

Plainfield High School

1 Red Pride Drive
Plainfield, Indiana 46168
Telephone (317) 839-7711
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Mission Statement

Bringing Joy to Learning

School Song

*Hail to the Varsity, Cheer them along the way,
Onward to Victory, May we win this game today.
Let's give a cheer for the Varsity,
Long may we reign supreme.
Shout 'til the echoes ring, For the glory of our team.*



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BELL SCHEDULES

Regular Bell Schedule			M/T/R/F
8:05 AM	-	9:00 AM	1st Period
9:05 AM	-	9:55 AM	2nd Period
10:00 AM	-	10:50 AM	3rd Period
10:55 AM	-	11:45 AM	4th Period
11:50 AM	-	1:15 PM	5th Period
1:20 PM	-	2:10 PM	6th Period
2:15 PM	-	3:05 PM	7th Period
11:45 AM	-	12:13 PM	Lunch A
12:16 PM	-	12:44 PM	Lunch B
12:47 PM	-	1:15 PM	Lunch C

2 Hour DELAY Schedule			
10:05 AM	-	10:33 AM	1st Period
10:38 AM	-	11:06 AM	2nd Period
11:11 AM	-	11:39 AM	3rd Period
11:44 AM	-	12:12 PM	4th Period
12:17 PM	-	1:59 PM	5th Period
2:04 PM	-	2:32 PM	6th Period
2:37 PM	-	3:05 PM	7th Period
12:12 PM	-	12:40 PM	Lunch A
12:43 PM	-	1:11 PM	Lunch B
1:14 PM	-	1:42 PM	Lunch C

SMART Bell Schedule			SMART: W
8:05 AM	-	8:48 AM	1st Period
8:53 AM	-	9:36 AM	2nd Period
9:41 AM	-	10:24 AM	3rd Period
10:29 AM	-	11:11 AM	SMART
11:16 AM	-	11:59 AM	4th Period
12:04 PM	-	1:29 PM	5th Period
1:34 PM	-	2:17 PM	6th Period
2:22 PM	-	3:05 PM	7th Period
11:59 AM	-	12:27 PM	Lunch A
12:30 PM	-	12:58 PM	Lunch B
1:01 PM	-	1:29 PM	Lunch C

2023-2024 PHS STUDENT GOVERNMENT

The PHS Student Government is divided into three houses, comprising a diverse cross section of student leaders with the goal of providing leadership for the entire PHS community and especially our student body.

Executive Board

School Body President: Tiba Altower

Vice-President of Student Affairs: Collin Arney & Molly Nichols

Vice-Presidents of Event Planning: Megan Siereveld, Lilly Snider & Olivia Stephens

Secretary: Mabel Hartman

Communications Directors: Connor Burress, Abi Gadia & Lydia Stead

Senate

Class of 2024

Livia Cade

Ava Drake

Brecken Jones

Class of 2025

Demi Bolin

Avery Guth

Dylan Ivy

Connor Jones

Ava Kirchoff

Jeremiah Koss

Max Payton

Devin Robinson

Matthew Rodarmel

Class of 2026

Marlie Eickhoff

Macyn Jones

Minha Khan

Parker McKinnie

Abby Mott

Carm Pierre Noel

Audrey Uhlich

Class of 2027

TBD

House of Representatives

These representatives will be selected from each club, co-curricular organization and athletic council once the school year begins.

PHS FACULTY & ADMINISTRATION

Mr. Pat Cooney – Principal

Mr. Brent Schwanekamp – Assistant Principal

Mr. Michael Menser – Assistant Principal

Mr. Torrey Rodkey – Assistant Principal of Athletics

Guidance Department

Mr. Dave Owens– Department Chair

Mr. Adam Fritz

Mr. John Newbold

Mrs. Jaleen Royer

Mrs. Bridget Luce

Mrs. Makenzie Ewoldt – Career and College Readiness

English Department

Ms. Emily Astroski

Mrs. Michelle Burress

Mrs. Carrie Cavanaugh

Mrs. Michelle Cheek

Mrs. Stephanie Eldridge

Mrs. Kellie Jacobs

Mrs. Liza Payton - Chair

Mr. Colton Martin

Mrs. Stacy Sanford

Mr. Drew Sheppard

Mrs. Micki Stevens

Mrs. Allison Tabaska

Mrs. Jamie Treash

Mrs. Kim Young

Family and Consumer Science Department

Ms. Megan Hawkins

Ms. Lauren Siefert

World Language Department

Mrs. Andrea Birke

Mrs. Karen Gossmann

Mrs. Brittanie Hacker

Ms. Claire Harper

Mrs. Ryann Mills

Mrs. Jamie Nichols- Chair

Mrs. Kaitey Walker

Ms. Jordan Walters

Special Education Department

Ms. Jessica Breidinger
Mr. Kyle Conrad
Mrs. Cherrie Riddle

Mrs. Caitlin Salisbury - Chair
Miss Courtney Siepman
Mrs. Kris Weisbach

Mathematics Department

Mrs. Angela Blevins
Mrs. Jamie Collier
Mrs. Rachel Freeman - Chair
Mr. Brian Guth
Miss Olivia Long
Mrs. Barbara Nichols

Mr. Christopher Pearson
Mr. Stacey Peters
Mr. David Sekula
Mr. Matthew Steward
Mr. Andy Weaver
Mrs. Vanessa Wildhauer

Science Department

Mr. Zach Burkhardt
Mrs. Michelle Clark
Mr. Mathew Craig
Mrs. Lisa Jackson
Mr. Scott Johnson
Mr. A.J. McAdams

Mr. Caleb Moster
Mrs. Melissa Sedwick – Chair
Mrs. Elaine Townsend
TBD
Mr. Brian Woodard

Business Department

Mr. Shane Abrell
Miss Hailey Begay
Ms. Megan Craft
Mr. Jared Mackey
Mr. Jeffrey McKeon - Chair

Mr. Eddie Schmitt
Mrs. Susan Ritter
Mr. Michael Taylor

Athletic Department

Mr. Torrey Rodkey – Assistant Principal of Athletics
Mr. Pat Cavanaugh – Assistant Athletic Director
Mrs. Tammy Ford - Secretary

Physical Education / Health

Mr. Josh Estridge
Mrs. Tiffany Koors

Mr. Randy Vanderbush - Chair

Media Center

Mrs. Lael DuBois

Fine Arts Department

Mrs. Heather Armstrong
Mr. David Ballinger
Ms. Jane Brush
Mr. Michael Carpenter - Chair

Mr. Fredrick Graf
Mr. Michael Hummel

Social Studies Department

Mr. Christian Arvin
Mr. Curt Bengé
Mr. Pat Cavanaugh
Mr. Adam Ferguson

Mr. Brian Pelkey – Chair
Mr. Robert Pelkey
Mr. Jon Utterback
Mrs. Chris Wilburn

Plainfield Opportunity Academy/ Learning Center

Mr. Tyler Bless
Mr. Mitch Holden

CLUBS AND ORGANIZATIONS:

Click on the link below to learn more about clubs available at Plainfield High School:

[Plainfield High School Clubs](#)

GENERAL INFORMATION

SCHOOL BOARD POLICY/STUDENT HANDBOOK POLICY

This student handbook provides a summary of the key points of board policy that apply to students while they are attending school and school-sponsored events. The board policy manual should be consulted for the full text of a particular policy and a copy will be provided upon request. If the provisions of the handbook contradict board policy, the board policy prevails.

AHERA ANNUAL NOTICE

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Plainfield Community School Corporation is available for review and copying by students, staff and guardians during normal business hours

Plainfield Community School Corporation is required by law to make students and their families aware of our Annual Notice. This is a guide to information and policies that relate to PCSC, and all sections of the Annual Notice are reviewed and/or updated annually. Please visit <https://www.painfield.k12.in.us/page/annual-notice> to view these legal notifications.

BOOK RENTAL

Parents are informed that they are financially responsible for book rental and computer fees and any charges the school may assess for but not limited to: lost tablets, lost books, cafeteria fees, library books, extracurricular activities, fundraisers, exam fees, and tuition. Parents are also responsible for all reasonable costs of the collection of this account, which may include but not be limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees, and court costs on any outstanding balance.

STATEMENT ON STUDENT IMAGES

Plainfield Community School Corporation will occasionally photograph or videotape students in the school environment, for the purpose of communications and public relations. These photographs, primarily, could be shared with the media, and placed online via web, email and social media.

In general, Plainfield schools will not publish photos of individual students; in fact, the

guideline states that at least three students must be present in published photographs. Students' names will NOT be used without permission of the parent or guardian.

This statement does NOT include annual Picture Day photographs, or photos taken for class, athletic or extracurricular purposes, including the yearbook.

If a parent or guardian does not want their child's photo taken for the purpose of general communications/public relations, they must submit their signature on the Student Image Exclusion form. The form can be found on the website, and should be returned to the secretary at your child's school.

EARLY STUDENT ARRIVAL

Students who arrive prior to 8:05 a.m. must enter through Door 1 (student drop off) Door 7 (student drivers), or Door 21 (bus drop off) and go to the designated area.

THE SCHOOL DAY

All students will arrive for their school day by the 8:05 a.m. tardy bell. Students are to report to their first period class or study hall. The school day is over at 3:05 p.m. All students must exit the building by 3:20 p.m. or be accompanied by a coach or sponsor.

Once arriving on school grounds, students are not permitted to leave the building and/or the grounds during the day unless they have signed out in the student services office or have administrative approval.

CLOSED CAMPUS

All students are to move into the building upon arrival on school grounds and are to remain within the school building during the school day, including the lunch period. Permission to leave the building at any time during the school day is granted only through the student services office with the approval of the assistant principal and parental permission.

SIGNING IN AND OUT

Students arriving late to school must sign-in at the student services office or the POA office at Door 7. Students must sign-out when they leave school during the school day. Students will not be allowed to leave school during the day without parent permission and personal guardian contact with the school administration. Failure to follow this policy will result in truancy and disciplinary action taken.

THE LUNCH PERIOD

All students are assigned a thirty-minute section of the fifth period for lunch and are to report to the cafeteria at the beginning of that assigned lunch period. Students should remain in the cafeteria, courtyard or media center during their entire lunch period unless given permission.

As each lunch period is designed to provide only the time necessary for eating in the school cafeteria and then returning to class, students are not allowed to leave school for lunch. **Parents should not bring fast food lunches to school and should not take**

students out for lunch. Students may not have food delivered to the school for lunch without prior approval.

HOMEWORK POLICY

Homework is an out-of-school assignment that contributes to the educational process of the student. It is an extension of class work and is related to the objectives of the curriculum being studied. Homework may include additional practice exercises, What reading of material on a specified subject, in-depth extensions of classroom activities, or independent project work related to the subject. Refer to the Guidance Services section for instructions on collecting homework during an extended absence.

ANNOUNCEMENTS

Announcements are prepared by the office and displayed on public television monitors, posted through Schoology and posted on the internet for students and parents to read. Announcements are read after the tardy bell on Tuesday and Thursdays each week. Notices to be included in the announcements must be submitted before 8:30 a.m. No notice can be accepted from a student without a teacher or sponsor's signature.

LOST AND FOUND

Students who find lost articles are asked to take them to the Student Services office, where the owner may claim them.

STUDENT PROPERTY

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

VISITORS

Plainfield High School operates a closed campus. All visitors must enter through Door 1 and are expected to show photo identification. All visitors will be required to scan their photo identification to Safe Schools Entry Program. Entry to the building is regulated through a buzzer system, and entry will not be allowed without visual recognition. Visitors are not permitted unless they have arranged for an appointment with the faculty and staff. Parents are welcome at all times but should report to the main office upon entering the school. No student visitors are permitted to visit the school. Please do not bring friends to school asking permission for them to stay.

PARENT-TEACHER CONFERENCES

While no teacher will be called out of class to discuss school matters, parent-teacher conferences greatly contribute to the educational process and are encouraged at Plainfield. Such discussions may be scheduled during the teacher's conference period. Joint conferences with a student's teacher(s) and counselor may be scheduled through the guidance office.

MEDICATIONS

In general, the school nurse will administer all medication from the clinic. Controlled

substances require a note from a physician as well as a parent. All other medications must be in the original container with a note from a parent or guardian. Medications which require that a student carry them must have a note from a physician indicating that the medication must stay with the student and that the student knows how to self-administer. Most medications can be released to high school students if they have a note from a parent that they are to bring the medication home. Controlled substances will never be released to anyone but the parent or guardian of the student who has the prescription. No medication, either prescribed or over the counter is to be carried on the student or in a student locker unless a note is provided from a physician and with the consent of the school nurse.

WEATHER EMERGENCIES

In the event of the cancellation of school due to weather emergencies, a variety of television and radio stations will be contacted to make the announcements. Information regarding school closings will also be posted on the corporation website and Mr. Pat Cooney's Twitter account (@Quaker Principal). The administration will also send a notification through Parent Square.

When it becomes necessary to close school early or to cancel school due to adverse weather conditions, the staff supports the basic philosophy that any activities scheduled on that specific day involving participation by local students/or use of the local facilities should also be canceled or postponed whenever possible.

There are times, however, when local officials have limited control over such decisions due to external sponsorship.

Exceptions are made to allow for some practices, academic or athletic, at the high school level providing: (1) practice is limited to varsity groups, (2) road/weather conditions have improved, (3) approval has been secured from the principal, (4) students are not required to attend, and (5) no penalty will be given for not participating. Practice sessions will not be held during any two-hour delay.

STUDENT AUTOMOBILES

Students who drive a motor vehicle to school must abide by the following regulations:

- (1) Do not loiter in the parking lot. Upon parking your car, leave the vehicle and enter the building.
- (2) During school hours students should park in Lots 2 or 3 only, which are designated by white lines.
- (3) Observe the posted speed limit of 15 miles per hour.
- (4) Students should not go to their cars during the school day without a pass or permission from Student Services.
- (5) School buses always have the right of way.
- (6) **DO NOT** walk between buses at any time, to prevent accident or injury.
- (7) All students must have their cars registered and a parking permit displayed on the rear view mirror.
- (8) Students' cars parked in "no parking areas," in fire lanes, in prohibited parking

spaces, or without a parking permit will be towed away at owner's expense.

(9) Improper operation of a motor vehicle or violation of guidelines can result in:

- a. **Losing parking permit**
- b. **Level I or Level II Detention**
- c. **Suspension from school**
- d. **Expulsion from school**

(10) Student vehicles may be searched by school administrators, if there is reasonable suspicion. Drug sniffing canines are used by Plainfield Police Department at Plainfield High School.

(11) Students who violate school rules may lose the privilege of driving to school.

(12) All student drivers must be enrolled in the Plainfield High School Student Activity Code of Conduct Program.

SCHOOL DANCES/ PROM

- (1) All school rules apply.
- (2) Students must be enrolled in the Student Activities Code of Conduct program in order to participate.
- (3) No student will be admitted more than one hour past the starting time of the dance without being pre-approved by the administration.
- (4) All students, including guests, will be tested prior to being admitted to any dances for alcohol. The test being used will be AlcoBlow. Students and guests testing positive will be denied admission to the dance and reported to the Police Department. Parents/guardians will be called. Refusal to submit to testing at a school-sponsored dance will result in actions taken as if a positive test occurred.
- (5) All guests must be approved prior to the dance. Guests will not be approved unless they are in good standing with their home school. If the student is a former Plainfield High School student, he or she must have left in good standing. Guests may not be 21 or older. Non-Plainfield guests will only be considered for prom. Other school dances are for Plainfield Students.

VOLUNTEER BACKGROUND CHECKS

Plainfield Community School Corporation requires that anyone having contact with our student population complete a "Background Authorization and Release." This authorization process can be found on the PCSC and PHS web pages.

NONDISCRIMINATION

It is the policy of the Plainfield Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Law (IC 1976, 20-9-), Public Law 218 (IC 1971, Title 20), Title VI and VII (Civil Rights Act 1964), the Equal Pay Act of 1973, Title IX (1972 Education Amendments) and The Americans with Disabilities Act of 1990.

Guidance Department

Mr. Adam Fritz (students receiving special services)

Mr. John Newbold (student last names A – Go)

Mrs. Jaleen Royer (student last names Gr - Pa)

Mr. Dave Owens – Guidance Department Chair (student last names Pe-Z)

Mrs. Makenzie Ewoldt – College & Career Specialist

Mrs. Bridget Luce – Mental Wellness Counselor

Plainfield High School offers comprehensive guidance and counseling services to all students. These services include, but are not limited to, personal counseling, group counseling, academic counseling, career counseling, scheduling, testing services, and referral services. The Guidance Department also provides scholarship and college financial aid information to seniors.

Students who want to see a counselor should come to the guidance office before or after school, during a passing period, during study hall, or with a pass from a teacher. If the counselor is not available, the student may complete a Counselor Request Form and the counselor will call for the student at a convenient time. In an emergency situation, a student may come directly to the Guidance Office.

SCHEDULING INFORMATION

Plainfield High School offers four diplomas offered by the State of Indiana. Students may earn the Core 40 diploma, the Core 40 with Technical Honors diploma, the Core 40 with Academic Honors diploma, and the general diploma through an opt-out process. Information about diplomas can be found in *The Pathfinder*. All courses are open to students regardless of race, color, national origin, sex, or handicapped condition.

All students are expected to schedule a minimum of six courses each semester and to attend school from 8:05 a.m. until 3:05 p.m. Area 31 vocational courses and ICE count as two or three courses, depending on the amount of time required. Students in grades nine through eleven will meet with their counselor each year to plan their schedules for the following school year. These schedules are then to be approved by the student's parents or guardians. Parents/guardians are welcome to make an appointment with their student's counselor to discuss their student's course requests. Courses are scheduled on a yearly basis. Course changes due to a teacher preference will NOT be made. The only exception is when a student is repeating a course due to failure, has been assigned to the same teacher with whom he/she failed, and requests a teacher change.

Once students' schedules have been determined, they may not be changed; few exceptions will be made and are described in *The Pathfinder*.

Grade Weighted Courses: Information on grade-weighted courses can be found in *The Pathfinder Curriculum Handbook* located on the guidance website.

Post-Secondary Information: Students and parents will find information about post-secondary programs on the Guidance website. These include two-year and four-year colleges, vocational and technical schools, apprenticeships, Armed Forces, and immediate job openings. Students and parents may contact a counselor or college and career advisor any time to talk or meet (in person or virtually). Students completing college applications will need to make a transcript request to Guidance. Dual credit college transcripts will need to be requested and sent directly to each institution by the student or parent. Students will get information on this process from a counselor.

Financial Aid and Scholarships: Students and parents will find a vast amount of information and resources on the Guidance website. For seniors completing their FAFSA financial aid application, there will be several help sessions available throughout the year. All graduating seniors who are considering any post-secondary education of any type are encouraged to complete the FAFSA.

Class Rank & G.P.A.: The G.P.A. is based on a 4.0 system, i.e. A=4.0, B=3.0, C=2.0, D=1.0. Additional weight is given to those courses that have been determined to be more challenging, i.e. Honors and Advanced Placement. The addition to the G.P.A. for these courses is computed at the end of the semester on a cumulative basis. Class rank, based on G.P.A., is determined at the end of each semester. Qualification for the Core 40 with Academic Honors and Core 40 with Technical Honors diplomas is determined through the end of the eighth semester as required by the Indiana Department of Education. Valedictorian and Salutatorian are determined at the end of the eighth semester.

Plainfield High School uses a collegiate-style system to honor senior graduates based on final Grade Point Average. Each level of distinction is listed below.

- Summa Cum Laude: Student graduating with an Honors or Technical Honors diploma and a weighted GPA of at least 4.5.
- Magna Cum Laude: Student graduating with an Honors or Technical Honors diploma and a weighted GPA of at least 4.2.
- Cum Laude: Student graduating with any PHS diploma and a weighted GPA of at least 4.0.

Transportation to Off-Campus Programs: Students who participate in programs away from PHS are expected to provide their own transportation to and from these programs, including cooperative education programs, exploratory teaching, Area 31

vocational programs, and any college courses, unless transportation is provided by Plainfield High School. If transportation is provided by Plainfield, students are expected to ride the bus unless given pre-approval by the Administration.

Conferences: The guidance counselors believe it is in the students' best interest that their parents/guardians and the school communicate. Therefore, at the request of a parent/guardian, teacher, administrator, or student, a counselor will schedule and facilitate a conference to find ways in which the student can be helped to succeed.

RIGHTS OF PARENTS AND STUDENT REGARDING EDUCATIONAL RECORDS

Federal law and regulation govern education records. In summary, both elementary and secondary students' educational records are confidential. Parents can examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution. Students may also examine their records at reasonable times. Before educational records are disclosed to third parties, the school requires a signed and dated written consent. Students who are 18 years of age or attending post-secondary education may sign for themselves. School officials, including officials of another school system or of post-secondary institutions where the student seeks to enroll, may also examine education records without the parent or student's consent.

Directory information can be published on the corporation website and school newsletter and can be released to media organizations, colleges, civic or school-related organizations, recruiting representatives of various military services and academies, and government agencies without the consent of parents or students. Directory information includes student's name, parent's name, area of studies, athletic participation, extra-curricular participation, height, weight, photographs, attendance dates, awards, race, sex, and grade level. Any objection to such disclosure should be stated in a letter and filed with the principal prior to the end of the student's sophomore year. Occasionally the student's classroom work will be displayed for motivational purposes; however, the parent can also notify the principal in writing if the display of classroom work is not preferred.

PLAINFIELD HIGH SCHOOL

STUDENT SERVICES INFORMATION

Michael Menser: Assistant Principal

Lani Ricketts: Secretary and Attendance

Bridget Luce: Mental Wellness Counselor

The rules you are about to read in this handbook supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, administrative authority.

PLAINFIELD HIGH SCHOOL ATTENDANCE POLICY

Plainfield High School has an eight day absence limit per semester.

- All absences, Excused or Unexcused, count toward the eight day limit.
- For an absence to be excused it must be reported within 24 hours.

REPORTING ABSENCES

Students should be advised to have their parents/guardians report to the school Attendance Office by telephone (317-838-3630) on the day of their absence giving the reason for absence. The attendance line is available 24 hours a day. Student Services will attempt to contact parents by telephone to check on absences not so reported.

Absences must be reported within 24 hours to be excused. All medical notifications must be submitted within one week to be excused. Parents will be informed promptly of any irregularity in attendance.

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

Excused Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. Indiana Code five causes for an absence to be excused. These include:

- Illness verified by note from parent/guardian
- Illness verified by note from physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

Exempt Absences

Indiana Law prescribes which absences are exceptions and are not included as absences on a student's attendance. As per (IC 20-33-2) these include: (1) service as a page for the Indiana General Assembly, (2) serving on the Precinct Election

Board or the helper to a political candidate, (3) a student who is issued a subpoena to appear in court as a witness in a judicial proceeding, (4) ordered to active duty with the Indiana National Guard for not more than ten days, (5) Serving with the Civil Air Patrol for up to five (5) days, (6) exhibiting at the State Fair, and (7) educationally related non-classroom activity.

Unexcused Absences

An unexcused absence is any absence not covered under the definition of excused or exempt.

FAMILY EMERGENCY

A student may be allowed make-up work for an absence caused by a family emergency, even if it falls in the “unexcused” category. This absence may not exceed one (1) day per incident and will count toward the eight (8) days at the high school and eight (8) days at the middle school. The parent should call the attendance office on the day of the emergency and send a note of explanation with the student the following day; final determination will be at the building principal’s discretion.

PREARRANGED ABSENCES

Vacations: Families should plan their vacation at times when school is not in session to avoid student absences. The granting of pre-arranged absences is not intended for adding additional vacation days to the school year, but rather for unavoidable absences or once-in-a-lifetime experiences.

College Visits: A parent must make arrangements in advance for a college visitation, by filling out the College Visit Request Form. This is a separate form from the Prearranged Absence form. For college visits, the student must be a Junior or Senior and must bring an official document from the college Admissions Office to Student Services. College visits DO NOT count toward the eight day limit on absences. (Only two college visits are allowed per year.)

The following applies to prearranged absences:

1. Parents must sign a form for pre-arranged absence and submit that form to the principal or assistant principal’s office.
2. The form must be submitted ahead of time, allowing ample time for needed signatures to be obtained and all stakeholders to be notified; recommended submission five (5) days prior to absence.
3. If a student has previously been absent for several days, a conference may be required by the administration to discuss the ramifications of additional absences.
4. A prearranged absence form must be presented by the student to each of his teachers for signatures.
5. Make-up work should be arranged in advance. Class work missed must be made up promptly upon the student’s return.

6. The prearranged absence will be reported as excused or unexcused according to the Indiana Compulsory Attendance Law (IC-20-33-2) and make-up work will be allowed for credit. Students and parents are reminded that even though make-up work will be allowed for credit, some classroom activities simply cannot be replicated. The instruction missed during class time may adversely affect their grades (especially in participation type classes) and understanding of material.
7. Any pre-arranged absence(s) will count towards the eight (8) day attendance policy.
8. No pre-arranged absence will be approved if a student is scheduled to take the state required achievements test and/or locally administered achievement tests.
9. MIDDLE SCHOOL AND HIGH SCHOOL- pre-arranged absences will not be approved during final semester exams or the last fifteen days of the school year for any reason other than those exceptions outlined by Indiana Law.

ABSENCES AT THE END OF THE SEMESTER

Plainfield High School ends each semester with significant projects, assessments, and exams. It is critical that students be in attendance each day of the year, but even more so at the end of a semester. **If a student has to miss the final days of the semester, then they will have to take any missing exams when they return.** This could mean in January when the second semester begins or during summer vacation.

Teachers will enter zeros for any missing exams. It is the student's responsibility to communicate with the teacher and an assistant principal to find a time to take the exam. When the exam is completed and graded, the stored semester grade will be updated. Students must complete these exams in a timely manner.

TARDY POLICY

Students arriving to school after the beginning of the school day must report to Student Services or the POA office (located at Door 7) to sign in and will be considered tardy to first period. Any student arriving late to school or receiving an unexcused absence to first period will count as a violation of the tardy policy. **A parent call notifying Student Services of a late arrival does not necessarily make the tardy or absence excused unless the excuse falls under normal excused absences from school.** The policy will be as follows:

- (1) The fourth tardy will result in a Level I Detention and parent contact.
- (2) The fifth tardy will result in a Level I Detention and parent contact.
- (3) The sixth tardy will result in a Level I Detention and parent contact.
- (4) The seventh tardy will result in a meeting with administration and could result in a suspension from school.

*Students earning eight or more tardies could be suspended from school for multiple

days and may face expulsion. Administrators may implement student specific plans regarding tardies.

TRUANCY

Truancy is defined as absence from school during any part of the school day without the consent of guardian **and** proper school officials.

Students are truant when they:

- (1) Leave school without signing out, in the proper office.
- (2) Leave school at lunch without proper permission.
- (3) Are absent from school without prior permission from your guardian. Are absent from class without permission (skipping).
- (4) Obtain a pass to go to a certain place and do not report there or go somewhere else besides the destination on your pass.
- (5) Become ill and go home or stay in the restroom instead of reporting to Student Services or to the Clinic.
- (6) Come to school but do not attend classes.

Truancies from school or class will result in disciplinary action listed below:

1st violation: One Level II Detention and parental notification

2nd violation: One Level II Detention and parental notification

3rd violation: A third truancy in a semester will result in a suspension from school and possible recommendation for expulsion for the rest of the semester.

*All unexcused absences will fall under provisions outlined in a Project ATTEND attendance contract or a Plainfield High School attendance contract.

Excessive Absences

Plainfield High School believes that students who miss more than eight instructional periods per class per semester have missed a significant amount of classroom interaction, as well as instructional time. Parents should monitor student attendance through PowerSchool. If assistance is needed with access to PowerSchool please contact the guidance office at Plainfield High School. If a student misses more than eight class periods or full days, he or she may be removed from the class with a failing grade, sign an attendance contract, or be expelled from school. Absences which include extenuating circumstances and that violate a signed attendance contract may be taken to an attendance review committee. Removal from two or more classes will result in recommendation for expulsion.

NOTE TO PARENTS AND STUDENTS: EACH ABSENCE, WHETHER EXCUSED, UNEXCUSED, OR TRUANT COUNTS TOWARD THE EIGHT-DAY LIMIT.

HENDRICKS COUNTY PROJECT ATTEND

Project ATTEND is a cooperative effort between the Schools, Probation, Prosecutor and

Child and Family Services offices in Hendricks County, Indiana. The goal is to assist schools in increasing their attendance rate and to reduce the number of Truancy cases filed in the Court.

GENERAL PROCEDURES:

- (1) When a child has accumulated excessive or unexcused absences, the school will have the student and the parent or guardian of the student sign a Parent Attendance Contract. The school is to determine what constitutes an unexcused absence. If the school is unable to get the parent to sign the contract within five school days, they should contact the Project ATTEND Coordinator.
- (2) When a child has accumulated any additional unexcused absences, the school representative should notify the Project ATTEND Coordinator by phone or e-mail and include the pertinent information about the child. This information should include; the child's name and date of birth, parents' names, addresses, phone numbers and a copy of their attendance. Also, a record of any contacts made by the school should be included.
- (3) The Project ATTEND Coordinator will then contact the parents or guardian of the child by phone, mail or both. This contact will include an attempt to gather pertinent information regarding the family and attendance issues. The parents will be notified that this is considered an official referral to the Juvenile Court and could result in future legal action.
- (4) If the attendance problems continue, the school should notify Project ATTEND with all updated information. A meeting will be set for the parents, child, school representative and Project ATTEND Coordinator. The Deputy Prosecuting Attorney may also be asked to attend this meeting.
- (5) At the above mentioned meeting, the legal consequences of non-attendance will be explained. A contract/agreement will be signed by the parents, child, school representative and Project ATTEND Coordinator, that lists any actions that should be taken and any conditions imposed on the student, parents or school.
- (6) If the child still continues to have attendance problems or otherwise violates the above mentioned agreement, a decision to file Truancy charges against the child, or Educational Neglect charges against the parent may be made. It is also possible that the child could continue under the existing agreement or an amended agreement.
- (7) Each case will be considered on an individual basis. Every attempt will be made to have an Attendance Contract or Agreement signed before filing charges. The goal is to improve attendance without filing formal charges if possible.

PLAINFIELD HIGH SCHOOL RULES

ELECTRONIC DEVICES

Use of any electronic device, besides the tablet provided by Plainfield Community School Corporation, is NOT ALLOWED IN THE CLASSROOM **unless authorized by individual instructor (INCLUDING CELL PHONES)**. Uses of such items are not to interfere with classroom instructional time. Individual teachers may provide guidelines for usage in classroom settings. ***The use of the camera and video options on electronic devices is strictly prohibited while on school property without prior approval of the student, individual instructor or administrator. Taking and distributing pictures without consent may result in suspension or expulsion.** The school assumes no liability for lost or stolen items.

SCHOOL FIRE ALARM

Misuse of the school fire alarm is a violation of state law and school policy and is an expellable offense.

OFFENSIVE LANGUAGE

The use of inappropriate or offensive language and/or gestures in school is unacceptable. Students using such gestures or language both verbally and/or electronically will face disciplinary action including possible suspension or expulsion.

TAPING OR RECORDING OF CONFERENCES

Conferences conducted with students or parents regarding discipline or school rules may be recorded (video or audio) to verify the accuracy of information being provided. Any video is considered property of Plainfield High School.

SEXUAL HARASSMENT

It is the policy of the Plainfield Community School Corporation to maintain learning and working environment that is free from sexual harassment. This policy pertains to both students and employees. It shall be a violation of this policy for students to harass other students through conduct of communication of a sexual nature. This policy also includes employees, non-employees, and volunteers who work subject to the control of school authorities.

Sexual harassment may include but is not limited to the following:

- (1) Sexual verbal harassment or abuse
- (2) Repeated remarks to a person with sexual or demeaning implications
- (3) Unwelcome touching
- (4) Pressure for sexual activity
- (5) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job promotion, and/or salary increase

DISCRIMINATION OR HARASSMENT

In order to maintain a positive atmosphere, it is the policy of the Plainfield schools to maintain a learning and working environment that is free of discrimination and sexual harassment. This policy pertains to both students and employees. It shall be a violation of the policy for students to harass other students through conduct or communication of a sexual nature or that which discriminates against anyone based on gender, race, sexual orientation, or any other protected class status. This policy also includes employees, non-employees, and volunteers whose work is subject to the control of school authorities. discrimination or harassment may include, but is not limited to the following:

1. Verbal harassment or abuse
2. Repeated remarks to a person with sexual or demeaning implications
3. Unwelcome touching
4. Pressure for sexual activity
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job promotion, and/or salary increase

For additional information, see the entire board policy regarding title ix protections and procedures at this link:

[HTTP://GO.BOARDDOCS.COM/IN/PLAINFIELDIN/BOARD.NSF/GOTO?OPEN&ID=BSCUVJ7DE78D](http://go.boarddocs.com/in/plainfieldin/board.nsf/goto?open&id=BSCUVJ7DE78D)

BULLYING

The acts of bullying of a student are prohibited by the Plainfield Community School Corporation. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying is defined as:

- a. Aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed

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

- i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- c. This term may not be interpreted to impose any burden or sanction on, or include the definition of the term, the following:
- i. Participating in a religious event.
 - ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article 1, Section 31 of the Constitution of the State of Indiana, or both.
 - iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
 - v. Participating in an activity undertaken at the prior written direction of the student's parent.
 - vi. Engaging in interstate or international travel from a location outside of Indiana to another location outside Indiana.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

HAZING

Hazing activities of any type are prohibited at all times. Hazing is defined as: Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. No administrator, faculty member, or other employee of the school district will

encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in hazing. All hazing incidents will be reported immediately to the principal and superintendent.

STUDENT DRESS CODE

Clothing and personal grooming of the students of Plainfield High School shall not be unsanitary, unhealthy, or such that might cause disruption to the educational process of other activities of Plainfield High School. Students will be required to wear shoes. No half-shirts, non-prescription sunglasses, hats, or midriff tops may be worn. Further, clothing that is tight, flimsy, torn or ripped to the point of immodesty, or clothing which depicts violence or vulgarity of any kind may not be worn. Additionally, clothing that depicts alcoholic beverages, tobacco, or drugs are not to be worn.

We expect students to wear normal school clothes in a normal manner. Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be asked to change their clothing into something more appropriate or will be sent home. Simple guidelines for school-appropriate dress and personal appearance are:

1. Hats, caps, hoods, and any other head coverings are not allowed in the classroom between the hours of 8:05 am - 3:05 pm unless authorized by individual instructor. These items are not to interfere with classroom instructional time. Individual teachers may provide guidelines for usage in classroom settings.
2. Sunglasses, rollers, and picks are not allowed in the building between the hours of 8:05 am – 3:05 pm.
3. Exceptions will be made for religious purposes. However, students may be required to wear hairnet and/or other hair restraints in technology classes, laboratory, swimming, and comparable activities.
4. All tops must cover the top of the shoulder and shall not reveal the chest or underarm areas, stomach or expose undergarments in an immodest way.
5. Excessively short shorts, dresses, and skirts should not be worn.
6. Shoes must be worn at all times. Discretion should be used as to the appropriateness and safety of certain types of shoes. No house slippers with soft and unsafe soles should be worn.
7. All pants and slacks must be worn at the waist. No undone belts will be allowed.
8. Any apparel, jewelry, cosmetic, make-up accessory, notebook, tattoo, or manner of grooming which by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or drug use, violence or clothing bearing racially or sexually offensive messages will not be worn inside the school building or at school functions.
9. Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea is unacceptable.
10. Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances are unacceptable.

11. Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.

Each student, with the advice of his or her parent or guardian, should dress in a manner that is appropriate for school and its related activities. If these standards of dress are violated, the student will be sent to the assistant principal or designee to arrange for the changing of the improper attire. If alternative clothing is not available, the student may be suspended and sent home.

BACKPACKS/ BAGS

Backpacks will be allowed at Plainfield High School. Backpacks must be stored under a desk and not create a disruption to the learning process. Purses and tote bags may be carried, as long as they are smaller than a normal-sized textbook.

POSSESSION OF TOBACCO

Students' possessing or using tobacco products anywhere on school grounds or in the building before, during, or after school, or at any school sponsored event on or off campus, is not permitted. Leaving school grounds to use tobacco products is not permitted. For the purpose of this policy, tobacco use may be in the form of cigarettes, electronic cigarettes, chew, dip, snuff, or any other form of tobacco.

A student caught in possession of or using tobacco products (including e-cigarettes or related paraphernalia) will face the following consequences:

- 1st Offense: Three day suspension from school.
- 2nd Offense: Five day suspension from school and a referral to a tobacco education program at a health facility approved by the Superintendent or his designee.
- 3rd Offense: Expulsion from school for the rest of the semester. Students expelled the first semester for possession or use of tobacco products will be expelled the second semester for a single offense.

REASONABLE SUSPICION DRUG TEST

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

Students refusing to test will result in the student being treated as if he/she had a positive test.

ELECTRONIC DEVICE/CELL PHONE POLICY

Plainfield High School encourages the responsible and appropriate use of technology including cell phones, iPods, iPads, tablets, laptops, etc. within the school setting.

Students may use electronic equipment, including cell phones, at school until the beginning of first period, during passing periods, during lunch, and after last period unless directed otherwise by a staff member. Use of any electronic device, besides the tablet provided by Plainfield Community School Corporation, is not allowed in the classroom **unless authorized by individual instructor (including cell phones)**. Use of such items are not to interfere with classroom instructional time. Individual teachers may provide guidelines for usage in classroom settings. Violation of this policy will result in school-assigned discipline and may cause the items to be confiscated and delivered to an administrator to be returned at the discretion of the administrator.

Failure at any time to comply with a staff member's request to store or turn over an electronic device will be considered insubordination and may result in disciplinary action.

*Videotaping, photographing or audio recording of staff or students without prior teacher or administrative authorization is strictly prohibited and may result in suspension or expulsion.

The following are consequences for unauthorized or inappropriate use of an electronic device.

- **1st offense: Level I Detention**
- **2nd offense: Level II Detention**
- **3rd offense: Out-of-school suspension and/or recommendation for expulsion**

INSUBORDINATION

All Plainfield personnel, including administrators, teachers, substitute teachers, instructional assistants, secretaries, custodians, and food service workers are responsible for the supervision of Plainfield students during all Plainfield High School activities. All students are expected to comply with direction given by all adults. Failure to do so is insubordination and will result in disciplinary consequences. Examples of insubordination include, but are not limited to:

- A. Failure to comply with direction or instruction of a staff member or adult: Failure to follow any reasonable direction given by a staff member or adult in charge.
- B. Refusal to work in class: Failure to do assigned work in class or complete homework.
- C. Refusal to report to office: Failure to report to Student Services when directed.
- D. Refusal or failure to identify oneself: Failure to identify oneself when directed.
- E. Failure to respond truthfully: Failure to answer completely and/or truthfully
- F. Refusal to comply over cell phone: Failure to comply over cell phone with staff

- G. member when student is caught in violation of school cell phone policy.
- H. Refusal to attend Level I or Level II Detention

J-50 Criminal Gangs and Criminal Gang Activity in Schools

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

The following definitions apply to this policy:

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

1. Either:
 - a. Promotes, sponsors, or assists in, or
 - b. Participates in; or
2. Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

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

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

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

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

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

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

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

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.

6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

Legal Reference: IC 20-26-18
IC 20-33-9-10.5
IC 35-45-9-1

ADOPTED: 05/12/16

DETENTION

Level I Detention may be used by any teacher for classroom disruptions. Level II Detention may be assigned by any administrator. Any student assigned to Detention must have his or her form signed by a parent/guardian and return it to the Detention Supervisor.

Level I Detention

- A. Level I Detentions can be served:
 - a. Thursday morning in POA classroom (Students should report to Door 7 by 7:00 am to serve the Level 1. Students will be dismissed at the 8:00 am bell)
 - b. Thursday after school in the cafeteria (Students should report to the cafeteria by 3:10 pm. Students will be dismissed at 4:10 pm)
 - c. Students may serve a Level 1 Detention any day in student services from 3:05 pm – 4:05 pm.
- B. Students must bring sufficient academic material for one hour.
- C. No sleeping or use of electronic devices is allowed. Students will be allowed to use their school tablets for educational purposes.
- D. Removal or unexcused absence from a Level I Detention will result in a Level II Detention.

Level II Detention

- A. Students will meet in Student Services by 3:10 pm on the assigned Thursday. The supervising teacher will escort students to the assigned area.
- B. Students must bring sufficient academic material for two hours.
- C. No sleeping or use of electronic devices is allowed. Students will be allowed to use their school tablets for educational purposes.
- D. Removal or unexcused absence from a Level II Detention will result in a 1-day out-of-school suspension.
- E. Level II Detention will be dismissed at 5:10 pm.

PROGRESSIVE DISCIPLINE

The following category scale and chart are examples of how Plainfield High School utilizes Progressive Discipline. Although the following scale and chart are examples of

how Progressive Discipline is handled, administrators must also take into consideration the severity of each offense as well as the prior discipline record of each individual student.

*** As discipline issues with individual students increase in number and/or severity, the likelihood of suspension and/or expulsion will also increase.**

The following are examples of Category I, II, and III offenses. These may include but are not limited to the following:

- Category I: dress code violations, minor classroom disruptions, minor profanity, PDA, tardies,
- Category II: theft, fighting, bullying, hazing, harassment, tobacco, major or repeated insubordination
- Category III: drugs, alcohol, weapons, verbal aggression or extreme profanity, major insubordination

PROGRESSIVE DISCIPLINE CATEGORY SCALE

Category of Offense	1st Offense (May include but not <u>limited to</u>)	2nd Offense (May include but not <u>limited to</u>)	3rd Offense (May include but not <u>limited to</u>)
<u>Category 1</u>	Warning/Level 1 Detention	Level I Detention/Level II Detention	Level II Detention
<u>Category 2</u>	Level II Detention or Suspension; possible arrest	Suspension or Expulsion; possible arrest	Expulsion; possible arrest
<u>Category 3</u>	Expulsion; possible arrest		

The following is a Progressive Discipline Chart of clear violations and the consequences for each.

PROGRESSIVE DISCIPLINE CHART

Infraction	First Offense	Second Offense	Third Offense
Cell Phone Violation	Level I Detention	Level II Detention	Suspension / Possible Expulsion
Fighting (Verbal or Physical)	Suspension / Possible Expulsion; possible arrest	Suspension / Possible Expulsion; possible arrest	Expulsion; possible arrest
Drugs/Alcohol	10 day Suspension AND Expulsion; possible arrest		
Missed Level I Detention	Assigned Level II Detention	Assigned Level II Detention	Assigned Level II Detention
Missed Level II Friday School	One- Day Suspension	Two- Day Suspension	Five- Day Suspension and Possible Expulsion
Tobacco/E-Cigarette Violation	Three-Day Suspension	Five- Day Suspension	Expulsion for the School Year
Truancy	Level II Detention	Level II Detention	Suspension and Possible Expulsion

GROUND S FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in the STUDENT MISCONDUCT section below apply when a student is:

1. On school grounds before, during, and after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event, or
4. During summer school, remote learning, E-Learning days, or when using school-issued technology.

STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconducts 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 comparable 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:
 1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 2. 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.
 3. Setting fire to or damaging any school building or property.
 4. Preventing or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 5. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct the education function.
 6. Conspiring to violate any school rule or state law.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting any object, including a knife, that can reasonably be considered a weapon, is represented to be a weapon, looks like a weapon, or 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.
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. Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.
 - 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:
 - a. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c. The student has been instructed in how to self-administer the prescribed medication.
 - d. The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; This includes over the counter medications or any other substance intentionally taken to cause a "high" or create an intoxicating effect.
13. Possessing, using, transmitting, or being excessively affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. 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. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
17. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks
25. "Sexting" or using a cell phone or other personal communication device to

possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

26. Engaging in pranks or other similar activity that could result in harm to another person, damage school corporation property, or disrupt the educational process.
27. Using or possessing gunpowder, ammunition, or an inflammable substance.
28. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is disrespectful, profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity
 - f. possessing or using a laser pointer or similar device;
 - g. violation of the school corporation's acceptable use of technology policy or rules; or
 - h. violation of the school corporation's administration of medication policy or rules.
 - i. violation of the school corporation's non-discrimination policy or harassment policy
29. Possessing or using on school grounds during school hours an electronic device (e.g. cellular phone, smart watch, tablet, computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or 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 and returned to the parent. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
30. Bullying - The acts of bullying of a student are prohibited by the Plainfield Community School Corporation. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and

disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying is defined as:

- d. Aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- e. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- f. This term may not be interpreted to impose any burden or sanction on, or include the definition of the term, the following:
 - i. Participating in a religious event.
 - ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article 1, Section 31 of the Constitution of the State of Indiana, or both.
 - iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
 - v. Participating in an activity undertaken at the prior written direction of the student's parent.
 - vi. Engaging in interstate or international travel from a location outside of Indiana to another location outside Indiana.

This rule may be applied regardless of the physical location of the bullying behavior

when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

31. Possession of a Firearm or a Destructive Device: (I.C. 20-8.1-5.1-10)

- a. No student shall possess, handle, or transmit any firearm or destructive device on school property. Doing so, regardless of whether the firearm is operational, is grounds for expulsion.
- b. The following devices are considered to be a firearm under this rule:
 - i. Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
- c. For purposes of this rule, a destructive device is:
 - i. 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,
 - ii. 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
 - iii. A combination of parts designed or intended for use in the conversion of a device into a destructive device.
- d. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device
- e. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- f. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

32. Possession of a Deadly Weapon

- a. No student shall possess, handle or transmit any deadly weapon on school property.
- b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - 1. A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - 2. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - 3. A biological disease, virus, or organism that is capable of causing serious bodily injury.
- c. 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.
- d. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

33. Unlawful Activity (I.C. 20-33-8-15) -A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 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.

34. Legal Settlement -A student may be expelled if it is determined that the student's legal settlement is not in the attendance areas of the school where the student is enrolled.

35. Any student conduct rule the school building principal or designee establishes and gives notice to students and parents.

When a student is considered to be a possible harm to oneself or others, a mental health evaluation and home visit from a police officer may be required prior to the student returning to school.

STUDENT SUSPENSION AND THE BUREAU OF MOTOR VEHICLES

State law prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 years of age who meets any of the following conditions:

- (1) is a habitual truant under SEC 18 IC 20-33-2-1;
- (2) is under at least a second suspension from school for the year;
- (3) is under an expulsion from school;
- (4) has withdrawn from school for a reason other than financial hardship.

Upon notification of the principal, the Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons until conditions defined by state law are met.

CURRENT LEGAL ISSUES REGARDING PERSONAL ELECTRONIC DEVICES

Plainfield High School encourages the use of technology as an instructional and learning tool. As previously stated, to maintain a learning environment, all cell phones, unless authorized by the instructor for educational purposes, must be powered off in the classroom. Plainfield High School also recognizes the role of technology and communication devices in our daily lives, and we encourage students to utilize devices such as laptop computers, iPods, and iPads to enhance their learning experience. However, at the same time, it is important to recognize legal ramifications for abusing the privilege of utilizing these devices in a non-educational manner.

Communication initiated outside of school which is later brought into school may cause educational and legal consequences. The following is an informational legal opinion supported by Plainfield High School concerning student technology usage and current issues.

*Sending, sharing, viewing, or possessing 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, is subject to disciplinary action.

Please be aware:

- 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 digitized 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, digitized 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 and other electronic devices have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in the Plainfield school system.

PLAINFIELD HIGH SCHOOL TRANSPORTATION

BUS DISCIPLINE PROCEDURES

Students transported by the Plainfield Community School Corporation will be under the supervision, direction, and discipline of the bus driver. In order to provide for the safe transportation of all students, the following regulations must be observed.

Bus Rules

- Students must stay seated at all times during transportation.
- Students must follow the bus driver's directions.
- Students shall not use their hands, feet, or other objects in an inappropriate manner. No horseplay will be tolerated.
- No loud voices, profane language, fighting or rude gestures.
- No eating, drinking, or chewing gum will be allowed on the bus.
- No smoking or use of illegal substances.
- Students must clean their area before departing the bus.
- Students may not open or close windows except with the permission of the bus driver. Windows shall not be lowered past half way.
- Students may not bring items on the bus that would block the aisle or the exit doors.
- School rules also apply when students are on the bus.
- Students must be waiting at the bus stop when the bus arrives. If a student is not at the bus stop, the bus driver will not wait unless the student is visible. Bus service may be discontinued for a student who has not ridden the bus for three consecutive days without notifying the Transportation office.

To guarantee students are provided safe transportation, we will use the following procedures –

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

1st incident – Bus driver writes student's name = Warning

2nd incident – ✓ by the student's name = Change in seat assignment or not talking for rest of trip, etc.

3rd incident – ✓✓ by the student's name = Call to the parent and written referral discipline form to the principal.

Each day the procedures start over. If a student has to be constantly warned, the driver may bypass Steps #1 and #2 and go directly to Step #3 on the first incident.

When a written referral is made to the Principal, the following steps may be taken:

1st written referral – Conference with the Principal

2nd written referral – Three-day suspension from transportation

3rd written referral – Ten-day suspension from transportation

4th written referral – Suspension from transportation for remainder of the semester

At the principal's direction, a student may receive a Friday School assignment instead of suspension from bus.

Severe Misbehavior – Loss of Student Privileges

The student does not go through the above steps for severe behavior such as fighting, profane language, rude gestures, smoking, using illegal substances, or defiance.

BUS ACCIDENT PROCEDURES

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

UNAUTHORIZED BUS ENTRY

The number one priority of a Plainfield Community School Corporation school bus driver is the safety and well-being of each student. From time to time an individual may attempt to detain or board a school bus without the bus driver's consent or permission. If, in the bus driver's opinion, the individual's attempts to detain or board the school bus may potentially endanger the safety or security of the students, the driver may and shall deny such attempts.

A school bus is school property. Entry without the bus driver's permission is considered trespassing. If an individual enters or attempts to enter a school bus without the bus driver's permission or attempts to detain the bus, the bus driver should ask the individual to step off or away from the bus. If the individual refuses, the bus driver should inform them that they are trespassing. The bus driver should also inform them that the local police would be contacted if they do not cooperate. If the individual refuses to leave, the bus driver should contact the local police/dispatch. A bus driver should not try to remove the individual or leave the location until authorities arrive.

An individual attempting unauthorized entry may be charged with trespassing.

STUDENT ACTIVITY CODE OF CONDUCT POLICY

INTRODUCTION:

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

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

- Positive random drug testing result
- Positive drug test as a result of reasonable suspicion
- Arrest
- In-school conduct
- Self-report of violation
- Police Report
- Act of Delinquency
- Other major handbook violations

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Random Drug Testing Procedure

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

Once enrolled in the Random Drug Testing Program, the students will remain enrolled for the duration of their time at Plainfield Community Middle School or Plainfield High School. Students, however, are required to re-enroll upon entering Plainfield High School for the first time. Students will have the opportunity to withdraw from the program. The request must be in writing from a parent and/or guardian and must take place prior to the first day of each school year. Once a parent has withdrawn a child,

he/she may not participate in one of the corporation's interscholastic athletic programs, extracurricular or co-curricular programs, or drive to school or attend a dance/Prom unless enrolled back into the program. The Superintendent will be responsible for developing regulations to implement this random Drug Testing Policy.

SELECTION AND NOTIFICATION PROCEDURE

The number of individuals to be tested on a given date will be determined by the building principal. The selection for testing will be done randomly by the chosen agency from the numbers in the pool. Students will be eligible for selection even if they have previously been selected.

SPECIMEN COLLECTION PROCEDURE

The Principal or designee shall locate participants for testing and escort them to the collection site.

At the collection site each participant will be asked to complete a pre-testing form which will include procedures that will be followed during the collection process.

Each student will remain under school supervision until he/she has produced an adequate specimen.

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

All specimens must register between 92.0 and 99.8 degrees Fahrenheit to be valid.

Any student attempting to use urine other than their own or in any way attempting to alter the outcome of a test, will face disciplinary action including possible suspension and/or expulsion from school. That student would also face a violation and the test would be considered positive.

Students refusing to test will result in the student being treated as if he/she had a positive test.

A student who is taking any prescription or over the counter medication which may contribute to a positive drug test shall inform the collector or designee of this fact at the time that the specimen is requested. This information may require confirmation from the parent/guardian or a physician if requested by the administration.

The student will be returned to class immediately after a specimen has been taken.

TESTING FLOW CHART

1. Student names are entered into the data pool.
2. The testing names are selected by the testing agency.
3. The Principal matches the numbers to the student names. The testing agency will inform the principal designee of the selected names.
4. An administrator or designee will escort the student to the testing site for specimen collection by the School Nurse.

5. A positive test screening will result in a second confirming test on the same sample by the laboratory.
6. The specimens will be sent to the testing agency.
7. The testing agency will follow the chain of custody and test the sample.
8. The testing agency will notify the School Principal of the results.
9. The School Principal will notify parents and the student testing positive and set up a meeting with the parents and the student to explain the consequences of the positive test.
10. Parents of students testing negative will be notified by the Principal in writing.

REASONABLE SUSPICION DRUG TEST

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

- Arrest
- In-school conduct
- Self-report of violation
- Police Report
- Act of delinquency
- Other major Handbook violations

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

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

CONSEQUENCES FOR VIOLATIONS

First Violation

The student shall be put on probation from all extracurricular activities for 365 days (one calendar year) from the day that the violation is verified. The student may

resume activities four weeks from the date a positive test is verified, or two weeks if a student or the student's parents or guardians report the violation to a Plainfield High School administrator, coach or sponsor prior to the independent verification of a violation, if the following conditions are met:

1. **Counseling Program.** The student must agree to an appropriate program. The program must have approval by the Student Assistance Counselor and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardian. Failure to complete the program will result in the student's original suspension of 365 days being enforced.
2. **Drug Free.** The student must supply the school with a negative test at the cost of the student and/or his/her parents or guardian. The follow-up test must be taken at the high school. The results of the test will be sent directly to the parents/guardian of the student.
3. **Administrative Drug Test.** The student agrees to be tested once eligibility has been reinstated (steps 1 and 2 completed). The test will take place at the discretion of the administration. The cost of the test is the responsibility of the school. If the student tests positive during this test, it will be treated as a second violation and the student will be excluded from all extracurricular and co-curricular activities for 365 days from the verification of the second positive test.

*If the student cannot complete the **Counseling Program** requirement within the four weeks, (two weeks if self-reported) the student could be allowed to resume all activities if the student is involved in the counseling program process (must have written verification by the Student Assistance Counselor) and the student has produced a negative drug specimen. If the student is allowed to return to activities under these conditions but then fails to complete the counseling program, the original suspension will occur for the remainder of the 365 days. This decision will be made by the Principal and the Student Assistance Counselor.

Second Violation

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

1. **Counseling Program.** The student must agree to an appropriate counseling program. The program must have approval by the Student Assistance Counselor and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardian. Failure to complete the program will result in the student's original suspension being enforced.
2. **Drug Free.** The student must supply the school with a negative test at the cost of the student and/or his/her parents or guardian. The follow-up test must be taken at the high school. The results of the test will be sent directly to the parents/guardian of the student.
3. **Administrative Drug Test.** The student agrees to be tested once eligibility has been

reinstated (steps 1 and 2 completed). The test will take place within 365 days following reinstatement. The date of the test will be at the discretion of the administration. The cost of the test is the responsibility of the student and/or his parents or guardian. If the student tests positive during this test it will be treated as a third violation and the student will be excluded from all extracurricular and co-curricular activities for the remainder of the student's career.

Third Violation

The student shall be excluded from athletics, extracurricular, and co-curricular activities as well as driving to school and attending dances/Prom for the remainder of the student's high school career.

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

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

SELF REPORT

Students will be able to self-report any violation to a Plainfield High School administrator, coach or sponsor prior to the independent verification of a violation and within 48 hours of the violation. Students will not be able to self-report once they have been notified of their selection to be tested through the random drug testing program. Students who self-report may resume activities two weeks from the date of confirmation if requirements (stated above) are met.

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

ADDITIONAL INFORMATION

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

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

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

DEFINITIONS

Alcoholic Beverages For the purpose of this policy, an alcoholic beverage would include beer, wine, distilled liquors and any other liquid containing alcohol. It could

also include the misuse of cough syrup and/or mouthwash containing alcohol.

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

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

Extracurricular Activity Any activity in which a student actively participates.

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

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

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

365 Day Policy This program is in effect from the time the student is enrolled in the program until the completion of their academic and athletic career. This includes summertime activities outside of school as well as time after graduation if the student is still involved in athletic competition.

STUDENT LOCKERS

Lockers are available for any student that wishes to have a locker at Plainfield High School. If requested, the locker combination is placed on the student's class schedule at the beginning of the school year and he/she maintains the same locker throughout the school year.

Lock combinations are changed annually so that it is impossible for a student to make use of last year's locker combination. Each locker is operable through the use of a master key and the school administration reserves the right to inspect lockers at any time.

Students should be advised to keep their lockers locked at all times. The school cannot be responsible for articles lost or stolen from lockers. Students who find that the locks on their lockers do not provide good security are to report this situation to student services. Students should never share their locker or locker combination.

STATEMENT OF POLICY

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

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

LOCKER RULES

1. **Locks:** The school corporation will retain access to student lockers by keeping a master list of combinations and by retaining a master key for all lockers. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, and volatile substance, bombs or explosive devices, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.
3. **Authority to Inspect:** The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 2.

The principal or his designee shall conduct all inspections of student lockers.

4. Inspection of Individual Student's Lockers:

- A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.
- B. Before a particular student's locker is inspected, the student if present on the school premises, shall where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practical thereafter.

5. Inspection of all Lockers:

- A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or, (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:

- (1) When the school corporation receives a bomb threat;
- (2) When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use;
- (3) At the end of a grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment;
- (4) Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

- B. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. Involvement of Law Enforcement Officials:

- A. The Principal, Superintendent or Assistant Superintendent may request the assistance of law enforcement officials to assist school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required.

- (1) To identify substances which may be found in the lockers; or
- (2) To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs that may be located in the lockers.

- B. If a law enforcement official requests to inspect a student's locker or its contents,

the Principal shall require the production of a search warrant before allowing the inspection.

C.If a law enforcement official requests the Principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

7. **Locker Maintenance:** Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or a (c) locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

8. **Publication of Rules:** A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practical after the student's enrollment in the school. Copies of the rules shall be emailed to each student and posted on the school's website under the Student tab.

STUDENT LOCKER LOCATIONS

<u>Locker Numbers</u>	<u>Location</u>
○ E000-E299	E Hall First Floor
○ E300 and above	E Hall Second Floor
○ F000-F299	F Hall First Floor
○ F300 and above	F Hall Second Floor
○ G000-G299	G Hall First Floor
○ G300 and above	G Hall Second Floor
○ H000-H299	H Hall First Floor
○ H300 and above	H Hall Second Floor

USE OF COMPUTER FACILITIES, EQUIPMENT AND SOFTWARE

1. **Statement of Corporation Policy:**

Plainfield Community School Corporation ("Corporation") believes accessing content on the Internet is essential to fully prepare students for their careers and life. The goal in providing access to the Internet and other technology to staff and students is to promote educational excellence by facilitating instruction, collaboration, innovation, and communication. The Corporation's students and employees (collectively "Users") accessing the Internet are representing the Corporation and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution.

It is the joint responsibility of students, parents, and employees of the Corporation to assure the appropriate and effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. The smooth and reliable operation of the Corporation's technological resources is dependent upon the proper conduct of the end users who must adhere to stated policies.

Use of any and all technological resources is a privilege, not a right, and as such, users take seriously the responsibilities associated with signing this user agreement. Inappropriate use may result in a cancellation of some or all privileges and/or other appropriate discipline. The Corporation reserves the right to read, print, delete, store, or use any transmission on this system at its discretion and grants permission to use this system for educational purposes only.

2. **Scope of Use:**

<https://go.boarddocs.com/in/plainfieldin/Board.nsf/Public# 1/10>

4/18/22, 2:48 PM BoardDocs@ LT

To ensure that students receive a quality education in an intellectually stimulating environment, both during in-person learning and virtual learning, it is the goal of the Corporation to provide all students with access to a variety of technological resources. All technological resources shall be used in accordance with any and all Corporation policies as well as local, state, and federal laws governing the usage of technology and its component parts. All users shall use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies.

This policy applies to all technology provided by the Corporation as well as the personal devices of Users. This includes, but is not limited to, telephones, cellular devices, digital

media players, tablets, laptop and desktop computers and work stations, direct radio communication, Internet access, voice mail, e-mail, text messaging, direct messaging through device applications, facsimile transmission and receipt, and any computer based research and/or communication.

3. Definition of Terms Used:

“Confidential information” means information that is declared or permitted to be treated as confidential by state or federal law, including the Family Education Rights and Privacy Act (“FERPA”), or Corporation policy or guideline on access to public records.

“Proprietary information” means information in which a person or entity has a recognized property interest such as a copyright.

“Personal device” includes cell phones, smart phones, laptops, tablets, handhelds or any other device that is not the property of the Corporation but is used at school or a school activity, or connected to Corporation technology by a wired or wireless link.

“Technology” means computers and computer systems, public and private networks such as the Internet, phone networks, cable networks, voice mail, e-mail, telephone systems, copiers, fax machines, audio-visual systems, cellular devices, tablets, laptop and desktop computers, direct radio communications, text messaging, direct messaging through device applications, and similar equipment as may become available.

“User” means a Corporation employee, student, volunteer, or other person authorized to use Corporation technology.

4. Ownership of Corporation Technology and Information:

The technology provided by the Corporation and all information stored by that technology is at all times the property of the Corporation. Documents and other works created or stored on the Corporation technology are the property of the Corporation and are not the private property of the user. This includes all information created using technology and/or placed on a website, blog, and/or other storage device.

5. Conditions and Standards for Responsible Use of Technology:

- A. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the Corporation’s mission. Technology should be used by students to learn and communicate in correlation with the curriculum while under a teacher or supervisor’s direction. Student owned personal devices and Corporation technology shall be used by students under teacher supervision with

the purpose of improving instruction and student learning.

- B. Users will become familiar with and comply with all expectations of the Corporation for the responsible use of Corporation technology as communicated in school handbooks, school Corporation policy, and other communications and standards concerning the use of Corporation technology.
- C. Users shall NOT use the Network to: Access, create, send or receive, store, or display obscene materials; create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language; access or use other individuals' accounts, information, or files without permission; access websites, files, or other information or resources using passwords not specifically assigned to themselves; pursue commercial or for-profit endeavors; wantonly waste district resources; damage, disable, or otherwise disrupt the operation of the network; or violate any local, state, or federal statutes, including but not limited to copyright law. Users shall not send, receive, view, or download materials that are harmful to minors, as defined by I.C. 35-49-2-2, on Corporation technology.
- D. Users must respect and protect the privacy and intellectual property rights of others and the principles of their school community. The IT Services Staff are the only individuals authorized to select, adopt and allow the use of specific web based resources for teacher and student use, including resources for website creation, multimedia projects, presentations, and other collaborations. The IT Services Staff in consultation with the Superintendent's other designees will select resources based upon online safety, coordinated professional development, and informed technical support. If a teacher or student desires to use an alternate resource, they must make a request to the IT Services Staff via the established process. Further, Users shall not alter, delete, or destroy data, information, or programmatic instructions contained in or on Corporation technology without permission from the IT Services Staff. Personally generated files and documents may be deleted by the User who created them, unless they may include propriety information, a student's personally identifiable information, and/or information potentially subject to litigation.
- E. Any recording made on school grounds or during instructional time, whether in person or virtual, may be subject to copyright laws and the protection of the privacy rights of others, including personally identifiable information about a student protected by the Family Education Rights and Privacy Act ("FERPA"). Where IT Services Staff or other Corporation staff have reasonable suspicion that a recording, data, or image was made in violation of this Policy, such item may be confiscated by Corporation staff. Any use of a recording device to invade the privacy of another person will result in sanctions for the person making the recording.

- F. Users must notify IT Services Staff if they have violated the conditions established for the use of Corporation technology or have witnessed or become aware of another user misusing Corporation technology. Users shall be responsible for noting and reporting any inappropriate use of Corporation technology in violation of Corporation policy or conduct standards including threats, bullying, harassment, or communications proposing or constituting a violation of the law or the Student Code of Conduct.
- G. If a user creates a password, code or encryption device to restrict or inhibit access to electronic mail or files, the user will provide access to that information when requested to do so only by the user's supervisor, teacher, or the IT Services Staff. This includes personal technology brought to or accessed during the work or student day or at a school activity including bus transportation. The IT Services Staff or a designee shall be authorized to override any password, code or encryption device to access the technology. Users shall not use Corporation technology anonymously or use pseudonyms to attempt to escape from responsibilities under this policy, regulations, or the law.
- H. Creation of an account, access to a new application, or any other initial use of software or technological applications in the public domain (non-Corporation managed technology) must be under the supervision of a teacher, for instructional purposes, and only on school approved sites.
- I. A user shall never use another user's password, or account, even with the permission from the user. Any need to have access to another user's account shall be addressed with the IT Services Staff or a designee.
- J. An unauthorized attempt to log on to Corporation technology as a System Administrator will result in cancellation of the user's access to Corporation technology and may result in more severe discipline including termination for employees and expulsion for students.
- K. Students shall not be required to divulge personal information for access to a non Corporation managed technology.
- L. Students will be permitted access to the Internet through Corporation technology unless a parent/guardian has signed and returned a "Denial of Internet Access Form" within the preceding twelve (12) months.
- M. In order to comply with the Children's Internet Protection Act ("CIPA") and I.C. 20- 26-5-40.5, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. Thus, Student use shall be filtered to minimize access to inappropriate materials. Student access to

inappropriate materials despite the presence of the filter shall be reported immediately to the IT Services Staff. The filtering software shall not be disabled or circumvented without the written authorization of IT Services Staff or designee.

- N. The corporation may utilize a wide variety of third-party web-based applications in its curriculum. Although these applications are widely used by the education community and support K-12 institutions, the terms of service for many sites require explicit parental permission for children under the age of 13. The Children's Online Privacy Protection Rule permits the corporation to provide the necessary consent for educational purposes.
- O. While online, student users shall not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate.
- P. Students, parents and staff are advised that any student connection to any Internet or network provider not under Corporation control may not be filtered to the same degree as connection through Corporation provided access. The Corporation is not responsible for the consequences of access to sites or information through resources that circumvent the Corporation's filtering software.
- Q. Users accessing the Internet through personal devices connected to Corporation technology must comply with this policy.
- R. Users connecting personal devices to Corporation technology do so at their own risk. The Corporation is not responsible for damages to hardware or software as a result of the connection of personal devices to Corporation technology.
- S. Users must not knowingly cause damage to Corporation technology, including transmit a computer virus or other malware that is known by the user to have the capability to damage or impair the operation of Corporation technology, or the technology of another person, provider, or organization, nor shall a user take any action that could cause damage to Corporation technology or other Corporation property.

6. Conditions and Standards for Responsible Use of Electronic Communication: a.

- A. Communications with students/parents/guardians, even if not using school resources, are within the jurisdiction of the Corporation to monitor as they arise out of one's position as an educator. For official Corporation business, employees are to use a Corporation email account when communicating with a student/parent/guardian via email.

- B. Electronic communication between staff and students/parents/guardians should be written as a professional representing the Corporation. This includes word choices, tone, grammar, and subject matter.
- C. All data stored or transmitted on Corporation computers shall be monitored. Corporation email accounts shall not be used for sending or attempting to send anonymous messages.
- D. Photos and videos of students and staff shall not be shared or posted electronically without permission.
- E. Electronic correspondence is a public record under the public records law and may be subject to public inspection.
- F. The line between professional life and personal life must be clear at all times. Corporation employees should only use their Corporation account or other approved communication method (Google, Zoom, etc.) to communicate with students and/or parents and guardians, and should only communicate on matters directly related to education. Relationships associated with such educational social media accounts should only be with members of the educational community, such as administrators, teachers, students, and parents of such students.
- G. All Corporation employees will be responsible for information that they make public through the use of electronic communication. Teachers are the gatekeeper for the privacy and protection of students. When other people can see your conversations with students (i.e. followers on Twitter or friends on Facebook), you may be endangering them and also violating the Family Educational Rights and Privacy Act ("FERPA").

7. Conditions and Standards for Responsible Use of Virtual Instruction:

- A. All policies, rules, and applicable state and/or federal law apply when in virtual learning classrooms.
- B. All staff and students should conduct themselves as if they are physically present in the classroom.
- C. Staff shall password protect all meetings and monitor attendance to ensure privacy.
- D. Staff and students shall manage screen sharing options while conducting or participating in class.
- E. Staff shall stop class if it is necessary to protect the privacy of a student or a group of students.

- F. No individual, including parent(s) or guardian(s), shall record a class session unless it is a staff member and there is an educational reason for doing so and necessary permission has been obtained.
- G. If an unauthorized individual is in a session, staff shall direct the outside individual or group to leave the session immediately. If they refuse to do so, staff shall end the class and start a new, private session. If a student notices an unauthorized individual present in the class, he or she should report that individual to the staff member in the meeting. The staff member should report the intrusion to administration immediately.

8. Access to Information and Investigation of Potential Violations:

- A. The Corporation recognizes it may not be possible to technologically limit all Internet access to only those materials that support and enrich the curriculum according to adopted policies and reasonable selection criteria. For this reason, at the discretion of the Corporation or the Superintendent, technology protection measures may be configured to protect against access to any material considered inappropriate for students to access. Further, the technology protection measures will not purposefully be disabled at any time that students may be using the Network to help protect against access to materials that are prohibited under the Children's Internet Protection Act and/or Corporation policy and guidelines. Any student who attempts to disable the technology protection measures will be subject to discipline. The Superintendent or his designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been blocked by the technology protection measures. The determination of whether material blocked shall be based on curriculum concerns, including the content of the material and the intended use of the material, policy concerns, network concerns, and safety concerns.
- B. Users shall not have an expectation of privacy in any use of Corporation technology or the content of any communication using that technology, and the IT Services Staff or a designee may monitor their use of technology without notice to them, and examine all system activities the user participates in including but not limited to, e-mail, recorded voice and video transmissions, to ensure proper and responsible use of the Corporation's technology. Monitoring shall include the use of voicemail but shall not include monitoring a live communication between two or more parties unless at least one user is aware of the monitoring. In addition, use of Corporation technology may be subject to production pursuant to the Indiana Access to Public Records Act, Ind. Code 5-14-3.

- C. A user's history of use and all data stored on or sent to or from Corporation technology shall at all times be subject to inspection by the IT Services Staff or a designee without notice to the user before or after the inspection.
- D. If IT Services Staff has reasonable suspicion to believe a user has violated this policy or additional Corporation rules, the IT Services Staff or a designee may investigate to determine if a violation has occurred. If the investigation is not conducted by IT Services Staff, the results of the investigation shall be reported to the IT Services Staff by e-mail or in person, and the IT Services Staff shall take appropriate action.
- E. A decision by IT Services Staff in response to an investigated allegation of a violation of this policy or additional Corporation rules may be appealed in writing to the Superintendent within five (5) calendar days. The Superintendent's decision concerning continued access to Corporation technology and any other penalty shall be final.

9. Violations of Responsible Use of Technology:

- A. Violations of this policy may result in denial of further access to technology, suspension or expulsion of students, and discipline of employees including suspension or termination of employment. Such a violation by a person affiliated with a contractor or subcontractor rendering services to the Corporation may result in cancellation of the contract of the contractor or sub-contractor. A violation of this policy by parent(s) or guardian(s) may result in legal measures including, but not limited to, the following measures to ensure the safety and privacy of Users: cease and desist communication and civil or criminal charges.
- B. A user observing or learning of a violation of this policy is required to report the violation to the user's immediate supervisor (for employees or volunteers) or to a teacher or other school administrator (for students).

10. Social Media Use:

- A. Users' personal or private use of social media, even when occurring off school property and outside school hours, may have unintended consequences that affect the school environment.
- B. Social media use should be in a manner sensitive to the Student Code of Conduct and the employees' professional responsibilities.

- C. The intent of this policy is not to infringe upon Users' legal rights, such as the freedom of expression, religion, and association. For example, this policy does not prohibit an employee from posting content outside the scope of their employment and on a matter of public concern. However, those rights do not include permission to post inflammatory comments and/or any statements that could compromise the Corporation's mission, constitute cyber-bullying or harassment, or cause a substantial disruption to the school environment.
- D. *Violations:* Violations of the social media use provision may result in disciplinary action (including expulsion for students or termination for employees), confiscation of the device, loss of use of Corporation technology resources, referral to law enforcement or the Department of Child Services, and the recording, data, or image made in violation may be deleted. If the Superintendent or designee has reasonable suspicion to believe an employee or student has violated this policy or Corporation rules related to technology, they may investigate to determine if a violation occurred.

11. Protection of Proprietary and Confidential Information Communicated or Stored on Corporation Technology:

- A. Users of the Corporation's technology are expected to protect the integrity of data, personal privacy, and property rights of other persons when using Corporation technology.
- B. The practice of using distribution lists to send information shall not excuse the erroneous disclosure of confidential information. Users shall determine that distribution lists are current and review each name on any list before sending confidential information including, but not limited to, personally identifiable information about students protected by the Family Educational Rights and Privacy Act ("FERPA").
- C. Users should not access confidential information in the presence of others who do not have authorization to have access to the information. Confidential information should not be left visible on the monitor when a user is away from the monitor.
- D. Users should not copy, file share, install or distribute any copyrighted material such as software, database files, documentations, articles, music, video, graphic files, and other information, unless the user has confirmed in advance that the Corporation has a license permitting copying, sharing, installation, or distribution of the material from the copyright owner. Violation of the right of a copyright owner will result in discipline of a student or employee.

12. Incurring Fees for Services:

No user shall allow charges or fees for services or access to a database to be charged to the Corporation except as specifically authorized in advance of the use by IT Services Staff. A fee or charge mistakenly incurred shall be immediately reported to the IT Services Staff. Incurring fees or charges for services to be paid by the Corporation for personal use or without prior authorization of the IT Services Staff may result in discipline including suspension or expulsion of a student, or suspension or termination of an employee.

Users shall thoroughly review terms and conditions of any programs, software, or applications prior to accepting the terms and conditions. Users are responsible for ensuring the terms and conditions comply with Corporation policy and procedures and state and federal law. Users who are unsure of the terms and conditions shall contact the IT Services Staff prior to accepting any terms and conditions. Accepting terms and conditions that violate Corporation policy or procedures or state or federal law may result in discipline as discussed within this policy.

13. Liability

Use of Technology is at the User's own risk. The system is provided on an "as is, as available" basis. The Corporation is not responsible for any damage Users may suffer. The Corporation is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Corporation's system, nor is it responsible for damages or injuries from improper communications or damage to property used to access Corporation technology. The Corporation is not responsible for financial obligations arising through unauthorized use of the educational technologies or the Internet.

14. Training

All students and those staff members shall receive annual training on social media safety, cyber bullying, and appropriate responses.

47 U.S.C. §254(h)(5)(B)-
(C), 254(l) 20 U.S.C.
§6777(a)
47 C.F.R. §54.520(c)(1)(i)
Children's Internet Protection Act
(CIPA) [I.C. 20-26-5-40.5](#)

PLAINFIELD HIGH SCHOOL ATHLETIC DEPARTMENT

Athletic Department

Mr. Torrey Rodkey – Athletic Director

Mr. Pat Cavanaugh – Assistant Athletic Director

Mrs. Tammy Ford - Secretary

PROFILE OF PHS ATHLETIC PROGRAM

PHS has developed a rich tradition in athletics and encourages students to become involved as either an athlete or student manager if they are interested. Plainfield competes in the Mid-State Athletic Conference and is a member of the Indiana High School Athletic Association.

Fall Sports

- Boys Tennis
- Cross Country
- Football
- Girls Golf
- Soccer
- Volleyball
- *Cheerleading
- *Dance Team

Winter Sports

- Basketball
- Swimming & Diving
- Wrestling
- *Cheerleading
- *Dance Team

Spring Sports

- Baseball
- Boys Golf
- Girls Tennis
- Softball
- Track & Field
- **Boys Volleyball

*Non IHSAA Sport

**IHSAA Proposed Sport

IHSAA AND PHS POLICIES GUIDING ELIGIBILITY FOR ATHLETICS

Participation in athletics is a privilege earned by meeting the rules and standards set by schools, conferences and the IHSAA. Students who have questions concerning eligibility should contact the Athletic Department.

TRANSFERS

Any student who has started their academic career at another high school other than Plainfield is required to have an athletic transfer completed by PHS, the sending school, and ruled on by the IHSAA. Any incoming Freshman who has not attended high school before does not need a transfer.

ACADEMIC ELIGIBILITY

To be academically eligible for athletics a student must:

- have passed five full credit classes or the equivalent during the past grade period with semester grades taking precedence.
- be enrolled and remain enrolled in **five full credit classes or the equivalent**. (Audits and incompletes CANNOT be counted as helping to meet these requirements.)

**Eligibility for start of fall semester is based on spring semester and/or summer grades.*

**Eligibility for the 2nd Semester is based upon Fall Semester Grades.*

Any questions regarding eligibility should be directed to the PHS Athletic Department.

ATHLETIC TEAMS AND COACHES

- **Athletic Director:** Mr. Torrey Rodkey
- **Assistant Director:** Mr. Pat Cavanaugh
- **Administrative Assistant:** Mrs. Tammy Ford
- **Baseball:** Steve Mirizzi
- **Basketball (Boys):** Mr. Andy Weaver
- **Basketball (Girls):** Mr. Curt Bengé
- **Cheerleading:** Ms. Breanna Bowling
- **Cross Country (Boys):** Mr. Christian Arvin
- **Cross Country (Girls):** Mr. Wes Woodson
- **Dance Team:** Ms. Lillian Brown
- **Football:** Mr. Tyler Bless
- **Golf (Boys):** Mr. William Crays
- **Golf (Girls):** Mr. Curt Bengé
- **Soccer (Boys):** Mr. AJ McAdams
- **Soccer (Girls):** Mr. Mitchell Holden
- **Softball:** Mr. Brad Beaman
- **Strength & Conditioning:** Mr. Randy Vanderbush
- **Swimming & Diving (Boys & Girls):** Mr. Scott Johnson
- **Tennis (Boys):** Mr. Keith Bradley
- **Tennis (Girls):** Mr. Keith Bradley
- **Track & Field (Boys and Girls):** Mr. Brian Pelkey
- **Volleyball:** Mrs. Lori Pax
- **Wrestling:** Mr. Jake Jones

Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food service authorities to establish written administrative guidelines and procedures for meal charges. Plainfield Community School Corporation will adhere to the following meal charge procedure.

- Student meal accounts are expected to be prepaid before meal service begins.
 - **Debit or credit card** Funds may be applied to a student's lunch account by debit or credit card through E-funds or Meal Magic Family Portal. These may be accessed thru the school's website: <https://www.plainfield.k12.in.us/page/new-food-services>
 - **Cash or checks**
 - i. Students in grades K-5 may bring money to school **in a sealed envelope marked lunch**, with the child's name and student ID number on the outside of the envelope.
 - ii. Students in grades 6-12 may pay with cash or check by depositing their money in designated mailboxes thru out the school building. Envelopes will be provided.
 - iii. No change is given at any grade level.
- We recognize that sometimes oversights occur. With that in mind, we have established a practice that allows students to charge their meals, as long as parents have established and maintained a good credit history of making payments on their food service accounts.
 - Students may charge up to 2 breakfasts and 2 lunches
 - Students will not be allowed to charge extra main entrees, or items from the "a la carte" menu, at any time.
 - If payment has not been made when the charge allowances have been met, an alternate meal will be offered for a charge of \$0.90.
 - Students will never be refused a meal for non-payment.
- Schools will provide a meal consisting of a cheese sandwich, vegetable or fruit and milk to any student, regardless of whether they pay reduced or full price, when the student has reached their charge limit. However, if the student has enough money in hand for a meal that day, they will not be denied a meal.
- The food service department will email letters each day to parents of students when their account reaches \$5.00 or below, if an email address is on file.

- All accounts must be paid at the end of each semester. Negative balances of more than \$25.00 at such time will require the Corporation to take action by means of a collection agency.
- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their food service account will be notified by mail at the end of the school year, with the option to transfer the funds to another student's account or to receive a refund. If no response is received within 30 days, the student's account will be closed and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Cafeteria fund. Refund forms are available on the school website under Food Services:
<http://www.painfield.k12.in.us/o/painfield-community-school-corporation/page/food-services--4>

Lunch Charging Procedures

Meal accounts for students should be consistently funded throughout the school year to avoid students needing to charge for a meal. However, the Board recognizes that an occasional emergency may make it necessary to charge for a meal. Families needing assistance to apply for free or reduced lunch should contact the Plainfield Community School Corporations Director of Food Service.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. This information can also be found about this procedure can also be found on <https://www.painfield.k12.in.us/page/new-food-services>.

The Corporation's meal charging procedure is as follows:

- Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$10.00;
- If a student has a significant negative lunch account balance, s/he shall be provided an alternate meal at a reduced price recommended by the Superintendent, the cost of which shall continue to accrue to his/her negative lunch account balance;
- No student shall be permitted to charge any à la carte food or beverage items;
- Parents/guardians will be notified via the Corporation's point of sale software and/or Parent Square once a student reaches a negative balance;
- After accruing \$10.00 in meal charges, school cafeteria managers will make two attempts to contact parents/guardians to remind them that their student's meal account balance is in the negative and that it needs to be paid immediately;

- Building principals may attempt to call parents/guardians to reiterate the school cafeteria manager's message if parents/guardians have been unresponsive to the manager's two calls; and
- After accruing \$25.00 in meal charges, students' meal privileges may be stopped unless otherwise approved by the superintendent; and or designee.
- Unpaid meal balances may be turned over to collections after thirty (30) days.
- Student meal accounts are expected to be prepaid before meal service begins.
 - **Debit or credit card** Funds may be applied to a student's lunch account by debit or credit card using an online processor. This may be accessed thru the school's website: <https://plainfield.familyportal.cloud>
 - **Cash or checks**
 - Students in grades K-5 may bring money to school **in a sealed envelope marked lunch**, with the child's name and student ID number on the outside of the envelope.
 - Students in grades 6-12 may pay with cash or check by depositing their money in designated mailboxes thru out the school building. Envelopes will be provided.
 - No change is given at any grade level.

The superintendent may develop administrative guidelines to implement this policy.

Inactive Lunch Accounts

A lunch account becomes inactive after student withdrawal from school. An inactive lunch account that has a positive balance of \$5.00 or less may be receipted back into the school lunch donation fund where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of \$5.00 or less may be offset against the positive balances in the Fund; provided, however, that if the parent requests and can document entitlement to the positive balance in the account within six months from the date the student becomes inactive, the parent is entitled to a refund of that amount.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA

office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

HEALTH SERVICES

The clinic or health center is available for students who become ill or injured during the school day. If a student becomes ill or gets injured during the day, he/she should notify the teacher and obtain a pass to go to the clinic for evaluation and treatment. Students are to come from a class rather than stop in clinic between classes. If a student is not able to go to the clinic alone, he/she should tell the teacher and the teacher will arrange for the student to be escorted. Electronic devices, other than medical devices, are not allowed for use in the clinic. If a student is ill or injured at home, the student should be seen by his/her doctor, immediate care, or emergency department. All accidents or injuries in the school building, on the school grounds, at practice sessions, or any other school event must be reported to the person in charge, who will notify appropriate school personnel. Only minor first aid is available in the clinic. For life threatening emergencies, 911 will be called and the parent(s)/guardian(s) will be notified. If a student is injured at school and the School Nurse assesses the condition and feels additional medical treatment is required, the School Nurse will notify the parent/guardian.

Illness

The nurse may exclude from school a student who is believed to have a communicable disease that is transmissible through normal school contacts and poses a threat to the health and safety of the school community. When assessing, communicating, and managing communicable diseases, PCSC will follow the recommendations set forth by the Indiana Department of Health's Communicable Diseases Reference Guide for Schools.

The following guidelines will be used in determining when to send a child home:

1. Fever of 100 F or greater. Children who are ill should be fever-free for 24 hours without the use of fever reducing medication before attending school.
2. Witnessed vomiting or diarrhea (defined as 2 or more liquid stools in a 24-hour period) Children should be free from vomiting or diarrhea for 24 hours before attending school.
3. Suspicion of untreated conjunctivitis, or pink eye. If pink eye is diagnosed, drops need to be used for 24 hours before attending school.

4. Suspicious rashes that may be contagious.
5. Injury that may require further evaluation and treatment.
6. Untreated head lice – presence of live lice.
7. Suspicion of an untreated contagious condition. If an infection has been diagnosed, children need to be on antibiotics for 24 hours before attending school.
8. A condition or illness that is causing such severe symptoms that the student is unable to function in class. All students leaving school during the day due to illness must do so through the school clinic. The nurse will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. Students may not contact parents and ask to be picked up without the nurse's permission. If the student does contact his/her parent and ask to be picked up without approval, the absence will be unexcused. If a parent/guardian cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request the child be picked up.

Communicable Diseases are contagious and should be reported to the school office or clinic even if they are not cause for exclusion. The student may return to school after receiving proper treatment and clearance by his/her primary care provider.

Head Lice

Plainfield Community School Corporation has a **“No Live Lice Protocol”**. Students identified with live lice will be excluded from school to be treated. The student will not be allowed to ride the bus either home or to school until cleared by the school nurse. After treatment, the student may return to school with limited nits at the discretion of the school nurse. The parents must accompany the child back to school and report to the clinic before attending class. The parent/guardian shall remain with the student until the school nurse has checked the student's hair and the student is readmitted to the classroom. Once the student is readmitted to the classroom, he/she may return to riding the bus. If live lice are identified, the student will be sent home again with the parent.

Bed Bugs

Plainfield Community School Corporation has protocols in place to prevent the transmission of bed bugs. Any cases of bed bugs in the home should be reported to the school nurse.

Prescription Medication

Students are to bring all medications to the clinic at the start of the school day. Only those medications that are medically necessary during school hours or written in an IEP will be administered during the school day. Prescription medication must be sent in the original container with the original prescription label intact and be accompanied by a complete Prescription Medication and Hold Harmless Release Form. Pursuant to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition may possess and self-administer medication on an emergency basis while on school grounds or off school grounds at a school activity, function, or event. In

order for the student to self-carry medication, a medical provider signature authorization on the Prescription Medication and Hold Harmless Release Form is required each school year.

Over the Counter Medications

Acetaminophen, Ibuprofen, and Tums are available in the clinic. These can be given at the discretion of the school nurse to any student who has parent/guardian permission. Any additional over-the-counter medications (including cough drops) will be kept in the clinic and must be supplied by the parent. An Over-the-Counter Medication administration consent form must be completed and signed by the parent/ guardian. All medication must be in the original unopened container and will be given according to the directions on the bottle and dosage needs that are appropriate for the age and weight of the student. If the dosage exceeds label directions, a written order from the student's medical provider is required. All medications administered at school must be approved by the FDA, no homeopathic or herbal medications will be administered. Over-the-counter medications sent into school will be kept until the end of the school year unless directed otherwise.

Transporting Medications

Students may transport non-controlled substance medications to and from school with written authorization as long as they are brought directly to the school nurse and not removed from personal possessions prior to that time. At the end of the school year, if indicated on the authorization form, any unused medications may be sent home with the student. If authorization is not granted and the medications are not picked up by a parent or guardian, they will be disposed of.

Pursuant to Indiana Code 20-33-8-13, Medications that are listed as controlled substances, including narcotic pain medications and many ADHD medications, are not permitted to be carried or transported by any student in the Plainfield Community School Corporation and must be delivered directly to the school nurse. Any leftover medication may be picked up directly by a parent/guardian, after the medication has been counted by the School Nurse and the parent/guardian to verify the amount being given to the parent/guardian.

Immunizations

PCSC requires the parent of a student who has enrolled in the school to furnish not later than the first day of school, a written statement of the student's immunization record. Students with incomplete immunization records or who do not meet immunization requirements set forth by the Indiana State Department of Health will be subject to exclusion 20 days from the start of school pursuant to Indiana Code 20-34-4-5. Questions regarding immunizations should be directed to the School Nurse.

Health Screenings

Hearing Screening: Indiana Code 20-34-3-14 states that all school corporations shall conduct annually hearing tests on all students in grades 1, 4, 7, and 10. In addition, all students who are new to the corporation will be tested. Students with known hearing losses and/or with a history of ear problems will be monitored and tested during the year. Any student, upon request by parents and/ or school staff, will be tested.

Two types of tests may be given: an Audiogram, which is a pure tone test that indicates how well a person hears various sounds and a Tympanogram, which gives information relative to possible medical problems involving the middle ear. If a problem is identified, parents will be notified of the test results and recommendations.

Vision Screening: Indiana Code 20-34-3-14 states that all school corporations shall conduct annually screening tests of the visual acuity of all children in grades K or 1, 3, 5, and 8. Other children suspected of having a visual defect will also be screened. Local eye care professionals, school nurses, and/or parent volunteers may screen students. If a problem is identified, parents will be notified of the test results and recommendations.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov