

**2026-2027**

# **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 2026 - 2027**

[ ] Adopted by the Board of School Trustees on May 18, 2026

[ ] Discipline Code adopted by the Board on May 18, 2026

### **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)

Study Hall 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)

Study Hall 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)

# 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 2026. If any of the policies or administrative guidelines referenced herein are revised after May 2026, 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

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

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

Title IX Coordinators

Jeremy Swander - [jswander@ph.k12.in.us](mailto:jswander@ph.k12.in.us)

Christine Orr - [corr@ph.k12.in.us](mailto:corr@ph.k12.in.us) 260-351-3214

# 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.

## **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.

## **SEVERE WEATHER AND SCHOOL CLOSING**

In case of severe weather, ***DO NOT CALL THE SCHOOL.***

Parents and students can sign-up through Parent Square 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 #1 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**

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.

## **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 #1 and #3 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. 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.payschoolcentral.com](http://www.payschoolcentral.com). 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.

## **MEAL CHARGE PLAN**

While the food service department at Prairie Heights Community Schools strongly discourages lunch charges, we understand that an occasional emergency may be necessary. The following guidelines have been developed to help parents understand the policy and their financial obligation.

## **CHARGING**

1. Students who charge a meal will receive a reimbursable meal.
2. If a student owes charges they will not be able to purchase A LA Carte Items.
3. Students without funds to pay for a reduced price or full price meal are allowed to charge breakfast and lunch.
4. If money is put in the student's account online the charges will be paid first.

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

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

## **RESPONSIBILITIES**

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

## **ASSISTANCE TO HOUSEHOLDS**

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

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The corporation maintains many student records both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents/guardians may refuse to allow the school board to disclose any or all "directory information" upon written notification to the school board within 20 days of the start of the school year or enrollment of the student. For further information, you may consult the school board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the corporation office. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents/guardians have the right to review and receive copies of all educational records. Please request an appointment with the school principal to answer any questions and to review the requested student records. Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of his/her right to a hearing on the matter. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the corporation's curriculum, without the prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents/guardians, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent/guardian;
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.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will

have access to the survey/evaluation within a reasonable period of time after the principal receives the request.

The information a parent may access includes:

- a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- b. the administration of any survey by a third party that contains one or more of the items described in 1 through 8 above.

### **RELEASE OF STUDENT DIRECTORY INFORMATION TO MILITARY REPRESENTATIVES**

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by federal law. For purposes of these laws, directory information is defined as name of student, address, published telephone number, and electronic mail address, the school provided address if available. A parent or a student if over the age of 18 has the right to restrict the release of such information to the military recruiting representatives if the parent or student makes a written request that the directory information not be released to military recruiters without the parent's written consent to such release.

## **ACADEMIC INFORMATION**

### **ENROLLING IN THE SCHOOL**

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.
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.
7. Students who withdraw from a course will be enrolled in APEX/Edmentum credit recovery as determined by their guidance counselor.
8. If a student retakes a class, both the original and retaken grade will appear on the transcript and the two grades will be averaged together.

## 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.

## COLLEGE RELEASE

IC 20-30-2-2(d) provides that a high school student who is enrolled in at least 12 credit hours of **on-campus** dual credit courses is not required to comply with the minimum high school credit requirement during the semester in which the student is enrolled in at least 12 credit hours.

To meet Indiana graduation and enrollment requirements, Prairie Heights High School students must maintain a full course load equivalent to seven (7) courses each semester. Students enrolled in online college courses may combine Prairie Heights courses and approved college courses to meet this requirement. For example, a student taking two online college courses must also be enrolled in five Prairie Heights courses, or another approved combination totaling seven courses. Students who withdraw from their college course(s) will be enrolled in APEX/Edmentum course(s) to meet the seven course requirement. The APEX/Edmentum course(s) must be completed by the end of the semester or the student will receive a W/F on their transcript which will be part of their cumulative GPA.

Students taking college courses **on a college campus** may have schedule adjustments approved at the discretion of school administration to allow for travel time and course scheduling needs. Each single semester college release course will be worth one high school credit, provided there is a high school course equivalent. Any exceptions must be approved by PHHS administration prior to the beginning of the semester.

The only college courses that will be weighted on a student's high school transcript will be those courses that are offered and/or equivalent to PHHS's weighted courses based on administrative approval.

Each semester, at least seven credits must be entered on a student's official transcript, unless the student meets the enrollment requirements in IC 20-30-2-2(d) for **on-campus** dual credit courses. Any additional credits, beyond the required seven transcribed credits, that are taken through a college or university may be entered on the transcript if desired. Students who wish to have college/university credits added to their high school transcripts should contact their counselors and complete the required paperwork. Dual credit courses taken at Prairie Heights must be included on the student's transcript; the above process only applies to courses taken independently through a college/university.

## HIGH SCHOOL COURSES OFFERED IN THE MIDDLE SCHOOL

A student who completed high school credits in the 8<sup>th</sup> grade will have until the end of their sophomore year to request the removal of these courses and grades from their transcript.

## 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, and Science.

<b>A+</b>	100	4.333	<b>B+</b>	89 - 88	3.667	<b>C+</b>	79 - 78	2.667	<b>D+</b>	69 - 68	1.667	<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%.

## GRADUATION PROGRESS

Students and parents are responsible for monitoring the student's progress toward graduation. Graduation requirement information is available in the guidance office or on the Indiana Department of Education website. Graduation requirements will be reviewed annually with students through the guidance department.

## 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 of the Senior year. 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.

The students must have attended Prairie Heights High School for at least four (4) consecutive semesters immediately preceding the determination of class valedictorian and salutatorian. Therefore, any student who transfers into Prairie Heights High School by the second semester of their sophomore year will be eligible to be valedictorian or salutatorian.

## INFORMATION FOR GRADUATING SENIORS

1. Complete the check-out form obtained from the guidance department to enable a final credit check.
2. You will receive complete information regarding all graduation instructions, including a required graduation rehearsal session.
3. 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.
4. Any serious violation of student rules prior to graduation may result in a student's not being allowed to participate in graduation exercises.
5. **To participate in the graduation ceremony, the student must meet all academic requirements for the diploma, pay all fees, serve any outstanding detention hours, and complete all other obligations to PHHS.**

## HONOR ATTIRE GUIDELINES FOR GRADUATION

During the graduation ceremony and official pictures, only honor items provided by Prairie Heights Community School Corporation and/or the U.S. Military may be worn on the outside of the graduation gown. Examples of items that may be provided by the school include but are not limited to: NHS stoles, Top Ten stoles, and Academic/Technical Honors Diploma medallions. Students are permitted to add other honor items after the ceremony for pictures with their friends and families.

## 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/EDMENTUM**

PHHS offers APEX/Edmentum classes in order to help students with scheduling conflicts or credit recovery. Students who enroll in APEX/Edmentum classes will sign a contract explaining the rules and expectations of the on-line program.

## **ATTENDANCE PHILOSOPHY**

Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

## **EARLY DISMISSAL**

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

## **REPORTING PROCEDURE**

A parent or guardian should contact the school at (260) 351-2154 by 9:00 am on the day of the student's absence. A message may be left on school voicemail 24 hours a day at (260) 351-2154. If no contact is made by 9:00 am 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.

## **ATTENDANCE INTERVENTION/PROBATION**

A student will be placed on attendance probation through the school, and a letter will be sent to the parent or guardian by the attendance officer, once the student misses five days of school that are not excused or exempted. Once on attendance probation, all future absences must be either excused or exempted within 48 hours from the student's return to school in order not to count toward disciplinary action.

Once a student is placed on attendance probation, any absence not excused or exempted will result in the following consequences:

6th absence: 6 hour detention

7th absence: 6 hour detention and a parent conference will be requested

8th absence: Saturday Schools will be assigned\*

9th absence: Saturday Schools will be assigned\*

10th absence: Saturday Schools will be assigned\* and County Probation is notified

11th absence and subsequent absences will result in a mandatory meeting of the parent and student with the Attendance Officer in addition to BIC LaGrange and/or revocation of driver's license.

\*Failure to attend assigned Saturday School will result in the student being assigned to Behavior Intervention Classroom in LaGrange.

**Verified Absences are classified into three categories: Exempted, Excused, and Unexcused.**

## **EXEMPTED ABSENCES**

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

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

## **EXCUSED ABSENCES**

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

Written verification must be presented for all excused absences. The written excuses must be turned into the attendance officer upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

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. The student must sign out before leaving the building and sign in at the office upon returning to school. 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.

## **UNEXCUSED ABSENCES**

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward attendance probation through the school.

## **ADDITIONAL ATTENDANCE INFORMATION:**

### **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.

### **VACATIONS AND OTHER PLANNED ABSENCES**

Students who wish to be released from school for vacations or other planned absences must submit a form, signed by all teachers and the parent or guardian, one week before the first of such absence to enable schoolwork to be made up for credit. All absences of this nature count toward the "Limited Absence Policy." The parent or guardian should contact the school personally to arrange for such absences.

### **COLLEGE VISITS**

Seniors are allowed two college/job shadowing visits during the school year. Juniors will be allowed one college/job shadowing visit during the school year. Paperwork is available in the attendance office.

### **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.

### **MAKE-UP WORK**

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. 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. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

### **UNVERIFIED ABSENCES**

An absence is unverified when a parent/guardian does not notify the school of an absence. A parent/guardian will have 24 hours to notify the school or the student will be considered truant

### **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**

- A. A "Habitual Truant" is defined as a student who has ten (10) or more days of unexcused absences.
- B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
- C. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.
- D. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.

E. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

G. A student who has been designated as a Habitual Truant will not be allowed to participate or continue to participate in extracurricular activities and/or co-curricular activities.

## **TRUANCY PREVENTION PROCEDURES**

The following procedures apply to students enrolled in Kindergarten through Twelfth Grade who have five (5) unexcused absences in a 10-week period:

1. The school shall upon the student's fifth unexcused absence in the 10-week period immediately provide a written notice to the parents. Such written notice shall include:
  - A. the student is an absent student based upon having five unexcused absences within a 10-week period;
  - B. the parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;
  - C. the school will be initiating truancy prevention measures in regards to the absent student;
  - D. the parent is required to attend an attendance conference concerning the truancy measures the school will be implementing and such conference will be held not more than ten instructional days after the fifth unexcused absence occurs; and
  - E. the superintendent or the attendance officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.
2. The school shall establish an attendance plan that includes
  - A. Wraparound services to ensure school attendance for the student.
  - B. A description of the behavior required and/or prohibited for the student.
  - C. The effective time period for the plan, but not to exceed 45 instructional days.
  - D. Disciplinary actions the school will take if the student does not comply with the plan.
  - E. A referral to counseling, mentoring, or other services for the student as appropriate.
  - F. Whether the parent is required or expected to attend the services assigned to the student.
  - G. The signature of the student and the parent agreeing to the plan.

## **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 enrolled in APEX/Edmentum credit recovery 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 extra-curricular activities, the student must be in school for at least half of the day. Students who have a morning absence must arrive by 11:45 a.m. If a student leaves school at any point throughout the day, the student may not participate that day. Exceptions to this rule include all exempted absences, excused absences (only numbers 3-6 and 8-9 above), and students who leave for an appointment and have a return-to-participation slip from the doctor or another professional in a similar field.

## **PARTICIPATING IN VOCATIONAL/WBL/COLLEGE RELEASE PROGRAMS**

1. Students are expected to attend their vocational/college classes or scheduled job site every day. PHHS will monitor attendance.
2. Students who 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. 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

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 follow the IMPACT INSTITUTE or their college 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.
6. Students may miss important announcements or important, time-sensitive materials while they are at their vocational/, college release, job site. Upon their return, they are responsible for reading announcements and picking up any necessary materials.
8. Prairie Heights Community Schools requires mandatory busing to vocational sites. Students who miss the bus may be transported by a parent/guardian to IMPACT Institute or may drive themselves to school and report to the office at 8:05 to avoid being marked as truant.
9. Students who choose to drop out of their IMPACT Institute program will be required to reimburse the school for the tuition invested in the student.
10. Although students are permitted to drive to on-campus college courses and WBL job sites, no passengers will be allowed unless the parents of all students involved have given permission and administration has approved.

## **HOMESCHOOL STUDENTS**

Any Homeschool student wanting to take classes at PHHS but still remain a Homeschool student may enroll in no more than two classes per semester.

## **HALL 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:

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 seven inches above the knee, including when seated are unacceptable.

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.
- 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, such as bedroom slippers and blankets, is not to be worn to school.
- No heelies/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.

## **SEARCH AND SEIZURE**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide students, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment. In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

### **School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device. 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.

### **Student's Person and Possessions**

The principal, assistant principal and/or designees may search a student during school or outside school hours at any school activity (including home or away events) if there is reasonable cause for a search of that student. Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. 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.

Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, also shall be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property. 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.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

### **Breath Test Instruments**

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

### **Metal Detectors**

To address the School Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other illegal/prohibited metal objects, including electronic cigarettes. When the school administration has a reasonable suspicion to believe weapons or other illegal/prohibited metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance the requirements of this policy's provisions for searching a Student's Person or Possessions

### **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The building principal shall promptly record in writing the following information for each search pursuant to this policy:

1. The information upon which the search was based
2. The time, date, location, students, or places searched, and persons present
3. A description of any item seized and its disposition
4. The time and date of notice to the parent or guardian in the case of the search of the person of a student

### **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 ELECTRONICS**

**IC 20-26-5-40.7** states that a student may bring but is prohibited from possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, gaming devices, and/or smartwatches or any similar device that is connected to a cell telephone, a cell tower or the Internet during the school day. "School Day" is defined as the time a student is present on school property during instructional time (8:05-3:23).

A student may use such a device (tablet computer/laptop computer) as required by a teacher only on a school supplied/school sanctioned device for instructional purposes only.

During the "School Day" the wireless devices and their accessories/peripherals must be stored away in the student's locker, powered off, and inaccessible to students.

IC 20-26-5-40.7 is not violated in the following circumstances:

- use of a school sanctioned device for educational purposes during the school day;
- the student's use of the wireless device is to manage the student's medical condition as documented by an order of a licensed health care provider;
- the use by the student of the wireless device is part of the student's Individual Education Plan (IEP) or 504 Plan;

**Per IC 20-26-5-40.7, a student may be disciplined including suspended or expelled for using a wireless electronic device in a manner violating this policy and may have the device confiscated by school administration. The device will be returned to the parent and/or student.**

Students are discouraged from bringing electronic equipment to school due to the possibility of breakage or loss; students bring these items at their own risk as the school is not accountable for any loss or damage. The use of these in locker rooms, shower facilities, rest/bathrooms is prohibited at all times. Students cannot photograph students or employees while on school property unless permission is granted. Students shall have no expectation of confidentiality with respect to their use of electronic devices on school premises/property per School Board Policy.

***Consequences for Violations:***

**First Offense** – Device(s) taken by staff and locked in the office. The student can pick up the device(s) at the end of the day.

**Second Offense** - Device(s) taken by staff and locked in the office. The student can pick up the device(s) at the end of the day. For the next ten school days, the student will check their devices in with office staff upon arrival at school. The student can pick up their devices at the end of the day. Additionally, a one-hour detention will be assigned.

**Third Offense** - Device(s) taken by staff and locked in the office. A parent or guardian can pick up the device(s). For the next twenty school days, the student will check their devices in with office staff upon arrival at school. The student can pick up their devices at the end of each day. Additionally, a three-hour detention will be assigned.

**Fourth Offense** – Device(s) taken by staff and locked in the office. A parent or guardian can pick up the device(s). Upon arrival at school, the student will check the device(s) in with office staff every day until the end of the semester or for forty school days, whichever is longer. The student can pick up their devices at the end of each day. Additionally, six hours of Saturday School will be assigned.

**Fifth Offense** - Device(s) taken by staff and locked in the office. A parent or guardian can pick up the device(s). Upon arrival at school, the student will check the device(s) in with office staff every day until the end of the school year. The student can pick up their devices at the end of each day. Additionally, two days of BIC LaGrange will be assigned.

All subsequent offenses may result in additional disciplinary consequences up to and including expulsion.

Failure to comply with staff directives will result in additional consequences.

## **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 device.

## **EMERGENCY DRILLS**

Evacuation drills at regular intervals are required by law and are important safety precautions. When the first signal is given, everyone will wait for the all clear over the intercom and then exit promptly by the prescribed route as quickly as possible. Students should remain in the designated area until the signal is given to return to regularly-assigned area.

## **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 homework intervention 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.

# **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.

## **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 elementary/middle school.**
- 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 elementary or middle school for any reason.

#### 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 BIC LaGrange 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.

### BUS TRANSPORTATION

- During the registration process, families must designate their pick-up and drop-off locations. They may also list ONE alternate location, which can be used in the am or pm. Families will be limited to a total of THREE locations. This should accommodate a split family and a daycare provider.
- If a family has a change of address or a change in daycare during the school year, the appropriate "Transportation Change Form" must be filled out before transportation changes will be made. This form can be located and completed on our corporation website underneath the transportation tab, or can be requested from the school. Transportation changes will take 48 hours to process once the form is received.
- Students will not be allowed to ride to a friend's house.
- We will continue to allow families to submit a calendar for the month or year with pick-up and drop-off locations. Again, we will only transport to the three locations listed on the transportation form. We will not allow this to be done weekly. See below for an example calendar.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		AM - mom PM - sitter	AM - sitter PM - dad	AM - dad PM - mom	AM - mom PM - mom	AM - mom PM - sitter	
		AM - dad PM - dad	AM - dad PM - sitter	AM - dad PM - mom	AM - mom PM - sitter	AM - sitter PM - mom	
<b>BUS</b>		AM - mom PM - dad	AM - sitter PM - dad	AM - dad PM - sitter	AM - mom PM - mom	AM - sitter PM - mom	
		AM - mom PM - sitter	AM - sitter PM - dad	AM - dad PM - mom	AM - mom PM - sitter	AM - sitter PM - mom	

### 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.

#### Seatbelts

Students must wear seatbelts on any vehicle in which they are available. If students do not wear seatbelts, the following consequences will occur:

1<sup>st</sup> Offense – Verbal Warning

2<sup>nd</sup> Offense – Written Warning

3<sup>rd</sup> Offense and Beyond – One day of suspension from the bus for each offense

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 roadway 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.

Cell phones and electronic devices are allowed on buses. Pictures and videotaping are not permitted.

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, plagiarism, or use of generative Artificial Intelligence 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.
- g) Inappropriate use of Generative Artificial Intelligence Programs.

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.

## Artificial Intelligence

Staff and students should use AI platforms and programs in a manner consistent with school policies, student rules and responsibilities, and responsible use of technology. Users will be expected to maintain academic integrity and honesty as it pertains to cheating and plagiarism. Violations of such rules and responsibilities by staff and students will be subject to appropriate discipline for such violations.

## 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.**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 consists of unwelcome sexual advances, request for sexual favors and other inappropriate verbal, including by technological means, or physical conduct of a sexual nature. Unwelcome conduct of a sexual nature may include, but are not limited to:

1. verbal or technological harassment or abuse;
2. pressure for sexual activity;

3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching;
5. sexual jokes, posters, cartoons, etc.;
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
7. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
8. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a district employee or other adult member of the school district community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in state law.

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.

## **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.

## 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 which will fall during the same week or the following week of the infraction – 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. Detentions will not be rescheduled without 48 hour notice and must still be served within the scheduling parameter.**

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 or Chromebook, 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.

## GROUNDINGS FOR SUSPENSION OR EXPULSION:

\*Students who are suspended must report to BIC LaGrange. 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. This includes, but is not limited to, watching a fight instead of reporting it.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, 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 phenylpropranolamine (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, digital camera, etc.) 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.
31. If a student is suspected of possession of prohibited item(s) and refuses to comply with directives of school personnel, this will be considered an admission of guilt and the related consequences will be assigned.
32. If a student is being investigated for suspicion of being under the influence of any drug including alcohol at school or any school function and refuses to submit to a drug/alcohol test or leaves the premises without permission, this will be considered an admission of guilt and subject to due process.

## 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 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;  
an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or  
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 to BIC LaGrange, 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/BIC LAGRANGE 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. Procedures for serving suspension at BIC LaGrange will be discussed.
2. DURING THE SUSPENSION, THE STUDENT IS NOT TO ATTEND ANY SCHOOL ACTIVITIES. This includes activities taking place during the evening of the last day of suspension.
3. Failure to comply with suspension policy may be handled by the court and/or prosecutor's office.
4. The student will not be allowed to return to school until all suspension days have been served.

## **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.
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.

A student who has been designated as a Habitual Truant will not be allowed to participate or continue to participate in extracurricular activities and/or co-curricular activities.

## 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 be 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.

#### **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.

#### **STUDY HALL EXPECTATIONS & RESPONSIBILITIES**

1. Study Hall is a time for students to work independently or to meet with teachers to improve academics and achieve success.
  - Study Hall is not free time.
  - Unacceptable activities include but are not limited to sleeping, watching TV, playing cards, video games, watching videos, etc.
  - Students are expected to be prepared to work on any homework, assignments, and/or participate in class discussion and activity while in Study Hall.
  - If all work is complete, student will participate in S.S.R. (Silent Sustained Reading).
2. Students are encouraged to participate in school clubs, activities, and events.
  - Students failing a class are NOT eligible to attend club meetings, activities, or events.
3. Teacher will check current grades on at least a weekly basis for missing work and/or below average grades, multiple failures, and downward trends.
4. Study Hall Pass Information
  - Students who need to leave Study Hall to work with another teacher must obtain a pass prior to the start of Study Hall. If a situation arises during Study Hall in which a student needs help with an assignment, the Study Hall teacher may call to see if the teacher is available to provide help.

