

**2018-2019**  
**PANTHER PLANNER**  
**PRAIRIE HEIGHTS**  
**HIGH SCHOOL**

0245 South 1150 East  
LaGrange, IN 46761  
Telephone: 260-351-3214  
1-800-800-9596

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SCHOOL COLORS: RED/BLACK/WHITE  
MASCOT: PANTHER  
[www.ph.k12.in.us](http://www.ph.k12.in.us)



**PRAIRIE HEIGHTS FIGHT SONG**

Fight team, fight for Prairie Heights;  
We must win this game  
Colors red and black and white bring glory to our name  
Rah! Rah! Rah!  
Forward into battle, Black Panther reign supreme.  
On to Victory Big Team,  
Let's Fight, Fight, Fight!

**Property of:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**In case of emergency, please notify:**

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

*Welcome to **Prairie Heights High School**. All staff members welcome you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

Superintendent of Schools, (260) 351-3214 ext. 5263

Principal (260) 351-3214 ext. 4500

Assistant Principal (260) 351-3214 ext. 4510

Counselors (260) 351-3214 ext. 4640 and 4650

Guidance Secretary (260) 351-3214 ext. 4630

Athletics and Asst. Principal's Secretary, (260) 351-3214 ext. 4540

Treasurer and Principal's Secretary, (260) 351-3214 ext. 4530

Attendance Secretary, (260) 351-3214 ext. 4550 or (260) 351-2154

## SCHOOL YEAR 2018 - 2019

[ ] Adopted by the Board of School Trustees on May 21, 2018

[ ] Discipline Code adopted by the Board on May 21, 2018

### Regular Schedule – 2 lunches

1 <sup>st</sup>	8:05 – 8:54	(49 min)
2 <sup>nd</sup>	8:59 – 9:48	(49 min)
3 <sup>rd</sup>	9:53 – 10:42	(49 min)
C <sup>3</sup>	10:47-11:15	(28 min)
4 <sup>th</sup>	11:20 – 12:39	
A	11:15 – 11:45 (class 11:50 – 12:39)	(49 min)
B	12:09 – 12:39 (class 11:20 – 12:09)	(49 min)
5 <sup>th</sup>	12:44 – 1:33	(49 min)
6 <sup>th</sup>	1:38 – 2:27	(49 min)
7 <sup>th</sup>	2:32 – 3:23	(51 min)

### 2 Hour Delay – 2 lunches

1 <sup>st</sup>	10:05 – 10:45	(40 min)
2 <sup>nd</sup>	10:50 – 11:26	(36 min)
3 <sup>rd</sup>	11:31 – 12:37	
A	11:26 – 11:56 (class 12:01 – 12:37)	(36 min)
B	12:07 – 12:37 (class 11:31 – 12:07)	(36 min)
4 <sup>th</sup>	12:42 – 1:18	(36 min)
5 <sup>th</sup>	1:23 – 1:59	(36 min)
6 <sup>th</sup>	2:04 – 2:40	(36 min)
7 <sup>th</sup>	2:45 – 3:23	(38 min)

### Pep Session Schedule

1 <sup>st</sup>	8:05 – 8:54	(49 min)
2 <sup>nd</sup>	8:59 – 9:48	(49 min)
3 <sup>rd</sup>	9:53 – 10:42	(49 min)
C <sup>3</sup>	10:47 – 11:15	(28 min)
4 <sup>th</sup>	11:20 – 12:30	
A	11:15 – 11:45 (class 11:50 – 12:30)	(40 min)
B	12:00 – 12:30 (class 11:20 – 12:00)	(40 min)
5 <sup>th</sup>	12:35 – 1:16	(41 min)
6 <sup>th</sup>	1:21 – 2:02	(41 min)
7 <sup>th</sup>	2:07 – 2:48	(41 min)
Pep Session	2:53–3:23	(30 min)

## VISION STATEMENT

Prairie Heights High School, in cooperative effort with our community, will cultivate a nurturing environment designed to maximize each student's unique potential, develop his/her 21st century skills, and aid him/her in becoming a responsible, respectful, productive citizen.

## MISSION STATEMENT

Prairie Heights High School will prepare students to live and work in the 21st century.

## BELIEF STATEMENTS

1. All students can learn.
2. Students need to not only develop a deeper understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning, and to reason, solve problems, and produce quality work.
3. The goal of our educational programs is to prepare students to become contributing members of society.
4. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.

Prairie Heights High School students are expected to display the following character traits:

Trustworthiness: Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

Respect: Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the

feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility: Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness: Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

Caring: Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship: Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

## **PRINCIPAL'S WELCOME**

Dear Student:

Welcome to Prairie Heights Senior High School. We hope that your four years with us will be educationally profitable and enjoyable.

High school is a time of change. The work load and social adjustments are greater here than at the middle school level. High school offers students the opportunity to prepare for post-secondary education, specific careers, and the world of work. Students are expected to attend school regularly, complete all work assigned, act with maturity, and demonstrate respect and responsibility at all times. The high school experience will be exciting and filled with many new learning opportunities.

This student handbook includes some important information that will help you navigate your way through the year in the most productive manner. Parents and students should read all of the information carefully as students are held accountable for its contents.

The faculty and staff at PHHS spent time attending summer workshops and writing curriculum to challenge and motivate students. We are eager to begin this new year and hope it will be a most successful one for all.

Jeremy Swander, Principal

## **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 and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook as each student is responsible for knowing its contents. Please keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your Guidance Counselor or the Principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May 2018. If any of the policies or administrative guidelines referenced herein are revised after May 2018, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

## **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. 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. Postal Service, email, 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. Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **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.

Students with specific health care needs shall submit those needs, in writing and with proper documentation by a physician, to the school office. On occasion the school corporation may use chemicals for pest control, invite animals in the building, or engage in other procedures that may cause someone with severe allergies to become aggravated. If your son/daughter has any issues with items like these, you must submit in writing to the school office what the medical condition is and what reaction it may cause. The school will then make every effort to keep students from being exposed to situations that may cause an allergic reaction.

Based on Indoor Air Quality legislation students are prohibited from spraying perfumes, colognes, or any aerosol products.

# EQUAL EDUCATION OPPORTUNITY

PRAIRIE HEIGHTS HIGH SCHOOL PROVIDES AN EQUAL OPPORTUNITY IN EDUCATION FOR ALL STUDENTS WHO ENROLL IN OUR SCHOOL. ALL STUDENTS WILL BE EDUCATED WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, HANDICAP, DISABILITY, CITIZENSHIP STATUS, OR ANY OTHER BASIS PROHIBITED BY LAW.

## SCHOOL INFORMATION

### CLINIC

A student who becomes too ill to remain in class should be issued a pass by the classroom teacher and then report directly to the clinic. A student will be allowed to stay in the clinic for up to one hour only. Prairie Heights Community Schools Corporation's protocol for head lice:

- There are no exclusion laws for head lice from the Indiana State Department of Health.
- The American Academy of Pediatrics, the National Association of School nurses, the Indiana Department of Education, and a study by Harvard University all support and recommend no student be excluded for lice.
- Any student suspected of having live lice will be checked by the school nurse or designated school personnel.
- An attempt will be made to reach a parent/guardian by phone explaining what was found and asking the parent to treat the student before sending the child back to school. (Although we will not suggest they do so, it is the parent's option to pick the child up early from school).
- A letter will be sent home with the student explaining what was found and asking the parent to treat the student before sending the child back to school.
- Information will be provided to the parent about head lice and nits and methods to eliminate infestations.
- A student will not be excluded from the classroom or the bus for lice.
- Everything possible will be done to maintain confidentiality and protect the privacy of the student.

### STUDENT MEDICATION POLICY

Any medication to be dispensed at school must be administered in the clinic and must be in the original pharmacy bottle bearing that 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 administer the medication. For safety purposes, the above policy must be adhered to. No exception will be made. If you do send medication in an envelope or some other type of container, it will not be given. Medication must be kept in the clinic office until you come and pick it up. Any over-the-counter medication may not be distributed to the student without authorization from a parent/guardian.

### IMMUNIZATION REQUIREMENTS (IC 20-34-4)

Each student shall provide documentation of immunization against diphtheria, pertussis (whooping cough), tetanus, measles, rubella, poliomyelitis (polio), mumps, hepatitis B, and chicken pox as set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

Every child who enters grades 6 through 11 shall also have a meningococcal vaccine. Each child who enters grade 12 will have two (2) meningococcal vaccinations.

For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement.

### 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 Lagrange 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 Indiana 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.

### 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](mailto:dholden@ph.k12.in.us) requesting to be added to the registry, or by calling 260-351-3214 ext. 5260.

### SEVERE WEATHER AND SCHOOL CLOSING

In case of severe weather, **DO NOT CALL THE SCHOOL**. PLEASE listen to:

WOWO - 1190 AM    WBTU - 93.3 FM    WLKI - 100.3FM    WBCL - 90.3  
WTHD - 105.5 FM    WAJI - 95.1 FM    WMSH - 99.3 FM    WTRC - 1340  
WPTA - Chan. 21    WISE - Chan. 33    WANE - Chan. 15    WNDU - Chan. 16

Parents and students can also sign-up through Panther Paw to receive messages regarding school closings, delays and other pertinent information.

### VISITORS/SAFETY AND SECURITY

Prairie Heights High School welcomes parents and patrons of the district. All visitors to PHHS must enter through Door #3 and register in the high school office. All visitors will be expected to show valid identification and are expected to wear a visitor's identification pass.

Students from other schools who desire to visit PHHS for the purpose of previewing the school before enrolling must be granted advanced clearance of two (2) days from the principal's office, plus permission of the teachers involved. VISITATION REQUESTS are available in the clinic.

Infant visitations within the building are especially discouraged.

Pets or animals of any kind are not allowed on school grounds or in school buildings during any type of school sponsored event unless granted prior administrative approval.

Students are **NOT** to open the doors for outside visitors.

No skateboarding is allowed on PHCSC property.

## **DANCE GUESTS**

Students may bring guests from other schools to PHHS-sponsored dances. In order to do so a guest form must be filled out and approved prior to obtaining tickets to the event. The following guidelines will apply to all potential guests:

- Students who are expelled from ANY school may not attend!
- If problems arise, both the PHHS student and guest will be asked to leave.
- Administration reserves the right to refuse admittance to any person.
- If the guest is a PHHS graduate and is not over the age of 20, please complete all information on the form except principal's signature.
- Students who have graduated from a high school (not PHHS) within the last two years and are not over the age of 20 may attend with their former principal's signature and they must provide their driver's license number or the number of another valid state issued identification.
- Students who are not currently attending high school or who meet the above mentioned guidelines are not permitted to attend.

## **FUNDRAISING**

The Prairie Heights School Board and/or the building administrator must approve any fundraisers. Fundraisers by school-sponsored clubs and groups may be done during the school day, provided they do not disrupt the educational environment. No one may fundraise/sell at PHCS for personal gain or profit.

## **CARE OF TEXTBOOKS**

A basic textbook rental fee is charged 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 that 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 transfers, withdrawals, or expulsions.

## **USE OF FACILITIES**

Only authorized persons who have submitted and obtained an approved Facilities Use Form will be permitted to use the facility. Persons entering the building without authorization will be subject to severe disciplinary measures. Doors # 3 and #5 will be accessible by using our buzzer entrance system. If necessary, complaint of unauthorized entry will be filed with the LaGrange County Sheriff's Department. It is expected that any student be under the direct supervision of a staff member at all times.

## **COMMUNITY SCHOOL FARM USE**

We're proud that Prairie Heights Community School Corporation has 230 acres of outdoor space for students to share toward the enrichment of their school experience. Nature trails, a wildlife area, a weather station, a museum, a farmstead park, fine hills, hollows, trees, and water are available for student groups and community groups to use. Classes, teachers, community groups or individuals are always welcome to use the school for their benefit. They are requested to coordinate all activities through a master calendar in the Vo-Ag Department. Guided tours and/or hayrides are available upon request from the FFA.

## **CARE OF THE BUILDING**

- Students should take pride in keeping the building and grounds clean and orderly. Beverages and snacks may be purchased from the vending machines before and after school only. Food and beverages should be consumed prior to entering the classroom. Bottled water is the only thing that should be consumed in classrooms. All containers and wastepaper should be placed in the proper receptacle.
- Students are not to post any flyers, posters, or other paraphernalia without the permission of building administration. All items must be posted on designated bulletin boards.

## **CAFETERIA**

PHHS has a closed lunch policy. All food is to remain in the cafeteria. No food or drinks are allowed in the concession stand area. All food must remain in the seating area. Students may use the restroom in the gym lobby area with permission and return to the seating area. Students must stay in the seating area during the lunch period or outside, if weather permits. After eating, students are responsible for the disposal of their trash. If trash or food is not disposed of properly, the responsible student(s) will be expected to clean the cafeteria or other disciplinary action will be taken.

Parents may put any sum of money in a bar-coded card account for the student's use by cash or check. Payment with a credit card needs to be through [www.payforit.net](http://www.payforit.net). A user fee may apply. Students not using this system will need cash. 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 services page on our website.

## **BOOKSTORE**

School supplies in our bookstore are sold each morning prior to the first class and available in the clinic throughout the school day. We try to carry an adequate supply of paper, pencils, pens, erasers, and other school supplies. The prices for items in our bookstore are comparable with stores in the community and may vary throughout the year.

## **MEDIA CENTER**

Welcome to the Prairie Heights High School Media Center. We consider our media center the hub of our school. The media center provides students with books, magazines, research materials, and Internet access. We welcome students to come in and browse the collection, enjoy the various reading materials, or seek a quiet study area. A media specialist/aide will be on duty at all times and will strive to promote reading and literacy. Media center hours and policies are posted.

### Media Center Policies and Procedures

Philosophy:

Our media center is an integral part of the educational process. Our mission is to provide students and staff with a 21<sup>st</sup> Century learning environment while we promote effective, ethical use of ideas and information. We also seek to foster a love of reading.

Expectations of Students

- Students can expect to receive courteous and respectful service from all media center staff members.
- Students can expect to find resources and equipment to meet their academic and curricular needs.
- Students can expect to find materials for leisure reading.

Expectations of PHHS Media Center (MC):

- The MC expects students to sign in and out of the MC unless attending with a classroom teacher.
- The MC expects students to be reasonably quiet, respectful, and courteous at all times.
- The MC expects students to return materials on time and in good condition.

- The MC expects students to follow Prairie Heights Schools Network and Internet Acceptable Use Policy (AUP).
- The MC expects students to refrain from bringing into the MC food, beverages, and other “prohibited” items as specified in the PHHS handbook.

## RELEASE OF RECORDS

In accordance with the Family Education Rights and Privacy Act, school records for a student may be released only with the parent’s or guardian’s permission if the student is under the age of 18 except in instances where the records are requested by an educational agency to which the student seeks to apply or intends to enroll. If the student is 18 or older, he/she may grant permission for records to be released.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

## STUDENT INFORMATION

Under the No Child Left Behind Act, schools are required to give military recruiter’s students’ names, addresses, and phone numbers or risk losing federal funding. But the law also stipulates that parents be told their child can opt out of having his/her information distributed. If your student does not want his/her information released, contact the guidance office for an opt-out form. Filling out the form once will be valid for both the student’s junior and senior year.

# ACADEMIC INFORMATION

## ENROLLING IN THE SCHOOL

Parent/guardian and student are required to begin the process of enrollment at the Prairie Heights Central Office Administration Building.

Students who 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, or custody (if appropriate),
3. 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 guidance counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

## TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Prairie Heights, the parent must notify the Principal and the guidance office. School records shall be transferred after the guidance office receives a request of records from the receiving school.

## WITHDRAWAL FROM SCHOOL

(The complete Indiana Code can be found online at [www.in.gov](http://www.in.gov))

IC 20-33-2-9

### Exit interviews; withdrawal requirements

(a) The governing body of each school corporation shall designate the appropriate employees of the school corporation to conduct the exit interviews for students described in section 6(3) of this chapter. Each exit interview must be personally attended by:

- (1) the student’s parent;
- (2) the student;
- (3) each designated appropriate school employee; and
- (4) the student’s principal.

(b) A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless:

- (1) the student, the student’s parent, and the principal agree to the withdrawal;
- (2) at the exit interview, the student provides written acknowledgment of the withdrawal that meets the requirements of subsection (c) and the:
  - (A) student’s parent; and
  - (B) school principal;

each provide written consent for the student to withdraw from school; and

- (3) the withdrawal is due to:
  - (A) financial hardship and the individual must be employed to support the individual’s family or a dependent;
  - (B) illness; or
  - (C) an order by a court that has jurisdiction over the student.

(c) A written acknowledgment of withdrawal under subsection (b) must include a statement that the student and the student’s parent understand that withdrawing from school is likely to:

- (1) reduce the student’s future earnings; and
- (2) increase the student’s likelihood of being unemployed in the future.

As added by P.L.1-2005, SEC.17. Amended by P.L.185-2006, SEC.12; P.L.1-2010, SEC.80.

## 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 guidance department at (260) 351-2215.

### **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 to 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 guidance department at (260) 351-2215.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

### **SCHEDULE CHANGES**

Any changes in a student's schedule should be handled through the guidance department. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Changes in course selection are difficult because many classes are scheduled to capacity. After final course selections have been made, course changes are considered for the following reasons:

1. A student fails a required course.
2. A student fails to enroll in a course required for graduation or to meet a career focus requirement.
3. A student demonstrates poor achievement in a pre-requisite course and is advised not to enroll in an advanced course.
4. Conflicts exist within a student's schedule due to lack of sufficient enrollment to offer a course or over-enrollment in a course.
5. A student desires to upgrade to a higher-level course.

### **DROPPING A COURSE**

Students may withdraw from courses with the following restrictions:

1. Requests must be processed by the guidance office.
2. Students may withdraw from a course for the approved reasons stated above within the 5-day grace period at the beginning of a semester without penalty. Students must have parents sign a course withdrawal form before that course can be officially withdrawn from.
3. Students wishing to withdraw from a course beyond the grace period through the rest of the first nine weeks of each semester will be required to complete the course withdrawal form and receive approval from parents and administration. The student, upon approval and only if they do not currently have a study hall, will be placed in a study hall and will receive no credit.
4. Students withdrawing from a course at the 9 week grading period of a new semester will be required to complete the course withdrawal form and receive approval from parents and administration. The student will receive a WF if they are currently failing the course or a WP if they have a passing grade at that time. After the 9 week grading period, if a student wishes to drop a course he/she will receive a WF.
5. Students removed from a course for discipline will receive a grade of WF.
6. WF is equivalent to a failed course and will factor into a student's grade point average. WP will not factor into a student's grade point average. The WF or WP will be reported on the student's cumulative academic transcript.

### **MATH CLASS & WORLD LANGUAGE SCHEDULING**

If a student fails the 1<sup>st</sup> semester of a math or language class, he/she then will be required to retake the entire class over again, unless he/she can pass a 1st semester comprehensive test.

### **ADDITIONAL COURSEWORK OPPORTUNITIES WHILE IN HIGH SCHOOL**

Students may investigate taking courses in a flexible setting (i.e. approved/accredited online courses, college campus, independent study) for credit recovery, scheduling conflicts, and courses unavailable in the high school schedule. The administration will prioritize requests, with teacher recommendations when applicable, and make final decisions based on availability. All credits earned via these opportunities will apply as credits earned in those content/subject areas. These course grades will figure into the student's G.P.A. and count toward athletic eligibility. An additional fee may be charged for these courses. Work closely with your guidance counselor if you want to pursue these opportunities.

### **GRADES**

In general students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

### **GRADING SCALE**

<b>A+</b> 100	4.0	<b>B+</b> 89 - 88	3.333	<b>C+</b> 79 - 78	2.333	<b>D+</b> 69 - 68	1.333	<b>F</b> 59↓	0
<b>A</b> 99 - 94	4.0	<b>B</b> 87 - 84	3.0	<b>C</b> 77 - 74	2.0	<b>D</b> 67 - 64	1.0		
<b>A-</b> 93 - 90	3.667	<b>B-</b> 83 - 80	2.667	<b>C-</b> 73 - 70	1.667	<b>D-</b> 63 - 60	.667		

### **WEIGHTED GRADING SCALE**

All Core Academic Advanced Placement and Dual Credit courses will be weighted. Core Academic is defined as all English, Math, Social Studies, Science, and World Languages courses. ASL III and ASL IV are also weighted courses.

<b>A+</b> 100	4.333	<b>B+</b> 89 - 88	3.666	<b>C+</b> 79 - 78	2.666	<b>D+</b> 69 - 68	1.666	<b>F</b> 59↓	0
<b>A</b> 99 - 94	4.333	<b>B</b> 87 - 84	3.333	<b>C</b> 77 - 74	2.333	<b>D</b> 67 - 64	1.333		
<b>A-</b> 93 - 90	4.0	<b>B-</b> 83 - 80	3.0	<b>C-</b> 73 - 70	2.0	<b>D-</b> 63 - 60	1.0		

In cases where a student has received weighted grades from another school corporation that does not align with PHHS's recognized weighted courses, the GPA will be reconciled based upon PHHS's approved weighted courses.

**Grading periods** will consist of two equal terms each consisting of ninety (90) days. In sum, each term is divided into two equal quarters consisting of forty-five (45)

days. Each of the quarters represents one grading period.

**Midterm grades** are calculated at every four and one half weeks. These grades are designed to reflect the student's performance in each class and are a report to the student and his/her parents as to the progress made in that class. **Grades may also be monitored on the Panther Paw Website. To access your account, contact the school to obtain your username and password.**

**Calculating Semester grades:** To determine a student's semester grade, the first and second quarter grades constitute 45% each, and a final exam will be given in every course that will constitute 10%.

### CLASS STANDING

Students and parents are responsible for monitoring the student's credit situation. This information is available in the guidance office or online at [www.doe.in.gov/core40](http://www.doe.in.gov/core40). Graduation requirements will be reviewed annually with students through the guidance department.

The classes of 2013 and beyond will be required to earn 42 credits. Academic Honors and Technical Honors diplomas require 47 credits each.

### HONOR ROLL GUIDELINES

High Honor Roll- All A's

Honor Roll- All A's & B's

Honorable Mention- All A's & B's, and 1 C is allowed.

### CLASS RANK

The top 10, including salutatorian and valedictorian, are determined at the end of first semester.

For students who could potentially be in the top ten of their graduating class, have taken the same number of weighted courses approved through PHHS, and achieved a minimum of a 4.0 average in these weighted courses, then the following formula will be applied to determine their class rank. The formula will be as follows:

$$(\text{Average GPA in weighted courses} + \text{Average GPA in non-weighted courses}) / 2$$

\*This formula will not be used to determine a student's final GPA; it will only be used to determine their class rank at the end of their sixth and seventh semesters.

### CORE 40 DIPLOMAS

The Core 40 Diploma is the standard requirement to graduate from high school and for admission to most Indiana colleges and universities.

### ACADEMIC HONORS AND TECHNICAL HONORS REQUIREMENTS

Students may earn one of the following diplomas:

1. CORE 40
2. CORE 40 with Academic Honors (best preparation for college- required for admission to some universities)
3. CORE 40 with Technical Honors (for 4 year college and workforce)

CORE 40 with Academic honors: Students are encouraged, but are not required to take honors classes. In addition to meeting the Core 40 requirements students must earn 47 credits and must:

- Earn 2 additional approved math credits.
- Earn 6-8 world language credits (6 in one language or 4 each in two languages)
- Earn 2 fine arts credits.
- Earn a grade of a "C-" or better in courses that will count toward the diploma.
- Have a grade point average of a 3.0 or better
- Complete ONE of the following
  - Earn 4 credits in 2 or more AP courses and take the corresponding AP exams
  - Earn 6 college credits in dual credit courses
  - Earn 3 college credits in dual credit courses and 2 credits in AP courses and take corresponding AP exams
  - The SAT test with a composite score of 1250 or higher with a minimum score of 560 on the math and a 590 on the evidence based reading and writing section. (\*score subject to change upon DOE decision)
  - Earn an ACT composite score of 26 or higher and complete written section

CORE 40 with Technical Honors: Students are encouraged but are not required to take honors classes. In addition to meeting the Core 40 requirements student must earn 47 credits and must:

- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  - State approved, industry recognized certification or credential
  - Pathway dual credits from the approved dual credit list resulting in 6 college credits.
- Earn a grade of a "C" (including C-) in courses that will count toward the diploma.
- Have a grade point average of a 3.0 or better
- Complete ONE of the following:
  - Complete the dual credit and/or AP course requirements or meet SAT or ACT score requirement from AHD diploma.
  - Earn the following scores or higher on WORKKEYS: RFI- level 6, AM – level 6, LI- level 5.
  - Earn the following minimum scores of Accuplacer: Writing 80, Reading 90, Math 75

### ADDITIONAL LOCAL GRADUATION REQUIREMENTS

Prairie Heights High School requires students to take Preparing for College and Careers and Digital Citizenship in order to meet graduation requirements.

### INFORMATION FOR GRADUATING SENIORS

1. Complete the check-out form obtained from the guidance department to enable a final credit check.
2. Graduation *Finalization*:

\* You will receive complete information regarding all graduation instructions, including a required graduation rehearsal session.

\* All *earned* diplomas will be awarded on graduation day; under special approved circumstances, a diploma may be picked up in the high school office at a later date.



- \* Passing Algebra I and English 10 End-of-Course Assessments (ECA's) is a requirement for all diploma types.
- \* Any serious violation of student rules prior to graduation may result in a student's not being allowed to participate in graduation exercises.
- \* Any return to school by graduates following graduation while underclass student classes are still in session, including visitations to staff and students during classes or lunch time, will require approval by administration.

**To participate in the graduation ceremony, the student must meet all academic requirements for the diploma, pass End-of-Course Assessments, pay all tuition and fees, and complete all other obligations to PHHS.**

The guidance office will also afford seniors the opportunity to meet with college and post-secondary representatives during the lunchtime. Seniors are also allowed two college visitations during their senior year. Paperwork is available in the attendance office.

### **TRANSCRIPTS**

Transcripts may be obtained by contacting the guidance office. In accordance with the Family Education Rights and Privacy Act, a minor (under 18 yrs. old) student's record can only be released by parental permission. An exception to the act occurs when records are requested by an educational agency to which the student is applying or enrolling.

### **NATIONAL HONOR SOCIETY SELECTION PROCESS**

- A. Selection begins with all juniors and seniors who have a B average or a GPA of 3.0 or higher and have applied for membership.
- B. The PHHS teaching staff evaluates the applications of eligible students using the evaluation criteria of leadership, service, and character. These qualities are evaluated based upon the staff member's relationship with the student in the classroom, extra-curricular activities, athletics, and volunteerism. Staff will evaluate students based upon their personal knowledge, not hearsay or second-hand information.
- C. Once evaluations are completed, they are averaged, compiled, and listed with the student's GPA. This list is then presented to the faculty council for NHS membership. Our NHS council consists of teachers representing the English, math, science, social studies, and vocational education departments who study the averages on scholarship, leadership, service, and character and ultimately determine admission to NHS based on those numbers.
- D. No student can be prevented from admission to the National Honor Society by the low evaluation of one teacher.
- E. The intent of the NHS is not for rewarding honor roll recipients. A student may have a high GPA and not receive admission because of low evaluation in leadership, service, and/or character. Students wishing admission to National Honor Society should work to improve themselves in all four areas.

### **APEX GUIDELINES**

**Participation in on-line learning at PHHS is a privilege  
The Following Rules will be Strictly Enforced**

1. Students may bring only APEX appropriate materials into the APEX lab.
2. Students will be assigned to a seat by the APEX instructor. This seat remains the student's assignment for the duration of the course or until reassigned by the instructor.
3. Students are expected to focus on their APEX course work and remain seated until dismissed by the instructor at the end of the period. Sleeping and / or doing nothing are unacceptable and will result in disciplinary action.
4. Passes from the APEX lab are limited to 4 per student each quarter. Students must have a Panther Planner to request passes.
5. Student questions about course material should be addressed to the APEX instructor. If a student is talking to other students, it is assumed that he/she is not focused and is a distraction to others.
6. Any student interfering with the learning of others or causing problems in the lab will be pulled from APEX, and not allowed to finish the course.
7. Any time that a student's grade drops below 60%, the student may be dropped from APEX and reassigned.
8. Any student visiting an unauthorized site on the computer may be terminated from the APEX course and lose all technology rights at PHHS for the remainder of the quarter.
9. Tests must be obtained from the APEX instructor. The amount of time given to complete assessments will be determined by the APEX course guide. Students will have only one opportunity to take tests, and the grade earned will be recorded. It is important that students take the time to read and study prior to taking the tests.
10. Students falling behind their assigned due dates may be assigned Homework Intervention.
11. Plagiarism will not be tolerated and there will be severe consequences.
12. The APEX Lab is generally open at 7:30 AM until 3:23 PM.
13. No food, drink or gum in the lab.
14. Out of school access to APEX website: [www.apexvs.com](http://www.apexvs.com)

\*APEX grades are calculated using the entire semester's work and final exams. A nine week's grade is only a progress report.

### **ATTENDANCE INFORMATION**

Attendance is an important component in the educational process. Teaching responsibility and punctuality prepares students for success in the future. By attending every class period, Prairie Heights' students will establish good work habits and develop their intellectual abilities and skills. No student may leave school prior to dismissal time without either a) a written request signed by a parent/guardian or b) a parent/guardian coming to the school office to personally request the release or c) a phone call to the attendance office from the parent/guardian to request the release.

### **REPORTING PROCEDURE**

A parent or guardian should contact the school at **351-2154** by **9:00 am** on the day of the student's absence. A message may be left on school voice mail 24 hours a day at 351-2154. **If no contact is made by 9:00am 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 the 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 during the school year, excluding exempted absences, he/she may be placed on attendance probation. All verified and unverified absences count toward attendance probation. In other words, once a student has missed 8 days excluding exempted absences, he/she may be placed on attendance probation. Once on attendance probation, all future absences must be verified by a doctor, our school clinic, court official, or counselor 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, serving a suspension at Lagrange ISS, 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:

- 1st absence: 6 hour detention
- 2nd absence: 6 hour detention County Probation is notified
- 3rd absence: 6 hour detention
- 4th and subsequent absences: ISS LaGrange may be assigned at Administrator's discretion
- Further absences could result in expulsion.

\* 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)

### VERIFIED ABSENCES

The following reasons are recognized by PHCSC as verified absences. These absences are counted toward the attendance policy: (1) personal illness with parental verification, (2) illness verified by a note from a physician (3) recovery from accident, (4) required court attendance, (5) professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. 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., (6) death in the immediate family or of a relative, (7) observation or celebration of a bona fide religious holiday in accordance with Policy 5223, (8) maternity of student, (9) military connected families' absences related to deployment and return, or (10) 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. 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.

### 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.

### 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 prearranged absence based on a student's attendance record and/or grades in current classes. These absences may count as verified absences, meaning that they may still 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.

### SINGLE CLASS ABSENCES

A student who accumulates 10 non-exempted absences in a single class within the semester will be subject to disciplinary action and may be in danger of being removed from class with a WF and placed in a study hall based on teacher discretion.

## **PERFECT ATTENDANCE**

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

## **PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES**

In order to participate in after-school activities, the student must be in school for at least half of the day. If a student leaves school due to illness and does not return, the student may not participate in practice or events on that day. The only exception to this rule is if the student must leave for an appointment and has a return-to-work slip from the doctor or another professional in a similar field.

## **PARTICIPATING IN VOCATIONAL / ICE PROGRAMS**

Vocational / WORK BASED LEARNING programs are a privilege and regular attendance is expected. On Professional Development days Vocational / WORK BASED LEARNING students are expected to attend their program.

A student's prior attendance record will be used as a criterion for participation in Vocational /WORK BASED LEARNING programs. Students selected for participation in these programs are required to attend school every day that they are in attendance of WORK BASED LEARNING or Vocational courses. Students are required to ride the bus to and from IMPACT Institute. Students that miss the bus may be transported by a parent/guardian. If students do not report to IMPACT Institute because they missed the bus they are to report to the PHHS office at the beginning of the school day to sign in. Students not reporting to school will be considered truant, and disciplinary action will result which may include, but is not limited to, withdrawal from the given program. Finally, students that choose to drop out of the IMPACT Institute Program will be required to reimburse the school the tuition it invested in said student.

Additionally, students that participate in the IMPACT and WORK BASED LEARNING programs must pass their vocational class in order to be eligible for athletic participation as these programs count as three classes toward their quarter grades (see athletic information). Per IHSAA rules, student athletes must earn at least 5 passing grades each quarter to be eligible for athletic participation.

## **TRUANCY**

(1) Truancy is defined as students who are absent from school/class/lunchroom without the knowledge or consent of school personnel. (2) Leave school grounds without proper permission or procedure. (3) In the parking lot during school hours without permission. (4) Miss a class or study hall without authorization. Truancy will be subject to disciplinary action. Assignments missed due to a truancy and submitted to a teacher upon return may be counted at the discretion of the teacher.

## **HABITUAL TRUANCY**

Prairie Heights Community School Corporation defines habitual truancy as:

- (1) A student who accumulates more than 10 unexcused absences during the school year
- (2) A student who willfully refuses to attend school in defiance of parental authority
- (3) A student who accumulates four truantries during the school year

According to IC 9-24-2-4, if a habitual truant is under eighteen, the Bureau of Motor Vehicles will be notified. The BMV shall, upon notification by the building principal, invalidate the person's license or permit until the earliest of the following:

- \* The person becomes eighteen years of age
- \* One hundred twenty days after the person is suspended, or the end of the semester during which the student returns to school, whichever is longer
- \* The suspension, expulsion or exclusion is reversed after a due process hearing.

## **CORRIDOR PASSES**

Every student outside of the classroom must carry a pass with the correct time clearly marked and signed by a staff member. Students should expect to display their pass while in the halls at any time during the school day.

WHEN LEAVING A CLASS, IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN A PASS. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION.

## **NO PASS LIST**

Students who continually abuse school rules and policies are subject to being put on the "no pass list." Students placed on this list are not allowed out of a classroom or in the hallways during class time.

## **TARDINESS**

- If a student is tardy to first period, he/she must sign in at the attendance office. First period tardies will be recorded by the attendance office. Students must obtain a pass from the attendance office before being admitted to class by their first period teacher. A student will be considered tardy rather than absent if s/he is in his/her assigned location within ten minutes after the official start of the school day.
- Lengthy tardies (5 minutes or more) may be considered absences (excused, unexcused, or truant).
- Tardies to any class will count toward the student's cumulative 9 week total. Tardies recurring in the same class may incur classroom consequences before, and in addition to, the following:
  - 5th tardy – written warning
  - Tardies 6-8 result in a 1 hour detention.
  - Tardies 9-11 result in a 2 hour detention plus No Pass List.
  - Any additional tardies result in a 3 hour detention.

## **DRESS CODE – STUDENT APPEARANCE**

PHHS takes pride in the appearance of its students. We believe that the way a student dresses influences behavior, affects the quality of schoolwork, and is a reflection of PHHS. Clothing or other articles worn that are distracting to the educational environment, are deemed offensive because of messages stated or implied or images presented, or are considered hazardous in some manner are not allowed. 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 have a change of clothes brought to the school. Any class(es) missed due to dress code violations may result in loss of credit for the daily assignment. Dress Code violations will result in disciplinary action

Guidelines for school-appropriate dress and personal appearance:

Disruptive items:

**Holes in clothing above the knee 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 2 inch straps), see-through (lace) 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 shirt 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 that exceed six inches above the knee, including when seated are unacceptable. **Spandex must be covered with clothing that is no more than eight inches from the knee and meets all other areas of the dress code. Spandex includes yoga pants, jeggings, leggings and other clothing items deemed too tight.**

The following items are not to be worn in the building **during the school day from the time a person enters the building until the person exits the building.**

- 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, chains, 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;** they should remain in lockers during the school day.
- A student's personal communication device (PCD) during the school day must be turned off and out of sight. Otherwise it will be taken by administration and held for parent pickup. Cell phones are the student's responsibility. As concerns said cell phone, 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.
- Sagging 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 pajama pants and bedroom slippers, is not to be worn to school.
- No hee-lies/wheelies are allowed.
- Gloves and fingerless gloves are not to be worn in the building during the school day unless required for safety purposes in a specified class.

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

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet School guidelines.

- A. A material cannot be displayed or distributed if it:
1. is obscene to minors, libelous, indecent, or vulgar,
  2. advertises any product or service not permitted to minors by law,
  3. intends to be insulting or harassing,
  4. intends to incite fighting; or
  5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

## **LOCKER SEARCHES**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, art classrooms, or any other area in the building where students may store their belongings are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or that are forbidden by state law or school rules. A student should not expect to have privacy in a locker or its contents.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

Legal Reference: I.C. 20-33-8-32

## **LOCKER REGULATIONS**

**Statement of Policy** It is an objective of the Prairie Heights Community School Corporation to provide a safe, orderly environment in which students can learn. Some students disrupt this environment by carrying on their person, storing in their lockers or bringing in their vehicles certain items defined as "contraband" which disrupts that environment. The intent of this policy is to prohibit possession of contraband, to provide for search and seizure of such contraband, and to prescribe certain procedures so that reasonable student rights of privacy are respected, so that the objective of a safe, orderly environment for learning may be maintained.

In accordance with Public Law 131-1995, IC 20-8.1-5.1-25, and PHCSC Board policy the following procedures for locker, person, and vehicle searches and seizures will be effective throughout PHCSC as of April 1996.

All lockers (including desks and storage areas) made available for student use on the school premises including, but not limited to, those located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, art classrooms, television studio storage, auditorium stage, green room and dressing rooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers and storage areas are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference

with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, and attempt to locate lost or stolen materials, weapons, illegal drugs or alcohol.

## **LOCKER RULES IC 20-33-8-32**

**Section I. In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:**

1. Locks. The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice.
2. Use of Lockers. Lockers are to be used to store supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purpose or educational function, or which are forbidden by state law or school rules, such as tobacco materials, drug, drug paraphernalia, explicit materials, beverages containing alcohol, weapons, any volatile substances, bomb or explosive devices, any acid or pungent or nauseous chemicals, any library books not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or stolen items. Students will be expected to keep their lockers clean and orderly. Locker clean-out days will be assigned every quarter by the administration. All locker decorations must be hung above the locker not on the door itself (ex: spirit posters for athletics). Decorations should be removed after the season or event is completed.
3. Authority to Inspect. The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No 2. The principal or his/her designee shall conduct all inspections of a student locker. The principal or a member of the administrative staff designated in writing by the principal may conduct a general search of lockers and their contents with reasonable cause. If a single locker is to be searched and the student assigned to that locker is on the school premises at the time, the student, whenever possible, will be notified before the locker is searched and given the option of being present.
4. Inspection of Individual Student's Locker. An inspection of all lockers in the school, or all lockers in a particular area of the school with or without the students being present may be conducted if the principal, assistant principal, or designees reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) violation of state law or school rules.
5. Locker Maintenance. Nothing in these rules affects members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (1) lockers from time to time in accordance with a posted general housekeeping schedule, (2) the lockers of a student no longer enrolled in the school, or (3) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

The use of a locker space is a privilege granted by the school. Students should not share lockers. The sharing of lockers increases the possibility of theft, for which the school cannot be responsible. Failure to comply with the conditions and rules contained in this handbook may lead to revocation of the privilege of using the locker and possible suspension or expulsion. Locker searches will be conducted within the framework of Indiana code 20-8.1-5.1-25.

Students who have problems with their lockers should report to the office, giving locker number and problem type.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Students are expected to refrain from showing affection at school. This includes any physical display of affection that is deemed to be sexual in nature. Handholding is permissible, but other displays of affection are not appropriate.

## **PERSONAL COMMUNICATION DEVICES (PCDs)**

Students are discouraged from bringing electronic equipment to school. Such items include, but are not limited to, electronic games, music-listening devices, P.D.As, cell phones, and smart watches. The possibility of breakage, loss, noise and other disruptions requires these electronic devices to be turned off and out of sight during the school day. Students bring these items at their own risk as the school is not accountable for any loss or damage when these devices are brought on the school premises. Use of these devices will not be allowed during the school day. These devices are NOT to be used during passing periods or lunch and should not be visible during these times. The use of PCDs in locker rooms, shower facilities, rest/bathrooms is prohibited at all times. Students cannot photograph students or employees while on school property unless it is for an educational purpose and said student's use of his/her PCD or camera is approved through the administration. Students caught using these devices will face disciplinary action. Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property per School Board Policy. Students that have their PCD confiscated the first time will receive a warning and are able to pick up their PCD at the end of the day. After the first confiscation, any subsequent confiscations require the parent/guardian must retrieve the PCD and can do so on the same day of confiscation, or if not retrieved, the student may retrieve it on the morning of the following day. Additional disciplinary actions will occur.

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

Students are not allowed to send, share, view or possess pictures, text messages, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences of such behavior.
- Possession of a cell PCD by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the PCDs during specified times includes making and or receiving calls, sending text messages, taking pictures and/or making recordings.

## **SEXTING**

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD (personal communication device).

## **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.

## **EMERGENCY DRILLS**

Evacuation drills at regular intervals are required by law and are important safety precautions. When the first signal is given, everyone exits promptly by the prescribed route as quickly as possible. Students should NOT talk during evacuation drills and are to remain in the designated area until the signal is given to return to regularly-assigned area.

## **FIELD TRIPS**

Field trips will be scheduled so that students will miss as little time from the classroom as possible. Due to the increased amount of classroom time lost by a student on a field trip, only one (1) teacher is needed to deny the student from going on any field trip. A teacher will base his/her decision on the student's attendance, incomplete work, and/or poor grades. Students will be in the supervision of an adult unless a parent/guardian gives written permission otherwise.

Field Trips will be governed by the corporation policy on field trips.

## **TELEPHONE USE**

Office telephones are provided for student use only **during lunch**. Classroom phones are for teacher use only. Students are not to be excused from class to make a phone call unless it is an **emergency**.

## **HOMEWORK PROTOCOL**

Prairie Heights High School believes that homework is an important extension of class instruction because it enables students to meet curriculum objectives. It provides an opportunity for students to practice skills and to maximize learning outside of the classroom. Homework allows students to demonstrate effort in becoming leaders of their own learning and developing independence as learners. Work is assigned as preparation for the following day's class period. It is expected that students will report to class each day with homework completed. Students not completing homework may be referred to after school detention by their classroom teacher. Students may not receive full credit for classroom work submitted late. Each teacher will make his/her homework expectations clear with students at the beginning of each course. Students will be given the opportunity for making up work missed due to absences. The length of time for completion of make-up work shall be commensurate with the length of the absence. Work completed during an unexcused absence and submitted to a teacher on the day of the student's return may be counted at the discretion of the teacher.

# **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.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. 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:**

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- 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 High School 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.

### **VOCATIONAL, ICE, MIDDLE COLLEGE, AND HALF-DAY WAIVER STUDENT INFORMATION**

1. All morning vocational, ICE, and middle college students are expected to report to the office and sign in.
2. Students are expected to attend their vocational/college classes or scheduled job site every day. PHHS will monitor your attendance.
3. On weather delays days, students will not attend vocational programs. Students should report to PHHS by the beginning of their first scheduled class.
4. When students have medical, court, and other appointments during the school day or after vocational classes, parents must provide transportation. In addition, parents must notify the school of the arrangements.
5. Students are expected to sign out. Students who fail to sign out will face disciplinary action starting with 1 hour of after school detention.
6. Students are expected to follow the 4 County Vocational or Trine University Calendar. This means that students will attend vocational classes on days that PHHS has an in-service day, an early release day, and parent-teacher conferences.
7. Students may miss important announcements or important, time-sensitive materials while they are at their vocational/middle college/job site. Upon their return, they are responsible for reading announcements and picking up those important materials in the attendance office.
8. Prairie Heights Community Schools may require mandatory busing to some vocational sites.
9. No passengers will be allowed while driving to vocational/college classes or job sites unless the parents of all students involved have given permission and administration has approved.
10. Vocational students will be required to follow the time schedules (both regular and alternate) given to them on the first day of school.

## STUDENT SERVICE

Students who are approved and assigned to a teacher are to remain with that individual teacher in an assigned area for the entire period. Only one student will be allowed to assist a teacher for any given period.

## DRIVING AND PARKING REGULATIONS

Indiana law has designated school personnel the responsibility to regulate the operation of motor vehicles on school property. Any violation of these rules may result in either the revocation of a student's driving permit or other disciplinary measures that are deemed necessary. Maintain your driving privilege by following the rules listed below:

Student vehicles must be registered with the school and must display a valid parking sticker. Parking permits are to be obtained from the office during registration.

### I. REQUIREMENTS FOR PERMISSION TO DRIVE ON SCHOOL PROPERTY

- A. All students operating a motor vehicle on school property during school hours must obtain a driving permit from the office. This information must be kept current in the main office. Any time a new vehicle is being driven to school, the office must be notified with the new information for that vehicle. If students have a parking permit from the previous school year, it must be turned in the office for the new year's permit. At this time, all vehicle information should be updated as well.
- B. All students operating a motor vehicle on school property must have written permission from their parents.
- C. Each student seeking permission to drive on school property must show the office evidence of insurance that provides personal liability and property damage coverage.
- D. All drivers must possess a valid operator's license.
- E. All vehicles must be properly licensed.
- F. Any vehicle not properly registered is governed by all school regulations and the provisions of the student driving permit application.

### II. DRIVING REGULATIONS

- A. No speeding, dragging, or reckless driving is permitted.
- B. No driving on the west or north sides of the building while school is in session. **This includes to agriculture classes and to the middle school for cadet teaching.**
- C. Driving on the south side of the school is limited to direct routes to and from your parking place.
- D. Drivers should not arrive at school prior to 7:00 a.m.

### III. MISCELLANEOUS

- A. No individual may drive a motor vehicle other than his/her own on school property.
- B. All motor vehicles must display a current parking permit.
- C. All motor vehicles must be parked between two yellow lines and not in unauthorized areas.
- D. School personnel will assume no responsibility for security of your vehicle.
- E. Under no condition will passengers be permitted on motorcycles.
- F. All operators of motorcycles must wear helmets on school property.
- G. All Mopeds will be governed by motorcycle regulations.
- H. Speed limit is 10 M.P.H. on school grounds.
- I. Failure to display permit will result in the vehicle being towed at the owner's expense and loss of driving privileges.
- J. Students who drive to a vocational school are subject to driving regulations while on that school's campus.
- K. Driving privileges may be revoked at any time for any offense involving discipline or a vehicle. When driving privileges are suspended, a student's vehicle cannot be driven by another student to circumvent the situation.
- L. Prairie Heights Driving/Parking permits are issued at a cost of \$5 each school year. If the permit is lost, a replacement fee of \$5 will be charged.
- M. Students are not allowed to exit by the middle school for any reason.

**Inspection of Vehicles.** The principal, assistant principal and/or designees may search a student-operated vehicle when there is reasonable cause for belief that contraband may be located in that vehicle. A student who drives to school implies his or her consent, the consent of his or her parent and of the owner of the vehicle, to allow a search of the vehicle if there is reasonable cause. If the student driver is readily available, the inspection shall be conducted in his/her presence. The student shall cooperate with the inspection by unlocking and opening doors, hood, trunk, glove compartment and any other compartments or storage areas of the vehicle and any package or container located therein. Refusal by a student driver, his parent or guardian, or the vehicle owner to provide such access to a vehicle, on school premises at the time of the request to inspect the vehicle shall be cause for termination without further hearing of the privilege of bringing a vehicle onto school premises. Additionally, refusing to allow a search creates a presumption that the vehicle contained the item or items for which the search was requested. This presumption may be used in a suspension or expulsion proceeding as outlined in paragraph above.

Anything found in the course of a reasonable search, which is evidence of a violation of the PHCSC Behavior Code, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding;
2. Turned over to the parent or guardian of the student from whom it was seized;
3. Destroyed if it has no significant value; or
4. Turned over to any law enforcement officer.

### IV. DRIVING LICENSES SUSPENSIONS (I.C. 9-24-2-1)(I.C. 9-24-2-4)

If a person is less than eighteen (18) years of age and is under a second ISS LaGrange School suspension or expulsion, is identified as a habitual truant, or has withdrawn from school, the Indiana BMV shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following events:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended.
3. One hundred eighty (180) days after the person is expelled or excluded.
4. The suspension or expulsion is reversed after the person has had a hearing under I.C. 20-33-8.



5. The person who has withdrawn from school to circumvent the sanctions of suspension or expulsion has re-enrolled in school in good standing.

## **WORK PERMITS**

Students who are working while attending school are asked to obtain a work permit from the guidance office in order to comply with Indiana State Labor Law. I.C. 20-33-3.

An "Intention to Employ" card may be secured in the general office of the high school (to be filled out by the employer) prior to approval from the guidance department. Areas that guidance will investigate are academic success, disciplinary actions, and attendance. Any problems or concerns in these areas may prevent the applicant from receiving a work permit. In consultation with the PHS administration, PH guidance will recommend or deny the "Intention to Employ." If the "Intention to Employ" is approved, the request will be forwarded to the superintendent's office. Four (4) days advanced notice is required to obtain a work permit. Additionally, if while employed, a concern of academic success, disciplinary action, or attendance arises, then guidance and administration will review the reasons for the concern, and if reasonable belief is given that the area of concern is related to the student's employment, then a recommendation to the principal will be made to **revoke** the work permit. This procedure is consistent with the state and school's philosophy of education and responsibility first.

## **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) 351-3214.

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.

### **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.

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:

- (X) Be on time at the designated loading zone;
- (X) Stay off the road at all times while walking to and waiting for the bus;
- (X) Line up single file off the roadway to enter;
- (X) Wait until the bus is completely stopped before moving forward to enter;
- (X) Refrain from crossing a highway until the bus driver signals it is safe;
- (X) 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:

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

#### Leaving the bus

Each student shall:

- (X) Remain seated until the bus has stopped;
- (X) 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;
- (X) 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.

# BEHAVIOR EXPECTATIONS/DISCIPLINE INFORMATION

IC 20-33-8, IC 20-33-8-10, IC 20-33-8-12, IC 20-33-8-25

## STUDENT BEHAVIOR

All students are expected to conduct themselves in a responsible manner by showing respect and trustworthiness. They will also show good citizenship through fair and caring interactions with others. Through cooperation, mutual respect, and self-discipline, students and staff will develop an environment at PHHS which will be conducive to learning.

## CHEATING, PLAGIARISM & ACADEMIC DISHONESTY

It is important that parents and students understand the expectations for academic honesty. All student work should be the work of that student. No copying or plagiarism is acceptable whether intentional or unintentional. Each student is expected to be responsible for his or her work. Some examples of cheating or academic dishonesty include:

- a) Receiving or providing information during a test or for a test given in an earlier period.
- b) Using material on tests when the teacher has not given permission to do so.
- c) Violating the teacher's testing rules and procedures.
- d) Using somebody else's writing (word for word – or almost word for word) and presenting it as your own (plagiarism), or using somebody else's ideas and saying they are your own and not giving credit to that person/s.
- e) Using or copying another student's assignment to turn in as your own work.
- f) Allowing other students to use your work on assignments with the exception of specific group, lab, or collaborative projects.

There are other actions which may be considered cheating or dishonesty. The above list contains the most common ones.

Teachers have the prerogative to address cheating and plagiarism according to their classroom management plan and departmental policy. Students may also face additional consequences as determined by administration, such as detention, suspension, loss of credit, or due process.

## TOBACCO USE

The use of tobacco products and/or possession of paraphernalia is **prohibited** on school grounds and property. This includes the use of e-cigarettes or any other type of vapor smoking device. If a student violates this regulation/rule, the appropriate discipline shall be issued, and local law enforcement will be called for this violation of Indiana law.

## K-9 INTERDICTION - LAGRANGE COUNTY SHERIFF DEPARTMENT

PHCSC, in cooperation with the LaGrange County Sheriff's Department, seeks a proactive impact on the presence of illegal substances and items on school property utilizing the unique capabilities of specially trained K-9's and their handlers as a deterrent to those attempting to introduce those illegal items in the educational setting of our school properties.

Our primary objective is to identify specific locations within the schools and on school property which may harbor illegal substances, i.e. specific student lockers located in our middle and high school buildings and student vehicles located in our high school parking lots.

Our secondary objective is to identify individuals who have transported or stored illegal substances on school property. We also pursue action through school disciplinary policy, criminal prosecution, and/or both as violations of either school policy or criminal statutes are discovered.

## PROCEDURE WHEN ILLEGAL NARCOTICS OR FIREARMS ARE DISCOVERED

School officials and participating law enforcement officials will handle any violation of school, state or federal law. LaGrange County Sheriff Department personnel involved in the program will be made available for any and all internal administrative disciplinary hearings as per the LaGrange County Sheriff Department internal policy.

## FIREARMS, KNIVES, DANGEROUS WEAPONS

Every attempt will be made to ensure the safety of all persons, students, staff, and others at Prairie Heights High School. To enforce this statement, students are not be allowed to carry or possess any form of weapon on school district grounds. Weapons are defined as firearms (all caliber, makes, and models), knives (all pocket, hunting, or other), explosives (fireworks or other), weapon look-a-likes such as a BB/Pellet Guns or any device that expels projectiles, and others as deemed by the PHHS administration to be hazardous to the well-being of the PH population. The possession, use, firing, displaying, or threatening of any type of weapon or look-a-like shall result in suspension or expulsion.

## PRAIRIE HEIGHTS COMMUNITY SCHOOL CORPORATION GANG POLICY

Prairie Heights Community School Corporation prohibits criminal gangs and criminal gang activity. Our complete policy is available on our website under the school board tab.

## SEXUAL HARASSMENT

Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, or other inappropriate verbal, technological, texting, or physical conduct of sexual nature. Unwelcome conduct of a sexual nature includes:

1. Verbal, technological, texting or physical sexual advances and/or comments regarding physical or personality characteristics of sexual nature;
2. Verbal, technological, texting, or physical contact of sexual nature constitutes sexual harassment when the allegedly harassed has indicated by his or her conduct or verbal objections, that it is unwelcome;
3. A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed sexual harassment.

To report unwelcome sexual conduct, the accuser must inform administration of the incident. The punishment for sexual harassment is suspension or expulsion, depending on the seriousness of the offense.

## SEARCH OF A PERSON

The principal, assistant principal and/or designees may search a student during school or at a school activity (at home or away events) if the principal has reasonable cause for a search of that student. The principal, or another member of the administrative staff designated in writing by the principal, may search a student's person during the school day or at a school function if there is reasonable cause. If a student refuses to permit such a search, that refusal may be admitted in any suspension or expulsion proceedings and creates a presumption that the student possessed the item or items for which the search was requested. Before that presumption is used,

however, the hearing officer must hear evidence of reasonable cause for the requested search and decide that reasonable cause existed. If the hearing officer agrees there was reasonable cause for a search, the presumption that the student possessed the object or objects of the search is enough grounds for a suspension or expulsion recommendation.

1. Searches of the person by a principal, assistant principal and/or designees shall be limited to:
  - a. The student's pockets;
  - b. Any object in the student's possession, such as a purse, book bag, or briefcase;
  - c. A pat-down of the exterior of student's clothing by a person of the same sex; and
  - d. Outer garments such as a coat or jacket.
2. Searches of a student's person, which requires the student to remove any clothing other than outer garments, (such as a coat or jacket) will be conducted in a private room by a person of the same sex as the student being searched. At least one additional adult of the same sex as the student will witness but not participate in the search. The student to be searched may ask that a parent or guardian, and /or another person of the same sex as the student, witness the search, provided that the designated person is available within a reasonable time on the site where the search occurs. School officials will attempt to contact and inform the parent or guardian of the search as soon as reasonably possible.

## **ABUSE AND VIOLENCE IN SCHOOLS**

The Prairie Heights Community School Board of Trustees realizes that acts of violence and abuse are becoming a more common factor in our society and work place. The board wishes to address these issues in the schools or on board owned property to make the workplace as safe as possible for students, faculty, support staff, administration, parents and visitors. This policy prohibits aggressive, abusive, threatening, harassing, or intimidating words or actions on the part of students, parents, faculty, staff and administration. Students who repeatedly engage in significant violations of the district's code of conduct, including this policy, will be expelled from school.

## **STUDENT DISCIPLINE RULES**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of one school day. The student will be assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Sections C and D.

## **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. Referral to the juvenile court having jurisdiction over the student;
  - j. Restitution;
  - k. Driving privilege suspension;
  - l. In-school suspension; In addition, PHCSC participates in an alternative educational setting at the LaGrange County suspension school program;
- or
- m. Due Process/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

### TEACHERS AS DISCIPLINARIANS: IC 20-33-8-9

Prairie Heights is an extension of your home. The teachers, whose work is to educate you, stand in the place of your parents and require the same respect that your parents deserve. One of the most important lessons education should teach is discipline. While it does not appear as a subject, discipline underlies the educational structure. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Insubordination to teachers and staff members will not be tolerated within the classroom. Staff members will take the following actions:

1. Teacher identifies misbehavior and asks student to stop. Future misbehavior is not to be tolerated.
2. If a student displays repeated misbehavior, a student/teacher conference will be called at which the repeated misbehavior will be documented.
3. If a student persists in misbehaving, the staff member will contact the parent by phone or schedule a parent/teacher conference.
4. Further misbehavior will result in the completion of an office referral form to the Assistant Principal for disciplinary action

### AFTER SCHOOL DETENTION GUIDELINES

1 hour = 3:30-4:30                      2 hour = 3:30-5:30                      3 hour = 3:30-6:30

**\*\*Detentions MUST be served on their assigned date – work and other commitments will be scheduled AROUND the student's detention unless PRIOR administrative approval is granted. Detention hours will NOT be broken up.**

1. Students are allowed absolutely no tardies. If a student is tardy, he/she will be sent home and hours served will be doubled.
2. Talking is not permitted.
3. Sleeping or heads down is not permitted.
4. Students must bring homework.
5. If all work is completed a student will read a book or magazine.
6. A restroom break is announced by supervisor.
7. Drinks/food/candy are not permitted.
8. Only one student is to sit at each table as assigned by supervisor.
9. To use a computer, the student must have written permission from administration/teacher.
10. All after-school detentions will be held in the high school media center.
11. Cell phone is to be turned off and on the table in view of the supervisor.

### GROUNDS FOR SUSPENSION OR EXPULSION:

\*Students who are suspended must report to LaGrange Suspension School. Credit is given for completed work.

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation.

#### A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

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 school 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 of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another 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 has 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 or nicotine-containing products of any kind or in any form including vapor or e-cigarettes products. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
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, agreeing 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, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative 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; including public displays of affection (PDA), i.e., kissing, excessive hugging, full body contact, etc.;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - 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.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or an educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
  29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
  30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## **B. BULLYING**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to a building administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying a building principal. This report may be made anonymously.
5. The building administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. A building administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
11. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
12. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

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

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
  - 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,
  - 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
  - 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.

4. 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.

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

#### **D. POSSESSING A DEADLY WEAPON**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
  - a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - c. a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **E. UNLAWFUL ACTIVITY**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **F. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

Legal References: I.C. 20-33-8 I.C. 35-31.5-2-86

I.C. 35-47.5-2-4

I.C. 35-47-1-5

#### **SUSPENSION PROCEDURE**

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, describe the student's misconduct, and the action taken by the principal.

\*When a student is assigned discipline of LaGrange Suspension School, the administration will call every available phone number to inform parents. If parents cannot be reached by phone, the suspension paperwork will be sent home with the student. The school may start the discipline on the following day even if parents were unable to be contacted.

#### **IN SCHOOL SUSPENSION (ISS) IC 20-33-8-29, IC 20-33-8-31, IC 20-33-8-34**

The suspension procedure has been planned and organized with the cooperation of the 35TH Judicial Circuit Court, Juvenile Division, and the LaGrange County Prosecutor's Office so students whose actions warrant suspension from school will be involved in meaningful and educational activities during that time of suspension.

Please remember these procedures which involve you and your student in the suspension process.

1. Upon your student's suspension, you, the parent, will be called or given written notice and given the reason(s) for the suspension. You will be instructed to take your student to the 35TH Judicial Circuit Court Probation Office in the LaGrange County Courthouse at 8:30 a.m. the next school day. Your student must be picked up at the Suspension School at 2:30 pm.
2. On each following day of the suspension, the parent is to deliver the student to Lakeland High School for the Suspension School. The parent will sign the student in at this time. The parent must also sign the student out of ISS each day of the suspension.
3. DURING EACH DAY OF THE SUSPENSION, THE STUDENT WILL NEED TO TAKE A SACK LUNCH PLUS A DRINK TO THE SUSPENSION LOCATION.
4. **Dismissal time for Suspension School is at 2:30; please make arrangements for pickup. Students must be signed out by 2:30 PM.**
5. A student will be expected to have any assignments and to have completed those assignments upon returning to school. (Full credit will be awarded for completed assignments). Each student is to take necessary books to suspension school so that assignments can be completed.
6. If a student arrives ½ hour late to suspension school, an additional day will be added to the number of suspension school days. (If the student is not putting in a good effort in completing his/her homework, the principal will be notified, and the school will take further action.
7. DURING THE SUSPENSION, THE STUDENT IS NOT TO ATTEND ANY SCHOOL ACTIVITIES.
8. Failure to comply with suspension policy will be handled by the court and/or prosecutor's office.
9. The student will not be allowed to return to school until all suspension days have been served.
10. Delays - If a delay is called in either Lakeland's district or the home district, students will report at the delay time. Cancellation-If a cancellation is called in either Lakeland's district or home district, the student does not attend. The student should report to the ISS program the following day.

#### **EXPULSION PROCEDURE**

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 are given notice of their right 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 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 the attorney may be available for consultation outside the meeting room during the course of the expulsion 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.

#### **NO 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

Legal Reference: I.C. 20-33-8-18

I.C. 20-33-8-19

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the Circuit Court of the appropriate county within 10 days of the receipt of notice of the action taken. The Board of School Trustees has voted not to hear any expulsion hearings pursuant to Indiana law. 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

## **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.

# **STUDENT ACTIVITIES CODE OF CONDUCT**

Students who participate in extracurricular activities are representatives of both the activity and the school. The students assume additional responsibilities of leadership and conduct through this participation in the school and community.

A student participant is valued as a human being and is entitled to respect, dignity, and the opportunity to develop as a wholesome and complete individual. Activities provide the opportunity to develop self-discipline, self-esteem, and pride. Being the best one can be is accomplished through training and conditioning.

Extracurricular participation is an honor and a privilege, therefore requiring the participant to observe the student discipline policy while at the school and school functions, while traveling to and from school, during school hours, and during the summer. In light of this, the student and parents must review and sign the student code of conduct for verification.

The student code of conduct applies to participants of all extracurricular activities. These activities are defined as: (1) athletic activities: events as defined by the IHSAA and AAU (2) co-curricular activities: activities which require a student to take a class and receive a grade based upon participation in and out of school (3) extra-curricular activities: all club and organizations of the school which are not defined in 1 or 2.

Participants in activities are expected to be credible citizens and follow the guidelines as stated in the Prairie Heights High School Activities Code of Conduct. These guidelines are to be followed throughout the four years of participation. A violation of the code will result in disciplinary action. Violations occurring on school property will first be handled appropriately by the school disciplinary guidelines and secondly by the Activities Code of Conduct.

## **DEFINITION OF VIOLATIONS**

**Poor Citizenship:** Poor citizenship is represented by conduct which is disruptive in the environment of the participants. Examples of poor citizenship include, but are not limited to, disrespectfulness, arguing, abusive behavior, fighting, and foul language. Conduct away from school, which involves a major scene in an establishment or with police, is inappropriate. Poor conduct does not indicate pride in oneself, one's family, the school, or the community that the participant represents.

**Use of Tobacco:** Is defined as the use and/or possession of any tobacco product. Students involved with extracurricular activities will not use or possess tobacco products.

**Substance Abuse:** Is defined as the abuse of, misuse of, the possession of, the consumption of, the distribution of, or providing any other people with any substance which is or contains: alcohol, marijuana, stimulant, an intoxicant, a narcotic, a depressant, hallucinogen, steroid, performance enhancer, whether prescription or sold over-the-counter (without prescription) or substance represented by provider to be any of the listed substances are all prohibited. The use and/or possession of drug paraphernalia is also prohibited.

**Other Unlawful Actions:** This includes but is not limited to stealing, extortion, forgery, trespassing, and use of a dangerous weapon.

## **DISCIPLINARY ACTION**

**Poor Citizenship:** The participant will receive a 5% suspension for each infraction. The 5% may not represent less than one complete event. Three infractions in any one school year will result in suspension from all activities for the remainder of the school year.

**Substance Abuse, Tobacco Use and Possession, and Unlawful Actions:**

**First Offense:** Suspension from school activities for 30% of current or next activity/sport season. The suspension may only be served in an activity/sport that the

student completed in good standing the prior school year. Until the suspension is completed, the student is ineligible for participation in any new activities/sports he/she had not finished in good standing the previous year. If a participant wishes to receive a grade or an award, he/she must continue to practice, make a positive contribution, and finish the activity/sport in good standing. The participant attend the activity/sporting event, but will not able to participate.

**Second Offense:** Suspension from all school activities/sports for one calendar year. During this period of time, the participant should seek substance abuse evaluation from a professional substance abuse counselor. Failing to seek help may result in the participant's athletic eligibility being revoked or not reinstated into any activity/sport.

**Third Offense:** A third offense will result in permanent suspension from any school activity/sport.

#### General Provision

- A. The principal or designee will conduct an informal hearing with the participant and/or the parent to determine the facts of the incident.
- B. When a student violates the policy during the summer, the disciplinary action will begin the first day of the school year or school activity/sport, whichever comes first.
- C. Disciplinary action not completed by the end of the school year or activity/sport will continue to the next school year or activity/sport.
- D. Failure to comply with the suspension provisions shall result in additional action within this policy.
- E. Decisions regarding the suspension from school activities/sports may be appealed, if desired, to the superintendent of schools and the board of education.
- F. Reinstatement: A student who has been permanently dismissed from activities/sports may apply to a committee comprised of activity/sports directors and the school administration. The appeal may not take place before one calendar year from the dismissal. The committee will review the student's conduct, actions which may indicate a change in one's lifestyle, and any other appropriate information dealing with the student.

The intention of this policy is not to dismiss young people from activities/sports, but to dissuade a young person from choosing an incorrect path. We as adults are responsible for development of our youth to be productive, valuable, and responsible members in society for the future.

#### ATHLETIC INFORMATION

- Per IHSAA rules, student athletes must earn at least 5 passing grades each quarter to be eligible for athletic participation. In order to be eligible for fall sports, students must have passed 5 classes in the 4th quarter in the previous school year. Students may only become eligible when new grades are released at the end of a quarter grading period. **PROGRESS REPORT GRADES DO NOT COUNT TOWARD ELIGIBILITY.**

- Students that participate in the IMPACT and WORK BASED LEARNING programs must pass their vocational class in order to be eligible for athletic participation as these programs count as three classes toward their quarter grades.

- Athletes are not to practice for another sport until their season has concluded or released by the coach. Athletes may participate in-multiple sports per season.

#### EXTRACURRICULAR ACTIVITIES

Prairie Heights High School encourages students to be involved in extracurricular activities to enhance their educational program.

**STUDENT COUNCIL** is an organization of students representing various classes and student activities and clubs. The purpose of this organization is (1) to serve as the VOICE of the student body, (2) to promote student-faculty relations, (3) to promote school spirit, (4) to assist in the selection of recreational activities for the student body.

**NATIONAL HONOR SOCIETY** seeks to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students.

**FFA** explores and promotes opportunities in agriculture and agriculture-related areas. The major responsibility of the FFA organization is to care for the community farm and its activities.

**IFEA** (Indiana Future Education Association) is an organization that assists students in exploring post-secondary educational opportunities by visiting numerous schools throughout the year.

**FOREIGN LANGUAGE CLUBS: SPANISH CLUB, GERMAN CLUB, German Honor Society, And Spanish Honor Society.** Through activities sponsored by the clubs, students are motivated to use the world language he/she studies. Many activities promote language enrichment and cultural understanding.

**ACADEMIC COMPETITION** Students compete in area and state events. The fall competition is Spell Bowl. The spring Super Bowl competition focuses on specific academic areas.

**SADD** This club encourages students to say "No" to drugs and alcohol through unique activities.

**Drama Club** Students participate in the production of three or more performances. (fall, winter, spring)

**LEO CLUB** Students participate in a variety of activities that are mostly community service in nature.

**INTERNATIONAL THESPIAN SOCIETY (ITS)** is a honor society for theater participants. Membership is earned through achievements in extra-curricular theatre participation.

**Band** Jazz Band, Pep Band, and Concert Band, are offered at PHHS.

**Athletics** Prairie Heights offers 9 varsity sports for girls and 9 varsity sports for boys.

#### NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. Permission can be obtained from the Principal. School rules will still apply regarding behavior and equal opportunity to participate.

#### ASBESTOS NOTIFICATION

The Prairie Heights Community Schools regularly completes an inspection of all school facilities for asbestos-containing materials in response to 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 in 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 months 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 maintenance department is available to answer any questions you may have about asbestos in our buildings at 351-3214.



