing areas. Please behave properly.
- (2) Please flush toilets and place towels in the waste cans.
- (3) Do not swing on partitions, doors or sit on the sinks or stand on toilets.

## **SECTION IV - ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT**

### **CODE OF CONDUCT**

***Violations of the Code of Conduct may be punishable by suspension or expulsion.***

The standards and the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.

The objectives of the enforcement of these standards and the Code of Conduct are:

- (1) to protect the physical safety of all persons and prevent damage to property;
- (2) to maintain an environment in which the educational objectives of the school can be achieved;
- (3) to enforce and instill the core values of the Prairie Heights School Corporation and its school community.

The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:

- (1) the nature and extent of any potential or actual injury, property damage, or disruption;
- (2) the student's prior disciplinary history and the relative success of any prior corrective efforts;

- (3) the willingness and ability of the student and the student's parents to participate in any corrective action;
- (4) the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
- (5) any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

### **POSSIBLE DISCIPLINARY CONSEQUENCES**

#### 1. Disciplinary Actions

Subject to Indiana law, school board policy and administrative rules, the superintendent, principal, any administrative personnel, or any teacher of the school corporation is authorized to take any action in connection with student behavior, which is reasonably desirable or necessary to help any student, to further school purposes or to prevent an interference with school purposes. Disciplinary actions may include, but are not limited to:

- a. Counseling with a student or group of students;
- b. Conferences with a parent or group of parents;
- c. Assigning students additional work;
- d. Rearranging class schedules;
- e. Requiring a student to remain in school before or after regular school hours (detention);
- f. Restriction of extracurricular activity;
- g. Assignment by the principal to a special course of study, an alternative educational program, or an alternative school;
- h. Removal of a student from school sponsored transportation;
- i. Restitution;
- j. In-school suspension;
- k. Expulsion.

The PHCSC administration reserves the right to use other consequences than those stated above, if they consider it to be in the best interest of the individual and student body.

#### 2. Required Participation By Parents

Persons having care of a dependent student (parents/ guardians/custodians) may be required to participate in meetings, conferences, and hearings in connections with a student's behavior. In the case of expulsion meetings, the parent/guardian/custodian may be required to attend a meeting to determine the educational future of the child (i.e. whether the child is removed from or retained in school or placed in an alternative program).

When participation in the above-stated gatherings is required, the school corporation shall notify the parent/guardian/custodian of the date, time, place, and purpose of the gathering in one of the following ways:

- 1) Telephone contact by a school official in advance of the meeting, conference, or hearing.
- 2) Delivery of written notice of the required attendance of the meeting, conference, or hearing prior to the scheduled meeting, conference, or hearing.

The superintendent, principal, or other administrative personnel shall be authorized, with parental consent, to require behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency approved by the school corporation if such testing, counseling, or evaluation is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent/guardian/custodian and the school corporation may require, with parental consent, the release of the results, progress reports, and other information to appropriate school officials.

#### 3. Non-Compliance of Parents

Non-compliance of parents/guardians/custodians with the provisions of this policy may be considered educational neglect with the child being considered a "child in need of services" in accordance with Indiana law. Where the child's behavior has been repeatedly disruptive in the school and the parent, guardian or custodian fails to participate in a disciplinary proceeding in connection with the child's behavior, the matter will be referred to Child Protective Services.

Legal Reference: I.C. 20-33-8-25, I.C. 20-33-8-26, I.C. 31-34-1-7

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal discipline takes place within the school. It includes but is not limited to:

- (1) writing assignments;
- (2) change of seating or location;
- (3) before-school, lunch-time, after-school detention;
- (4) in-school restriction;
- (5) removal from a class or activity.

## **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) days' notice. The student or his/her parents are responsible for transportation.

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of school Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

## **Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a “false-positive” result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

### **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the principal or to the student government.

If the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student may file a grievance with the counselor. That grievance will be promptly investigated and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

### **BULLYING**

Any student who believes s/he has been or is currently the victim of bullying, should immediately report the situation to the building principal or assistant principal. The student may also report concerns to the teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the superintendent. Complaints against the superintended should be filed with the board president.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

#### **"BULLYING" as defined in IC 20-33-8-0.2**

As used in this chapter, "bullying" means overt, repeated acts or gestures, including:

- (1) verbal or written communications or images transmitted;
- (2) physical acts committed;
- (3) aggression; or
- (4) any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for that student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) 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.

As added by P.L.106-2005, SEC.6. Amended by P.L. 285-2013 SEC.5.

#### **DISCIPLINE RULES PROHIBITING BULLYING REQUIRED (IC 20-33-8-13.5)**

Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

- (1) prohibit bullying; and
- (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.

The discipline rules described in subsection (a) must apply when a student is:

- (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event;
- (3) traveling to or from school or a school activity, function, or event; or

(4) using property or equipment provided by the school.

The discipline rules described in subsection (a) must prohibit bullying through the use of data or computer software that is accessed through a:

- (1) computer;
- (2) computer system; or
- (3) computer network;

of a school corporation.

This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

As added by P.L.106-2005, SEC.7. Amended by P.L.180-2011, SEC.2.

- (1) Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. All bullying incidents that are not physical in nature should be reported to guidance and bullying incidents that are physical in nature should be reported directly to administration. A bullying report form should be completed at the time of the report. School personnel will investigate all reports of bullying.
- (2) Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- (3) Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

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

#### **POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE**

No student shall possess, handle or transmit any firearm or destructive device on school property.

The following devices are considered to be a firearm under this rule and under IC 35-47-1-5:

- (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) Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
- (5) Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- (6) Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- (7) An antique firearm
- (8) A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

For purposes of this rule and in accordance with IC 35-47.5-2-4, 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.

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.

The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

**GROUNDS FOR EXPULSION OR SUSPENSION IC 20-33-8-15, IC 20-33-8-33, IC 20-33-8.5-3, IC 20-33-8.5-6, IC 20-33-8.5-7, IC 20-33-8.5-8, IC 20-33-8.5-4, IC 20-33-8.5-11, IC 20-33-8.5-12**

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- (1) 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 (including summer school);
- (2) Off school grounds at a school activity, function, or event; or
- (3) Traveling to or from school or a school activity, function, or event.

**STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, 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 education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging 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 act.
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 is not a violation of this rule. Self-defense is considered to be blocking an aggressive act. Returned aggression is fighting.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
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, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. 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:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.

\*Otherwise, all medications – prescription and over the counter – MUST be located in the clinic.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing 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.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. (May result in loss of credit.)
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. 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 hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. Violation of the school corporation's acceptable use of technology policy or rules;
  - g. Violation of the school corporation's administration of medication policy or rules;
  - h. Possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and publicizes to all students and parents in the principal's building, including, but not limited to:
  - Forgery
  - Consuming gum, candy, pop, etc.
  - A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that used in its manner, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

- An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

### **GANG ACTIVITY OR ASSOCIATION**

PHCSC prohibits criminal gangs and criminal gang activity in our school. Our complete policy is available on our website underneath the school board tab.

### **UNLAWFUL ACTIVITY**

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 an interference with school purposes or an educational function, or the student's removal is necessary to restore order or to 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. This also includes electronic bullying and harassment on and off school property. (I.C.20-33-8-15)

### **RIGHT TO APPEAL**

As the Prairie Heights Board of School Trustees has total confidence in the ability of the Prairie Heights administrators to make the proper decisions concerning the suspension and expulsion of Prairie Heights' students, the Prairie Heights Board of School Trustees will no longer hear parent and student appeals of expulsions.

Approval by Board – November 14, 2006

### **SUSPENSION PROCEDURE IC 20-33-7 IC 20-33-8-18**

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

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

Students are not to be on school grounds or attend school functions during out-of-school suspension time. Suspension time ends 7:15 a.m. on the day returning to school.

When a student is assigned discipline of OSS, the administration will call every available phone number to inform parents. If parents cannot be reached by phone, a letter will be sent home with the student and a certified letter will be mailed to the home address. The school may still start the discipline on the following day even if parents have not been notified so that the involved student is removed from regular classes.

### **OUT OF SCHOOL SUSPENSION (OSS) IC 20-33-8-29, IC 20-33-8-31, IC 20-33-8-34**

In the event it is decided a student warrants out of school suspension, school work (for the day/s) will be sent home for the student to complete. Parents are responsible for supervision for any day a student has earned out of school suspension.

### **EXPULSION PROCEDURES IC 20-33-8-3 IC 20-33-8-6 IC 20-33-8-11**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent is given notice of their rights to appear at

an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and will contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but an attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. IC 20-33-8-19 IC 20-33-8-20 IC 20-33-8-21 IC 20-33-8-22 IC 20-33-8-23

**RE-ENTRY FROM EXPULSION IC 20-33-8-24**

Prior to the return of a student from an expulsion, whether enrollment into second semester or from an alternative to expulsion, that student and his/her parent(s) will meet with the principal and that student's counselor to develop a behavioral contract.

**SECTION IV – MEDICAL POLICIES AND INFORMATION**

**School Immunization Requirements as of May 2018**

**2018-2019 School Year - Indiana State  
Department of Health  
3 to 5 years old**

**3 Hep B (Hepatitis B)  
4 DTaP (Diphtheria, Tetanus & Pertussis)  
3 Polio (Inactivated Polio)  
1 MMR (Measles, Mumps, Rubella)  
1 Varicella**

<b><i>Kindergarten and Grade 1</i></b>	<b>3 Hep B 5 DTaP 4 Polio 2 MMR</b>	<b>2 Varicella 2 Hep A</b>
<b>Grades 2 to 5</b>	<b>3 Hep B 5 DTaP 4 Polio 2 MMR</b>	<b>2 Varicella 2 Hep A</b>
<b><i>Grades 6 to 10</i></b>	<b>3 Hep B 5 DTaP 4 Polio 2 MMR</b>	<b>2 Varicella 1 Tdap (Tetanus &amp; Pertussis) 1 MCV4 (Meningococcal) 2 Hep A</b>
<b><i>Grades 11 to 12</i></b>	<b>3 Hep B 5 DTaP 4 Polio 2 MMR</b>	<b>2 Varicella 1 Tdap 2 MCV4 2 Hep A 2 Men B</b>

## **STUDENT WELL-BEING**

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have an emergency medical paper completed, signed by a parent or guardian, and filed in the school office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. **For a student to stay in at recess for more than 2 days a doctor note is required.**

## **STUDENT MEDICATION POLICY**

### **USE OF MEDICATIONS**

Prescription or non-prescription medications, required by a student, should be administered by a parent at home or by the student's medical provider. Parents should use every effort to have medication times set for time periods other than school hours.

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. All medications must be registered with the clinic. No expired medications will be given.
3. Medication that is brought to the office will be properly secured.
  - a. Medication must be conveyed to school clinic directly by the parent (preferably) or by student.
  - b. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means.
4. Students who may require administration of an emergency medication may have such medication stored in the clinic. Students with a doctor-diagnosed condition, which requires self-medication, MUST obtain a self-medication authorization from the school corporation nurse prior to bringing the medication to school. To obtain such an authorization the student must present a statement from the family doctor accompanied by a written request from the parent indicating their willingness to have their child self-medicate. PHCSC will not be responsible for the results of student self-medication authorized by a doctor and requested by the parent.
5. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
  - a. A log for each prescribed medication shall be maintained. It will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
  - b. Any medication that is to be dispensed at school must be in the original pharmacy bottle bearing the original pharmacy label, or it will not be given. A note from the parent must accompany the medicine giving the authorized school staff member permission to give the medication. For safety purposes, the above policy must be adhered to. No exception will be made.
  - c. If you do send medication in an envelope or some other type container, it will NOT be given. It will be kept in the clinic office until you come and pick it up. If a student is found using or possessing a non-

prescribed medication without parent authorization, she/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

6. Over the counter medications (OTC) must have FDA approval. OTC medications can only be administered within the dosage parameters and frequency recommended on the bottle or within the recommended parameters.
  - a. All OTC medications must have a note from the parent stating the child's name, reason for use, dose to be given and frequency of dose.
  - b. The clinic will stock children's generic Tylenol, generic Advil or ibuprofen, generic Benadryl, and an antacid. However if your child takes these medication frequently, the parent/guardian will need to supply these.

***Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provisions of the Code.***

#### **Keep your child home if**

- (1) He she has a fever of 100 degrees or higher
- (2) Has a sore throat with a fever
- (3) Has a persistent cough either dry or productive.
- (4) Has diarrhea (three or more episodes in 24 hours)
- (5) If your child has recently been ill they must be free of fever for 24 hours without using fever-reducing medication before returning to school.
- (6) If your child has had strep throat, he/she must be on the appropriate antibiotics for 24 hours and be fever free for 24 hours, without using fever-reducing medication, before returning to school.
- (7) If your child has pink eye, he or she must have received prescription eye drops for 24 hours with no drainage before returning to school. The school clinic will not stock OTC medications such as Tylenol.

#### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, conjunctivas (pink eye), and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines as directed by the Indiana State's Communicable Reference Guide.

#### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **ATTENDANCE PHILOSOPHY**

Regular attendance is essential for a student's success in school. Every absence whether excused or not is a day lost in the classroom that can never be retrieved. While make-up assignments may be completed, the dialogue between the teacher and the students can never be effectively duplicated. The State of Indiana places education at the top of its priorities and the Indiana Compulsory Attendance Law requires students to attend school regularly. Accordingly, it is incumbent upon PHCSC to use every reasonable measure to assist students in developing positive attendance habits. While the responsibility for a student being present in school rests with the student and his/her parents, the school will assist the parents and student in this responsibility. This cooperation between the student, parents and the school is essential in providing the fundamental foundation of regular school attendance.

## **TARDY POLICY**

Students are expected to be ready for class to begin at the start of school. If a student is not in the class by 8:20AM, a tardy will be assigned. When tardies accumulate, students will be warned; and after 5 unexcused cumulative tardies, the parent will receive a phone call. Further tardies may result in consequences at the administration's discretion (attendance probation).

## **LEAVING EARLY POLICY**

Students are expected to be in class for the duration of the school day. If a student leaves before 3:14PM, he/she will be counted as leaving early. When a student has left early a total of 5 unexcused days, the parent will receive a phone call. Additional unexcused days left early may result in consequences at the administration's discretion (attendance probation).

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either a.) a written request signed by the parent/guardian or b.) the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by, or a phone call from the custodial parent(s) or other legal authorization.

## **REPORTING PROCEDURES**

A parent or guardian should contact the school at **351-2039** by **9:00 a.m.** on the day of the student's absence. A message may be left on school voice mail 24 hours a day at 351-3214. **If no contact is made by 9:00 a.m. on the day of the absence, the student may be marked unverified.** After that time, the attendance clerk will compile a list of daily absences, and begin calling parents/guardians at home and work to verify the absence. Any change in attendance status must be confirmed by the parent by phone or written note within 48 hours from the time of absence.

## **LIMITED ABSENCE POLICY/ATTENDANCE PROBATION**

Prairie Heights limits the number of times a student may be absent from a class or school. If a student misses the equivalent of 8 days, excluding exempted absences, he/she may be placed on attendance probation. Once on attendance probation, all future absences must be either excused or exempted within 48 hours from the student's return to school in order not to count toward disciplinary action.

## **ATTENDANCE PROBATION**

Once notice is given, any absence counts against the policy with the exception of an exempted absence, attending a funeral or bereavement, or a doctor's verification. If a parent feels the student is sick and the parent is unable to schedule a doctor's appointment, the student may be brought in and checked out by the clinic. If the clinic feels the student should not be at school, this will not count toward the attendance probation.

Absences that occur without this verification once on attendance probation:

- 1<sup>st</sup> offense: A certified letter will be sent requiring you to attend an attendance meeting at 8 absences
- 2<sup>nd</sup> offense: A phone call will be made to the probation department at 10 absences.

\* Once a student is placed on attendance probation, removal of work permit and/or revocation of a driver's license may be options taken by the school.

## EXEMPTED ABSENCES

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7) The student must be in a good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days
- G. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

## EXCUSED ABSENCES

An excused absence is one that does not count toward attendance probation through the school. The following are excused absences: (1) illness verified by a note from a physician or verified by the school nurse, (2) recovery from accident with medical documentation that recovery is necessary, (3) required court attendance with documentation, (4) professional appointments; when appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc., (5) death in the immediate family or of a relative, (6) observation or celebration of a bona fide religious holiday (7) maternity of student, (8) military connected families' absence related to deployment or return, or (9) such other good cause as may be acceptable to the Superintendent or permitted by law. The principal or his/her designee may consider other situations when extenuating circumstances arise.

## MEDICAL/DENTAL APPOINTMENTS

Parents should make every attempt to schedule appointments after school hours. If an appointment is required, the parent/guardian must call the school or send a note before the student may be permitted to leave the building. Upon returning to school, the student must sign out before leaving the building and sign in at the office. It is recommended that students do not repeatedly miss morning or afternoon classes for therapy or doctor appointments. Appointments during the school day should be spread out so the student can keep up with his/her classes. The school has the right to request a doctor's verification for each absence day due to ongoing medical conditions.

## SICK OR INJURED STUDENT

A student who becomes ill or injured at school must report to the clinic. Permission to go home for the remainder of the day may be given by the principal or his/her designee, after consultation with a parent or guardian. If deemed ill and permission is granted for the student to leave for the remainder of the day, the student will not have the absence count toward their "Limited Absence Policy." If the student is absent the next day, in order to not have the absence count toward their "Limited Absence Policy", the student will need to have their absence verified by a doctor. Therefore, it is important that all emergency information is kept up to date with the clinic. If your contact information changes, please contact the clinic to have it updated.

## PREARRANGED ABSENCES

Students must request and complete the appropriate documents one week prior to the absence. Students are responsible for completing all missed work. The principal or his/her designee reserves the right to deny a pre-arranged absence based on a student's attendance record and/or grades in current classes. These absences may count towards students' limited number of absences.

## **UNVERIFIED ABSENCES**

Unverified Absence - an absence is unverified when a parent/guardian does not notify the school of an absence. Students will have 24 hours to produce documentation for the absence to be verified or they will be considered truant. Discipline will be assigned based on the limited absence policy.

## **PERFECT ATTENDANCE**

To qualify for perfect attendance students must have missed no class periods for the year except or exempted absences.

## **THE FOLLOWING PROCEDURE WILL BE USED TO MONITOR ATTENDANCE AND INTERVENE ON POTENTIAL ATTENDANCE PROBLEMS.**

Whenever a student reaches excessive absence, notification will be made to the parent. Measures to be taken, appropriate to the student's case, will be determined. These measures could include a parent conference, a contract, a referral to outside agencies, make-up time, etc., any of which will be communicated to the student and the student's parent/guardian.

## **VACATION DURING THE SCHOOL YEAR**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Family vacation days will be considered unexcused absences.

## **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up school work lost due to suspension within 10 days. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

## **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are excusably absent from school or who have been suspended, shall be given the opportunity to make up work that has been missed. The student should contact his/her teacher as soon as possible to obtain assignments.

If a student misses a teacher's test due to an excused absence, she/he may make arrangements with the teacher to take the test. If s/he misses the ISTEP Test or other standardized test, the student should consult with the principal to arrange for taking the test.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for all students who live within the school district. The bus schedule and route is available by contacting the transportation department at (260) 351-2035.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an occasional bus pass as approved by the principal. Bus passes for social events, i.e., birthday parties, that have students going home with another student will only be approved if the bus has adequate seating available.

Due to the safety of our students, balloons are not permitted on the bus. If balloons are delivered for a student, he/she must have alternative transportation home or someone must pick up the balloons from school.

## **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. These rules are posted within each bus and distributed at registration. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

### **Prior to loading (on the road and at school)**

Each student shall:

- (1) Be on time at the designated loading zone;
- (2) Stay off the road at all times while walking to and waiting for the bus;
- (3) Line up single file off the roadway to enter;
- (4) Wait until the bus is completely stopped before moving forward to enter;
- (5) Refrain from crossing a highway until the bus driver signals it is safe;
- (6) Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait at a stop, and the driver will not blow the horn.

### **During the trip**

Each student shall:

- (1) Remain seated while the bus is in motion;
- (2) Keep head, hands, arms, and legs inside the bus at all times;
- (3) Not litter in the bus or throw anything from the bus;
- (4) Keep books, packages, coats, and all other objects out of the aisle;
- (5) Be courteous to the driver and to other bus riders;
- (6) Not tamper with the bus or any of its equipment.

### **Leaving the bus**

Each student shall:

- (1) Remain seated until the bus has stopped;
- (2) Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- (3) Be alert to a possible danger signal from the driver.

Excluding rare exceptions granted by administrators, all students must have a note from parent or guardian when not riding their bus home or riding a different bus home. A pass will be given to the student to be given to the bus driver. The driver will not discharge students at locations other than their regular stop, at home, or at school unless s/he has proper authorization from school officials.

## **VIDEOTAPES ON SCHOOL BUSES**

The school board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with federal law. Determination of how video cameras will be used and which school buses will be equipped with video equipment will be made by the administration. Signs are posted on each bus notifying students of the existence of video equipment.

### **Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Transportation Student Discipline Code and may be deprived of the privilege of riding the bus.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change and the principal approves. When picking your child up or bringing them to school **DO NOT** park in the bus lanes or pull around the buses when they are parked in the school driveway loading or unloading students. No parking is allowed in the driveway between the hours of 7:45 a.m. to 8:45 a.m. and between 2:30 p.m. and 3:15 p.m. **DO NOT BACK UP** in the driveway to leave, PLEASE follow the circle through the parking lot after the buses have left to exit safely.

### **Bus Passes**

Please be sure your full name and your child's full name, bus number, classroom teacher, and date are on the written notification. If you would also list the name of the person that they will be going home with and relationship, it will alleviate any confusion. If you need to have your child change buses, or if someone other than yourself is picking them up, you must notify the office in writing or at least by phone prior to 2:00 p.m. to make these arrangements. We distribute bus passes shortly thereafter and late calls make it very difficult to get the correct information to the child and/or teacher.

### **BUS DISCIPLINE**

In the event the driver thinks a student's behavior inappropriate for the bus, the driver has the option of removing a student from the bus. The driver will notify the parents if this is necessary. Generally, the following procedure is followed for bus related discipline:

- (1) Warning and discussion with bus behavior.
- (2) Second citation – 1-3 days off the bus and parent conference or removal from the bus until conference is held.
- (3) Third citation – loss of riding privilege or contract developed to outline discipline. Meeting with superintendent, driver, administration, student, and parent.

### **PENALTIES FOR INFRACTIONS**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

### **SECTION VI – OTHER**

#### **PRAIRIE HEIGHTS COMMUNITY SCHOOLS ASBESTOS NOTIFICATION**

The Prairie Heights Community schools regularly completes an inspection of all school facilities for asbestos-containing materials in response the Environmental Protection Agency (EPA), Asbestos Hazard Emergency Response Act of 1986 (AHERA). Asbestos containing materials have been found in each of our school buildings. Those materials have been encapsulated or are maintained in a safe condition so as not to pose a threat to inhabitants of any school building. This notice is intended to be part of our district's official public notification as required by law.

The complete management plan approved by the Indiana Department of Environmental Management is available in the Superintendent's office, as well as each building principal's office. The management plan explains that we will maintain the asbestos-containing material in a safe manner and condition.

Trained staff members conduct visual inspections every six month and accredited personnel conduct a complete inspection every three years. The results of our most recent inspection are available for viewing in the administration building during normal business hours. Our asbestos Program Manager is available to answer any questions you may have about asbestos in our buildings at 351-3214.

#### **Pesticide Notification Registry**

At least 48 hours prior to a pesticide application at a school, Prairie Heights Community School Corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. You must be registered with the school to receive such advance notice. If you would like to sign up for this registry, please send an email to dholden@ph.k12.in.us requesting to be added to the registry, or by calling 260-351-3214 ext. 5260.