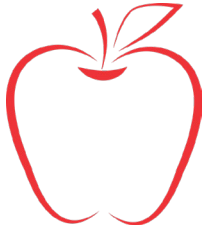


## **Penn-Harris-Madison Wellness Policy Overview**



In 2004, the US Congress authorized funding for nutrition programs and added new requirements for schools. Each school district was required to develop and implement a school wellness policy. The PHM School Board of Trustees approved a new Wellness Policy #8510 in spring 2006. You can go to our website, [www.phmschools.org](http://www.phmschools.org), to review the entire policy.

A committee of parents, health specialists, and educators wrote the policy. The committee worked to address on campus nutrition, physical education, physical activities, food and beverages, along with other school activities that promote student health. Here are some highlighted items.

- No soda pop of any kind will be available to students during the school day.
- A focus on nutrition education will be seen in the classroom and lunchroom.
- Wellness information will be shared with parents on a regular basis.
- Food will not be consumed in the classroom as a reward.
- Parents will be requested to provide only healthy treats to school functions.
- Food fundraisers will not be consumed during the school day.
- Students will be encouraged to engage in physical activity daily.
- All food provided to students during the school day will comply with state and federal child nutrition regulations.
- Fast food and other commercial foods are not to be carried in for student lunches.

Please help us grow healthy, active children. Work with us to support this policy at school. Watch for additional information about our commitment to wellness through the year.

*Penn-Harris-Madison Learning Division*

Dr. Heather Short, Assistant Superintendent for Instruction

## Notice of Directory Information under the Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School in writing within thirty (30) days of receiving this notice. The School has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**

- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

## Notification of Rights for Parents and Students under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance

committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

For more information on student records, please refer to P-H-M Board Policy 8330 – Student Records, which is available on the Penn-Harris-Madison website: [www.phmschools.org](http://www.phmschools.org). Questions about FERPA should be directed to Dr. Heather Short, Assistant Superintendent, 55900 Bittersweet Road, Mishawaka, IN 46545, 574-258-7941, [hshort@phm.k12.in.us](mailto:hshort@phm.k12.in.us).

***At Penn-Harris-Madison, we are committed to preventing bullying behavior and intervening immediately whenever it happens.***

***What is bullying?***

According to state law and P-H-M Board Policy, bullying is overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any legally protected characteristic such as sex, race, color, national origin, marital status, or disability. It would include but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name calling, taunting, making threats and hazing.

All students and parents are encouraged to report any situation that they believe to be bullying behavior. Every staff member is required to report any situation believed to be bullying behavior.

***What should students do?***

If you believe you or another student are being bullied, you should:

- ❖ Tell him or her to stop the behavior immediately.
- ❖ Report the situation immediately to the building principal, assistant principal, teacher, counselor, parent or other staff.
- ❖ Talk with a counselor, principal, teacher, or your parents for appropriate ways to deal with the situation.
- ❖ If bullying behavior continues, fill out and file a P-H-M harassment form.

***What should parents do?***

If your child shares a bullying situation with you or you see a situation you believe is bullying:

- ❖ Report the situation immediately to the principal, teacher or other staff member.
- ❖ Model and provide appropriate ways to handle the situation or help your child find alternative ways to handle the situation.
- ❖ Monitor your child's social relationships.
- ❖ Be observant and/or available at bus stops, at extracurricular activities, or at other places in your community where these situations might occur.
- ❖ Monitor your child's use of the telephone, cell phone, and the Internet.
- ❖ If bullying behavior continues, file a P-H-M Harassment Form.

***What are the consequences of bullying?***

When students or parents suspect that repeated acts of bullying are taking place it should be reported to the school staff.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary actions. This may include loss of privileges, before or after school detention, in school or out of school suspension, and possible expulsion for students. A conference may also be held with the student, their parent(s) and principal and/or designee.

Consequences for adults exhibiting bullying behaviors include possible discharge for employees and exclusions for parents, guests, or volunteers. Individuals may also be referred to law enforcement.

- ❖ Safe School Committees
- ❖ Guidance counselors (middle/high)
- ❖ Youth Service Bureau Counselors (elementary/middle)
- ❖ School Resource Officers
- ❖ Discipline procedures
- ❖ D.A.R.E.
- ❖ Conflict Resolution (elementary/middle)
- ❖ Peer mediation programs
- ❖ Lifelong guidelines/life skills
- ❖ Bullying prevention lessons
- ❖ School Improvement Committees
- ❖ Freshmen academy
- ❖ Freshmen mentor program
- ❖ General Education Intervention teams
- ❖ Documentation on P-H-M Harassment Form

***Resources:***

Stop Bullying Now  
[www.stopbullyingnow.gov](http://www.stopbullyingnow.gov)

***Questions about student harassment or bullying***

Dr. Heather Short, Assistant Superintendent  
Penn-Harris-Madison School Corporation  
55900 Bittersweet Road, Mishawaka, IN 46545  
574-258-9577, [hshort@phm.k12.in.us](mailto:hshort@phm.k12.in.us)

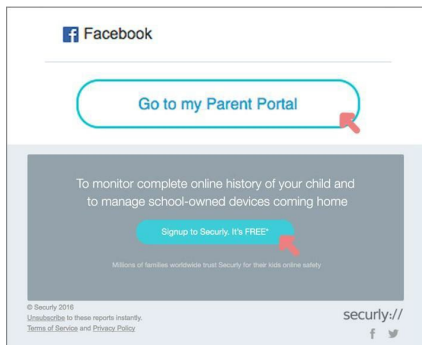
Tommy Teeter, Director of Safety and Security  
Penn-Harris-Madison School Corporation  
55900 Bittersweet Road, Mishawaka, IN 46545  
574-258-9551, [tteeter@phm.k12.in.us](mailto:tteeter@phm.k12.in.us)



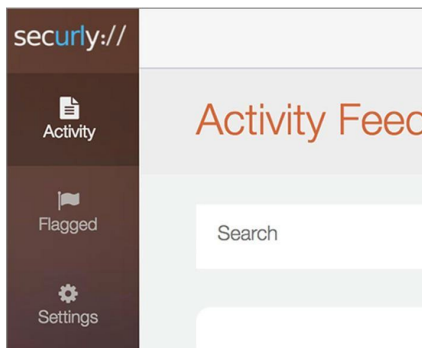
Penn-Harris-Madison School Corporation  
55900 Bittersweet Road  
Mishawaka, IN 46545  
574-259-7941  
[www.phmschools.org](http://www.phmschools.org)

Dear Parents,

Our school uses Securly to help keep students safe on their school issued devices. You will receive a weekly email from Securly.com that will show you a preview of your child's online activity while using their Chromebook. To receive access to their full online activity history, you can enter the free Parent Portal. If you do not wish to receive the weekly email from Securly, simply click unsubscribe in the bottom left corner of the email.



To enter the Parent Portal, click on the "go to my parent portal" link, or the "sign up" link at the bottom of your weekly email. You will be asked to check two boxes and then click "Yes, please set up my account." Once you do this, you will receive an email with login and password information. After you set up your account, you can enter the Parent Portal any time by going to [www.securly.com](http://www.securly.com) and clicking on "login."



The Parent Portal contains three categories on the left from which you can choose:

1. Activity (shows a real-time audit trail of your child's online activity)
2. Flagged (shows posts made on Facebook, Twitter, and Google+ that have been flagged by Securly as potentially related to self-harm or bullying)
3. Settings (allows you to control content on the device at home only)

For more information, please visit <https://www.phmschools.org/technology>

Please email [help@securly.com](mailto:help@securly.com) if you have further questions.



You can opt out of Securly's Parent Emails here!

**securly://**





# Required and Recommended School Immunizations, Indiana 2024-2025



Updated 1.30.2024

Grade	Required		Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Annual influenza COVID-19
<b>K-5</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
<b>6-11</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
<b>12</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

**HepB:** The minimum age for the third dose of Hepatitis B is 24 weeks of age.

**DTaP:** Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

**Polio\*:** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.

\*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive their first dose on or after their 16<sup>th</sup> birthday only need one dose of MCV4.

**Hepatitis A:** The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: [in.gov/health/immunization](https://in.gov/health/immunization) or call **1 (800) 701-0704** during normal business hours.

# Take Steps to Protect Your Family from **LEAD**



Lead is a poison that is harmful to people, especially young children. Exposure to even a small amount of lead can lead to serious issues. The most common sources of lead poisoning for children are deteriorating lead-based paint, contaminated soil and lead dust in older homes and buildings. **Free resources are available to protect your family and live safe from lead.**



**ND LEAD**  
INNOVATION TEAM





**Keep your family safe from lead poisoning.  
Take the following prevention steps today:**



### **Childhood Lead Blood Test**

If you do not have a primary care provider, the St. Joseph County Health Department offers FREE blood lead draws for children under the age of 6 to test for lead poisoning.



### **Lead Screening Kit**

Anyone living in St. Joseph County can screen their home for lead in 15 minutes or less using a Lead Screening Kit through the University of Notre Dame.



### **Risk Assessments**

Risk assessments can help determine the severity of lead within the home and are available through the St. Joseph County Health Department.



### **Lead Safe Repairs Grant**

The City of South Bend has grants available to assist in making your home lead safe. Eligible households can apply for up to \$20,000 to make lead safe repairs by qualified contractors.



### **Home Water Testing**

South Bend Water Works customers can get their water tested for lead for free. While South Bend's drinking water is lead free when it leaves the treatment plant, lead particles can enter water if there is lead in your service line or other pipes in your home.



**Scan this QR code to get started today. For more information, visit [bit.ly/leadsafeSJC](https://bit.ly/leadsafeSJC).**



**ND LEAD**  
INNOVATION TEAM





August 2024

Dear Parent,

We want to make sure you are aware of the Pesticide Use at Schools Rule that went into effect in 2010. The purpose of the rule is to minimize the potential for pesticide exposure to students at school by ensuring the following:

- That pesticides are only used by certified applicators or individuals they supervise.
- Pesticides are not used when students are in the application area.
- Pesticides are stored in locked and marked areas.
- Advance notice of pesticide applications is provided to interested parents and staff.
- School corporations keep records of pesticide applications.
- Pesticides with the lowest hazard to children are used whenever possible.

Penn-Harris-Madison is in compliance with these rules and as a parent or guardian, you can register to receive notification of when pesticides will be used at your child's school. **Please send notice in writing or by email to your school's office asking to be added to the notification registry for pesticides at your school. Please include your name, address, phone number and email address.** We will notify you 48 hours in advance of the application.

More extensive information about the Pesticide Use at Schools Rule is available on our website:

[www.phmschools.org/PesticideNotification](http://www.phmschools.org/PesticideNotification)





August 2024

Dear P-H-M Families,

P-H-M's Safety and Security Team is committed to ensuring the safety and well-being of everyone in our school community. A secure learning environment is fundamental to academic achievement and personal growth. The safety of our schools is a collective effort, and it requires the active participation and vigilance of students, parents, teachers, and staff.

That is why we continue to offer the SAFE SCHOOL HELPLINE®. This confidential reporting service is available 24/7 to report any type of safety concerns—threats, bullying, drug or alcohol use, and more. Reports can be made anonymously. **“IF YOU HEAR SOMETHING, SEE SOMETHING, SAY SOMETHING!”**

**MOBILE APP:** Download the “SAFE SCHOOL HELPLINE® from the Apple App Store or Google Play

**DIAL:** 1-800-418-6423, Ext. 359

**TEXT:** 614-426-0240, then type “TIPS”

**ONLINE:** [www.safeschoolhelpline.com](http://www.safeschoolhelpline.com) or [www.phmschools.org/safeschoolhelpline](http://www.phmschools.org/safeschoolhelpline)

Our dedicated safety professionals work tirelessly to identify and mitigate potential threats, ensuring that students, staff, and visitors are protected from harm.

P-H-M's Safety Team includes myself, **P-H-M Director of Safety**, Tommy Teeter, retired St. Joseph County Police Officer. I can be reached at [tteeter@phm.k12.in.us](mailto:tteeter@phm.k12.in.us).

The rest of the team includes:

**P-H-M Lead Safety Agent assigned to the Penn High School Campus**

Retired St. Joseph County Police Officer: Don “Mike” Reppert, [dreppert@phm.k12.in.us](mailto:dreppert@phm.k12.in.us)

**P-H-M Safety Agent assigned to Schmucker, Bittersweet, Elsie Rogers, Moran, Walt Disney**

Retired South Bend Police Officer: Britton Pratt, [bpratt@phm.k12.in.us](mailto:bpratt@phm.k12.in.us)

**P-H-M Safety Agent assigned to Discovery, Horizon, Northpoint, Prairie Vista, Mary Frank**

Retire St. Joseph County Police Officer: Kent Wickham, [kwickham@phm.k12.in.us](mailto:kwickham@phm.k12.in.us)

**P-H-M Safety Agent assigned to Grissom, Madison, Meadows Edge, Elm Road**

*To be announced at a later date*



**School Resource Officers provided by the St. Joseph County Police Department**

Ben Wilkey [bwilkey@phm.k12.in.us](mailto:bwilkey@phm.k12.in.us)

Anthony Gresso [agresso@phm.k12.in.us](mailto:agresso@phm.k12.in.us)



The Standard Response Protocol (SRP) utilizes clear common language while allowing for flexibility in the protocol. The premise is simple—there are five specific actions that can be performed during an incident. The SRP is based on the following actions: **Hold, Secure, Lockdown, Evacuate, and Shelter.**

### **Easy to understand. Easy to implement.**

A uniform, planned, and practiced response to any incident is the foundation of a safe school. The SRP is action-based, flexible, and easy to learn. It rationally organizes tactics for response to weather events, fires, accidents, intruders, and other threats to personal safety.

The SRP's development is ever-evolving, created with extensive collaboration between experts such as first responders, public safety, schools, districts, and communities. Its tactics are data-driven, researched, and based on experience and contemporary practices.

### **On the Same Page. Everyone.**

The benefits of SRP become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event.

For students, this provides continuity of expectations and actions throughout their educational career. For teachers, this becomes a simpler process to train and drill. For communities, it leverages the growing adoption of the protocols from residents of all ages. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident.

People easily understand the practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.



**Hold** is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to be kept clear of occupants.



**Secure** is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.



**Lockdown** is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.



**Evacuate** may be followed by a location, and is used to move people from one location to a different location in or out of the building.



**Shelter** and state the **Hazard** and **Safety Strategy** for group and self protection.

Learn more about SRP at

<https://iloveguys.org/The-Standard-Response-Protocol.html>