

## STUDENT HANDBOOK CERTIFICATION

Middle School

2020 - 2021

We \_\_\_\_\_ and \_\_\_\_\_  
PRINT Parent/Guardian Name PRINT Student Name

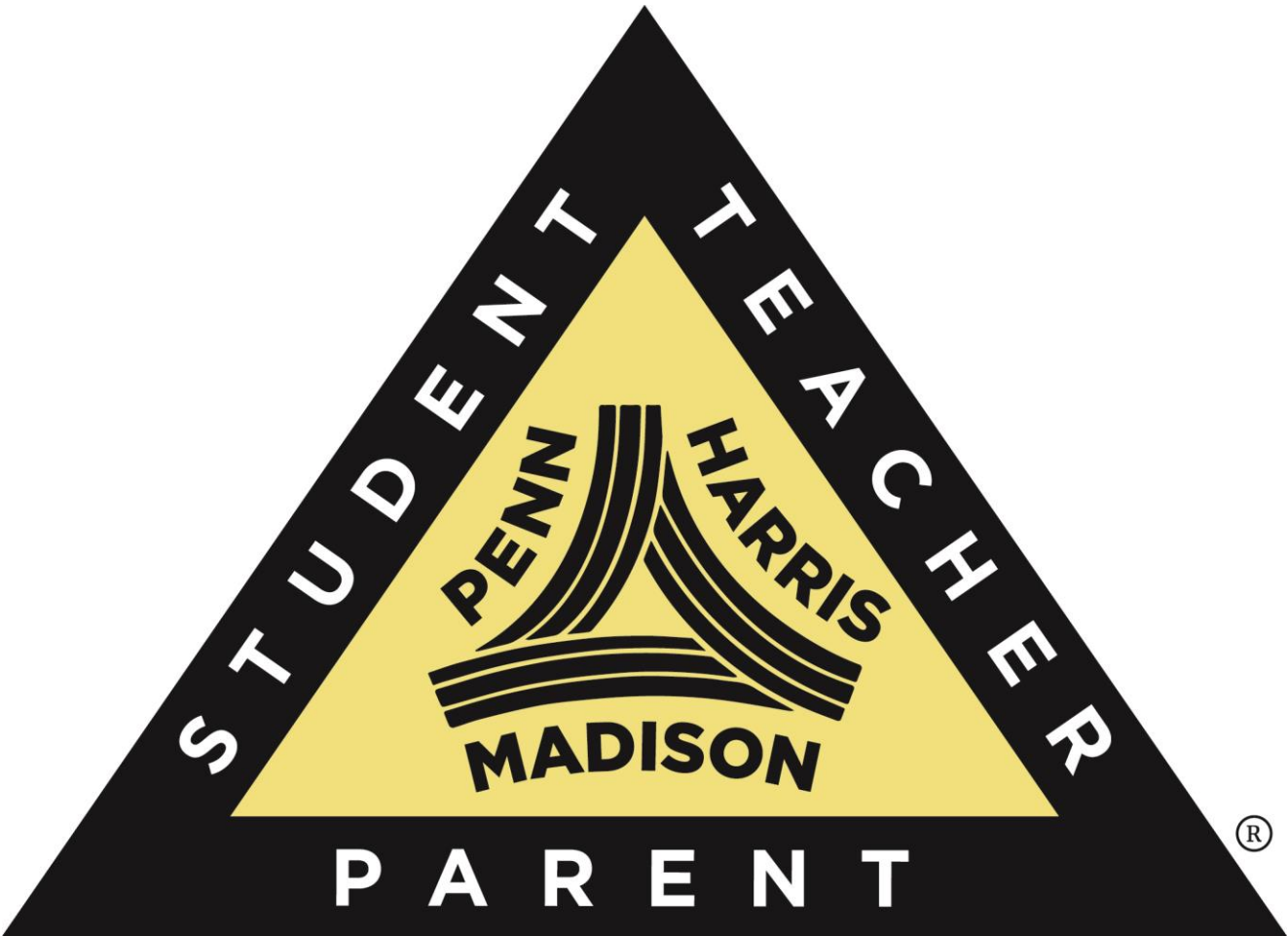
have read the handbook located on the Penn-Harris-Madison website at [www.phmschools.org/handbooks](http://www.phmschools.org/handbooks). We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the P-H-M School Corporation.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete and return to the school office immediately. Thank you.**



**Discovery Middle School  
Grissom Middle School  
Schmucker Middle School**

**2020 - 2021**

**DISCOVERY MIDDLE SCHOOL**

Elizabeth Willkom-Cunha, Principal  
Troy Kauffman, Assistant Principal  
Shonda Masterson, Assistant Pricipal

**GRISSOM MIDDLE SCHOOL**

Jean Milfort, Principal  
Michael Babcock, Assistant Principal  
Jennifer Sinclair, Assistant Principal  
Chris Grossnickle, Assistant to the Principal

**SCHMUCKER MIDDLE SCHOOL**

Lavon Dean-Null, Principal  
Lucas Fry, Assistant Principal  
Kristyn Martin, Assistant Principal

PROPERTY OF: _____
ADDRESS: _____
PHONE #: _____
IN CASE OF EMERGENCY, PLEASE NOTIFY:
NAME: _____ PHONE: _____

This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subject. Board Approved Handbook: ~~May 20, 2019~~.

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## **Foreword**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school office.

## **A Message to Parents**

The middle school years represent one of the most significant periods of personal development for students. The middle grades give students the opportunity to continue to strengthen their academic skills and to develop a personal commitment to educational goals while developing positive feelings for their abilities and themselves.

The academic and the personal—helping students achieve positive success in these two areas represents the primary goal for any middle school. At Penn-Harris-Madison's Middle Schools, our staff is committed to offering to all students, opportunities that will enhance their academic skills and abilities through appropriate and challenging instructional situations. We will encourage every student to set academic goals that will allow them to enjoy learning success in addition to developing positive feelings for the learning process.

The administration at Discovery, Grissom and Schmucker will do all we can to provide an atmosphere at school where all students will feel welcome and wanted, an atmosphere that will promote positive feelings about their school and, most importantly, an atmosphere that will help each of our students feel good about themselves. Helping students develop and maintain positive self-esteem while giving them the opportunity to enjoy continuing academic success is what will direct us in everything we will try to do for our students.

For any school to be successful in achieving its stated goals, positive parental support is the key factor. It is our hope that parents will provide us with support, and will feel free to contribute ideas and thoughts related to improving the educational and developmental opportunities for all students, and in turn we are committed to helping parents provide the best educational and most caring home environment possible. Education should always be seen as an "our" task rather than a "their" task. Parents are welcome to visit school to have lunch with their student or to attend any school event. A one day notice on classroom visitation is required. We welcome parental input. By working together, we will make Penn-Harris-Madison's Middle Schools a source of community pride and a place that will make a positive difference in the life of its students.

## **Mission of the District**

Our mission is to provide an educational environment for students to reach their highest academic achievement. We will prepare them to be responsible, healthy contributing citizens who have acquired the skills to be lifelong learners ready to adapt to a changing world.

## **P-H-M District Goals**

- Annually all students will achieve proficiency in core academic areas as measured by state standards through multiple assessments.
- Annually all students will demonstrate continuous academic progress through multiple assessments.
- All tenth grade students will demonstrate mastery of the proficiencies on the Graduation Qualifying Exam.
- Annually expenditures will not exceed revenues as measured by the certified budget.

The staff at Penn-Harris-Madison is committed to leading our students towards the ownership of two very important lifelong skills – owning their own learning and owning their own behavior. Students are expected to know what skills and performances they must master and are constantly encouraged to do their "personal best." Students are also expected to be good citizens. To do this they must understand and follow the behaviors and guidelines of our mini-society here at school. They must accept responsibility for both their learning and their behavior and the consequences – good or bad – that come with choosing to follow or ignore the school's expectations.

This handbook has been developed to provide students and parents with an understanding of the school's operating policies and procedures, which have been developed in accordance with the Penn-Harris-Madison School Corporation's Policy and Procedure Manual. Parents are strongly encouraged to support the school's efforts to develop students as lifelong learners who demonstrate creativity, analytical problem solving, and positive social, emotional and healthy life skills.

The policies, procedures, and practices contained in this handbook are as complete as possible. From time to time, unanticipated situations may occur. Reasonable action will be taken to deal with these unanticipated situations.

# SECTION I – INTRODUCTION

## P-H-M Student Profile of a Graduate

Be an effective communicator who:

- Reads, comprehends, and analyzes material from a variety of sources.
- Communicates thought and ideas through writing, speaking, and performance.
- Applies active listening skills, seeking first to understand.
- Receives and evaluates information sources across a range of mediums.
- Communicates ideas effectively using a variety of media and the latest technology.
- Recognizes the necessity to tailor communication to meet the needs of an audience both locally and globally.
- Collaborates with others.

Be a thoughtful problem-solver who:

- Uses basic and advanced academic, social, and technological skills to solve problems.
- Thinks critically and creatively.
- Collects, analyzes, and assesses source material as an informed thinker.
- Develops, evaluates, chooses and implements solutions to problems.

Be an effective contributor and collaborative team member who:

- Works cooperatively.
- Resolves disputes constructively.
- Works collaboratively towards a common good, a common challenge, which involves the contribution and exchange of ideas, knowledge or resources to achieve the goal.
- Perceives divergent viewpoints and responds with understanding.
- Treats others with dignity and respect.
- Functions responsibly as a member of a family, a social group and the larger global community.

Be a lifelong learner and contributing member of a society who:

- Seeks learning opportunities throughout life.
- Creates a personal vision and sets attainable goals for achievement.
- Assumes personal and social responsibility for actions.
- Continually acquires new skills necessary for success in the 21st century and the global economy.

Be a responsible citizen who:

- Understands the ideals and responsibilities of the American heritage.
- Is dedicated to democratic values and pursues the common good.
- Upholds legal rights and civic duties.
- Safeguards universal human rights and the dignity of all people.

Be a healthy individual who:

- Pursues a variety of healthy interests and maintains balance among them.
- Demonstrates a commitment to physical and emotional well-being.
- Exhibits self-regulating behavior.
- Confidently pursues his/her full potential.
- Expresses emotion constructively.
- Adapts to life changes.
- Exercises both body and mind.

Be a contemporary learner who:

- Effectively uses information and communications technology (ICT) and information literacy.
- Learns through digital networks.
- Learns through digital means, such as social networking, ICT (information & communications technology) literacy, technological awareness and simulation.
- Functions in social networks and contributes to the development of social and intellectual capital.

## Mission of the Middle Schools

### Discovery Middle School Mission Statement

It is the mission of Discovery Middle School staff, students, parents, and community to ensure all students show continuous improvement in academic performance, social/emotional behaviors and attitudes, and physical fitness. This is accomplished by creating a safe, focused, and interactive learning environment rich in content, creativity, and experiences where parents are partners and students have ownership of their learning and maximize their potential. Growth will be measured with respect to school, district, and state standards through surveys, observations, testing and other strategies. Within this environment, all students are successful, lifelong learners.

Attitude  
Integrity  
Make a Difference

### Grissom Middle School Mission Statement

The Grissom Middle School staff and community is committed to the creation of an environment that fosters academic achievement, promotes positive self-concept, encourages life-long learning, and nurtures productive and responsible citizens who can adapt to an ever-changing world.

P repared  
R espect  
I ntegrity  
D edicated  
E xcellence

### Schmucker Middle School Mission Statement

The Schmucker Middle School staff mission is to **Strive** for academic excellence in a safe environment, **Motivate** students to be lifelong learners, **Succeed** in developing socially responsible and productive citizens.

Show Respect  
Make a Difference  
Set the Bar High

## Equal Education Opportunity

It is the policy of this Corporation to provide an equal education opportunity for all students regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer, Dr. Heather Short, Assistant Superintendent - 574-259-7941.

The complaint form is available in the school office. The complaint will be investigated and a response in writing will be given to the concerned person. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

## Bell Times and Office Hours

### School Day

Bell Times/Office Hours/Transportation Drop Times

MIDDLE SCHOOLS	DROP TIME	START BELL	DISMISSAL BELL	OFFICE OPEN	OFFICE CLOSED
Discovery	8:50-55	9:05	4:00	8:00	5:00
Grissom	8:50-55	9:05	4:00	8:00	5:00
Schmucker	8:50-55	9:05	4:00	8:00	5:00

### Weather Delay

(2 hour delay)

DROP TIME	START BELL
10:50-55	11:05
10:50-55	11:05
10:50-55	11:05

## Student Rights and Responsibilities

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

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

At Penn-Harris-Madison, students are expected to arrive at school prepared to learn. It is the responsibility of the student with the support of the parent, to arrive on time and be prepared to participate in the educational program.

## Student Well-Being

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

Every student must have emergency contact information on file at their school. Please keep this information current. If there is a change in telephone numbers or names of people to call in case of emergency, please update your child's record either online or by informing the school office immediately. Students with specific health care needs should submit those, in writing and with proper documentation by a physician, to the school office.

## Safety and Security

### Secured Entrances

The Penn-Harris-Madison School Corporation is taking proactive measures to ensure the safety of our students and staff and the security of our educational facilities. Students and staff routinely practice fire drills, storm drills, Earthquake Drills, Shelter in Place drills, and Lockdown drills. An emergency plan for all situations has been developed and communicated to staff and students.

During the school day, all doors are locked and staff and students have been instructed not to open those doors to parents or visitors. Access to the building is limited to the use of the front door. Visitors at the middle schools including parents will have to press a buzzer at the front door and announce their name and purpose in order to be admitted into the school. The front office staff will open the doors electronically. **All parents and visitors must sign in and out at the office.** This allows us to know who is in the building at all times.

Upon entering the building, all parents and visitors must present a valid government issued ID, military ID, or passport which will be scanned in by our security system. This will generate a nametag. Parents and visitors must wear this office-issued nametag while in the building. These nametags must be collected at the time of departure. Staff has been instructed to question persons without the proper identification badge and to direct them to the office. Please help us keep our school safe by following this simple procedure. Video surveillance/electronic monitoring equipment has been installed in all school buildings. All persons entering are potentially subject to the recording of their activities.

### Hall Traffic

Students are to keep in mind the importance of being quiet during passing time. They are to be courteous to fellow students, staff and visitors. There is to be no running, pushing, tripping, etc. because these practices may lead to serious accidents. Loud talking, whistling, slamming of locker doors, or obstructing traffic by standing in the center of the hall and loitering at classroom doors, are not actions of responsible students. To facilitate the traffic flow, students should keep to the right in the halls and should walk to each of their classes by using the most direct route as designated by the administration.

### Hall Passes

Hall passes are used in all three of the middle schools, with slight variations on student expectations and procedures. It is the student's responsibility in their school to know and understand the use of hall passes.

### Lockers

Lockers will be assigned to students on the first day of school. These are provided for books, clothing, and other school related materials. The school cannot assume responsibility for losses although every effort will be made to prevent such



occurrences. The school will retain access to student lockers by keeping a master list of combinations and a master key. Lockers are to be kept orderly and free from excess materials. The school will retain the right to inspect lockers to insure that they are being maintained. Students shall not have an expectation of privacy in lockers and shall not be permitted to deny entry to any school official. Students may use only those lockers to which they have been assigned. 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. Students who damage lockers are subject to disciplinary action. Students are not to share lockers unless authorized by administration.

### **Use of Building after School**

Students are to leave the building after school is dismissed unless they are under the supervision of a teacher. School facilities are not to be used for group meetings during the evenings, weekends, or holidays unless the meetings have been scheduled with the office. The office will notify the head custodian so that they can adjust the cleaning schedule. A teacher must be present at all meetings after school and assume responsibility for all members of the group.

### **Emergency Drills**

Students are expected to participate in a very serious manner during these drills. Parents/visitors in the building during a drill are expected to participate and should follow the directions of the nearest staff member in securing the building or locating the safe area for parents. ALL students are expected to report to the nearest teacher during any drill. Visitors will not be allowed to enter the building during any drill.

### **Fire Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

### **Storm Drills**

Storm drills will be conducted using the procedures prescribed by the state.

### **Lockdown Drills**

The school complies with all safety requirements and will conduct Lockdown drills in accordance with State law and DOE guidelines. Specific instructions on how to proceed will be provided to students by their teachers.

### **Earthquake Drills**

Earthquake drills require students to DROP, COVER, and HOLD ON.

### **Shelter In Place**

Shelter in Place means long-term county ordered containment within the building.

### **Emergency Closings And Delays**

When severe weather closes or delays school before the school day begins, the P-H-M website ([www.phmschools.org](http://www.phmschools.org)) along with local radio and television stations announce that information. Please do not call the school office for closing information. Parents will receive an automated phone call from School Messenger of any emergency closing or delay. In the event that the parent or guardian does not wish to be contacted with emergency messages, they should contact their child's school and provide the number(s) they wish to have blocked from the School Messenger System. Parents and students are responsible for knowing about emergency closings and delays.

### **Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. If a person wishes to confer with a teacher or administrator, they should call for an appointment prior to coming to the school in order to prevent any inconvenience. Appointments should be made 24-48 hours in advance with the building administrator. Students may not bring visitors to school without first obtaining written permission from the principal. There are periods during the year when student visitation is prohibited. See Policy on Parent Visitors During Lunch under Meal Service.

### **Volunteers**

Volunteers play a very important role in the educational experience offered at Penn-Harris-Madison. Because of the importance of student safety, the Penn-Harris-Madison Board of School Trustees has a policy that requires Limited Criminal History checks on all volunteers *who are in regular direct contact with students. This includes volunteer coaches and volunteers who travel on trips with students.*

Prospective volunteers must fill out two forms: a Volunteer Intake Form and a permission form for a Criminal Background Check. These forms are available in your school's office or at the Educational Services Center. Both forms are also available on line at [www.phmschools.org](http://www.phmschools.org). A designated staff person at each school will run the background check on each individual and the information will be stored in a confidential manner. Current volunteers as well as new volunteers are required to undergo a background check. Those volunteers that have ongoing and direct contact with students will be required to attend anti-bullying training.

## SECTION II – GENERAL INFORMATION

### Enrolling in the School

Students are expected to enroll in the school corporation in which they have legal settlement. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities or custody (if appropriate),
- Proof of residency
- Proof of immunizations,
- Academic records including State required standardized test results
- Previous district withdrawal form

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete within 30 days.

Students transferring from another accredited school must have an official transcript from the previous school in order to receive credit from that school. School offices will assist in obtaining the transcript, if not presented at the time of enrollment.

### Counseling Services

The function of counseling services at the middle schools is to assist students in handling situations they encounter during their adolescent years. We believe in helping students to help themselves.

We provide both individual and group counseling opportunities for students and their families who have experienced a personal, family, or school adjustment problem. Counselors are available to any student or parent who wishes to talk to them about individual, personal and academic concerns, test interpretations, scheduling, etc.

The students are encouraged to see the counselor about any question they might have whether it involves emotional, social, vocational, or educational matters. Counselors are here to serve students in ways that support their learning. A student who wishes to see a counselor should come to the Counseling Office between classes or with a pass from a teacher. They may be seen immediately if in crisis or they can sign a request form to be seen at a later time.

P-H-M supports the principles of developmental guidance outlined by the Indiana Department of Education. Developmental school counseling is a comprehensive, planned program of sequentially presented activities as well as responsive services which address student growth and development as priority goals. It is an integral part of the total school curriculum and is designed to address the personal and social, educational and career needs.

### Scheduling and Assignment

Schedules are provided to each student at the beginning of each school year or upon enrolling. The schedule is based on student needs and available class space. Any changes in a student's schedule should be handled through the School Counseling Office. Students are expected to follow their schedules. Any variation should be approved through a schedule change.

### Student Records

Teachers, counselors, administrators and health staff keep many student records. There are two (2) basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal by **October 1** of that school year. The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight; athletic team membership; dates of attendance; date of graduation; or awards received.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Act (PPRA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. There are exceptions as provided in state and federal laws that may permit release without consent. For instance, confidential records may be disclosed to school officials with a legitimate educational interest in the records. A "school official" is a person employed by the Board as an administrator,

supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); school psychology, a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers).

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the school in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions. Parents and eligible students who wish to ask the school to amend a 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, 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.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRa. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/policy/gen/guid/fpco/index](http://www.ed.gov/policy/gen/guid/fpco/index)

***Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:***

**[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).**

## **Transfer from the School Corporation**

If a student plans to transfer from Penn-Harris-Madison, the parent must notify the school. After it is determined that the fees have been paid, books and athletic equipment turned in, and the parents have signed appropriate withdrawal forms, the student will be officially withdrawn from the school. School records shall be transferred upon request to the new school.

## **Child Custody**

At the time of enrollment, parents are expected to provide the school with court papers, including custody orders, pertaining to the allocation of parental rights and responsibilities. The school will honor all current court orders pertaining to the allocation of these rights. To the extent that these rights are modified by the court at any point during the time a child is enrolled as a student with Penn-Harris-Madison School Corporation, it is the responsibility of the parents to submit to the school a copy of the most recent court order.

In general, the parent who has physical custody of the child has the right to make day-to-day educational decisions relating to the child. In general, parents who share joint legal custody are to share the responsibility for the major decisions concerning the child's upbringing, including the child's education.

Unless restricted by a court order, a non-custodial parent will be given access to all student records, progress reports, and disciplinary actions. The non-custodial parent is responsible for informing the principal or the school office in writing of their wish to receive copies of records related to the student's school activities or academic progress. Should a custodial parent wish to prohibit the distribution of information and records to the non-custodial parent, they must provide a certified copy of the court order restricting the non-custodial parent's access.

Absent a court order to the contrary, the non-custodial parent may attend any school activities that are open to the public, such as concerts, fairs, and athletic events. In addition, the non-custodial parent may participate in parent-teacher conferences, classroom visitations, and all other school activities, unless the custodial parent has communicated in writing their desire that the non-custodial parent not participate in these activities and has provided the school a copy of the current custody order.

The non-custodial parent may not visit with the student during the school day absent written permission from the custodial parent. Furthermore, the student may not be released to the non-custodial parent unless the custodial parent gives written permission. The school day may not be used for additional parenting time.

# Individuals with Disabilities

## Exceptional Education

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

A student can access exceptional education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact their school office.

## Americans with Disabilities Act – Section 504

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

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a physical or mental impairment that interferes substantially with one or more major life activities, including the child's ability to function properly in school should contact their counselor.

## Immunizations

Each student should have the immunizations required by law or have an authorized waiver. For the safety of all students and in accordance with state law, **students whose parents do not provide the required documentation within 20 school days of the opening day of the school year will not be admitted to school.** Any questions about immunizations or waivers should be directed to the principal or the health care office.

## Immunization Requirements (I.C. 20-34-4-2)

Each student shall provide documentation of the following immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age:

Minimum immunization requirements for entry into all Penn-Harris-Madison School Corporation schools in 2020 – 2021 are listed by the Indiana State Department of Health at <https://chirp.in.gov>. For your reference, the schedule of requirements is listed below:

2020 – 2021 School Year			
IN State Department of Health - School Immunization Requirements			
3 to 5 years old	3 Hep B (Hepatitis B)	4 DTaP (Diphtheria, Tetanus & Pertussis)	
	3 Polio (Inactivated Polio)	1 MMR (Measles, Mumps, Rubella)	
	1 Varicella		
Kindergarten – 5	3 Hep B	2 Varicella	5 DTaP
	2 Hep A (Hepatitis A)	4 Polio	2 MMR
Grades 6 - 7	3 Hep B	2 Varicella	1 Tdap (Tetanus, Diphtheria & Pertussis)
	5 DTaP	4 Polio	2 MMR
	2 Hep A	1 MCV4 (Meningococcal conjugate)	
Grade 8 - 11	3 Hep B	2 Varicella	2 MMR
	5 DTaP	1 Tdap	4 Polio
	1 MCV4	2 Hep A	
Grade 12	3 Hep B	2 Varicella	2 MMR
	5 DTaP	1 Tdap	4 Polio
	2 MCV4	2 Hep A	

## Medication Administration at School

### Prescribed Medications

In those circumstances where a student must take daily prescribed medications during the school day, the following guidelines are to be observed.

- Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form, available in the school office or on the P-H-M web page must be filed with the respective building Health Office before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the school Health Office.

- D. Medication that is brought to the Health Office will be properly secured. Medication must be brought to school in the original container directly by the parent, guardian or authorized adult. A two to four (2-4) week supply of medication is recommended.
- E. Students who may require administration of an emergency medication may have such medication stored in the school Health Office. However, if authorization for self-medication has been provided by the parent and physician the student may carry the emergency medications only. Only emergency medications will be allowed to be carried by a student and only if the proper forms are on file.
- F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent, guardian or adult, eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **Self-Administered Medication for Emergency Medications Only**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the school Health Office. Forms are available in the Health Office or on the PHM web page. Authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The school or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

### **Non-Prescribed (Over the Counter) Medications**

Use of non-prescribed (over the counter) medications including herbal supplements/treatments must comply with school regulations and will only be given in accordance with the directions on the label. If a non-prescribed (over the counter) medication needs to be administered on a routine basis, a physician order will be required. If the student is age 12 or older, PHM will supply and administer "stock medications" (Acetaminophen, Ibuprofen, Antacids, and cough drops) in accordance with the package directions based on the student's age. If the student is under 12, parents must supply the medication and identify the appropriate dosage. An Authorization to Administer Non Prescription Medication form must be on file in the health office before these "stock medications" can be administered. These forms come home yearly in the back to school packets or can be found in the health offices or on the P-H-M website.

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

## **Injury and Illness**

Students who become ill or suffer a slight injury during the school day will be referred to the Health Office. Health care staff cannot administer any medication to a student that has not been provided by the parent accompanied by the appropriate paperwork. In more serious situations, the parent may be called and asked to come and take the child home for further medical evaluation.

It is often hard to know when to keep your child home from school when they are not feeling well. Here are a few guidelines:

- Fever of 100 degrees or higher: home until the student has been fever free for 24 hours.
- Vomiting: home until the student can keep food down and is free of symptoms for 24 hours.
- Diarrhea: home until the student is free of symptoms for 24 hours.
- Pink eye (conjunctivitis): home until the student has been on antibiotic eye medication for 24 hours.
- Strep Throat: home until the student is fever free and has been on antibiotic for 24 hours.
- Chickenpox: home for one week after the first pox appears or all pox are dry and crusted.
- Unexplained rash, blisters, or draining sores: children should be seen by their health care provider for a diagnosis.

If you are ever in doubt, please call your health care provider for their recommendations. You can also call the school Health Office for school guidelines about illness.

## Control Illness and/or Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the school community is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, varicella and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as recommended by the Local and State Health Department.

### Head Lice

Head lice are a common problem with school-aged children. It has nothing to do with cleanliness nor does it reflect poorly on you as a parent. If live head lice or nits that are within one inch of the scalp are found in a child's hair, parents will be called to come and pick up their child. After treatment, the child will be allowed to return to school if no live lice are present or nits that are within 1 inch of the scalp. Please contact the school office if your child contracts lice. Feel free to contact our health offices for assistance in understanding and handling the treatment process. **Once your child is treated, a parent must bring the child to school to be checked in the Health Office before returning to class.**

## Routine Screenings

The School Nurse facilitates routine screenings for students and, if appropriate, notifies parents of potential problems that may require further follow-up with a physician. The routine screenings include: hearing for 7<sup>th</sup> grade and near distance vision for 8<sup>th</sup> grade. New students will be screened as deemed necessary.

## Student Fees and Charges

Penn-Harris-Madison charges specific fees for many activities, services and courses. Such fees or charges are determined by the cost of materials, services, freight/handling fees, and add-on fees for loss or damage to school property. It is illegal for the school and staff to make a profit.

Fees for textbooks are due the first week of attending school. If you are unable to pay your fees within the first week of attending school, you must contact the school treasurer to set up a payment plan. Textbook fees may be paid in full by check, cash, MasterCard, Visa, or on-line. All checks should be made payable to the school and returned to the school office. Anyone wishing to make payment via a credit card (Visa, MasterCard, Discover, or American Express) may come into the school office or pay on-line at [www.phm.revtrak.net](http://www.phm.revtrak.net).

The State of Indiana has combined financial assistance for lunches and textbook fees. An Application for Free or Reduced Priced Meals and Other Benefits form is provided in your first day packet of parent information materials. Textbook assistance is also requested on this form and is considered at the time of review and approval for the lunch program. Individuals completing the form should make sure it is signed and returned to the school treasurer within the first week of attending school. Parents are still responsible, however, for the portion of the textbook fees not reimbursed by the state as well as the supplemental fees.

Approved payment plans must be paid in full by **February 1<sup>st</sup>**. All uncollected fees may result in referral to a collection agency or an attorney for legal action.

### Lost Textbooks or Library Materials

Students are responsible for textbooks issued to them and for library materials that they borrow. Lost or damaged books must be replaced at the student's/parent's expense. Students using school property and equipment can be charged for excessive wear and abuse of the property and equipment. The charge will be used to pay for the damage, not to make a profit.

## Meal Service

The school participates in the National School Lunch Program and makes lunches available to students for a fee. A' la Carte or individual items are available. Some schools participate in the National School Breakfast Program. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact the school office.

As a convenience to parents and students, the Food Services Department has a pre-pay debit system. Parents can deposit any amount into their student's account with the account being debited upon use. Students use their ID number for each purchase.

Parents can make deposits into the debit account using a check, cash, or online. Payments made with cash or check may be placed in the box located in the main office. Parents can also deposit lunch money online through [www.schoolcafe.com](http://www.schoolcafe.com). Deposits utilizing this service have a nominal cost of 5% of the deposit. Parents can also use this online service (**at no cost**) to check the balance of a child's lunch account and meal purchase history.

Food Service is not allowed to carry negative balances on student accounts in the National School Lunch Program. Please make every effort to make certain your student's lunch account is current Cafeteria Rules.

### **Cafeteria Rules**

- Students are expected to behave in a polite and courteous manner at all times. For example, no yelling, banging on the table, or other forms of excessive noise.
- Changing seats during the lunch period is prohibited.
- Students should make their selection of foods before touching items on the lunch line.
- Students should never eat food in the serving line prior to payment.
- Students should deposit all lunch litter in the proper container and return all trays and utensils to the designated area.
- Students are expected to leave the table and floor around eating spaces in clean condition for others.
- No food or drinks may be taken from the cafeteria during the lunch period unless authorized by a staff member.
- All students must remain in the cafeteria unless prior approval is given.

### **Parent Visitors During Lunch**

Parents are welcome to occasionally stop in and have lunch with their child. Parents joining their children for meals are requested to abide by the Wellness Guidelines and not bring any fast food or other commercial foods into our school for their own consumption or the consumption of others. Please remember that we do not allow soda/energy drinks during school hours. Please be advised that visitors may not take photos or video of any child but their own.

## **Use of the Instructional Media Center (IMC)**

The IMC is a collaborative space where both students and teachers may find resource materials to help in the preparation of lessons and special reports. The IMC may also be used for leisure reading purposes. The staff of the IMC (Media Specialist and Media Aide) is there to help everyone find and use the materials they need. The IMC staff will be happy to provide assistance to anyone asking for help.

The IMC is open to students and faculty approximately 30 minutes before and after school.

### **Guidelines for use of Instructional Media Center**

1. Students must obtain a pass before going to the IMC.
2. Students going to the IMC should have a purpose for going, such as using IMC materials to complete their lessons or for leisure reading purposes.
3. In order to maintain academic atmosphere, students are asked to use appropriate classroom behavior.
4. Students who cannot assume the responsibilities as indicated above will be sent back to their classroom.
5. Student are responsible to return all borrowed materials.

## **Student Valuables**

It is strongly suggested that students do not bring large amounts of money or valuables to school. Do not leave money, watches, rings, purses, electronic devices, articles of value in your locker or classroom. The school cannot be responsible for their safekeeping and will not be liable for loss, theft or damage to personal valuables. Students are strongly advised to refrain from borrowing or lending any personal items. The school will not become involved in disputes related to borrowing or lending incidents.

## **Lost and Found**

Each school has a designated Lost and Found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Periodically throughout the year, unclaimed items will be given to charity.

## **Student Fundraising**

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

- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- The school does not encourage house-to-house canvassing.
- No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the building administration.

## **Advertising Outside Activities**

No announcements or posting of outside activities will be permitted without the approval of the administration.

## **Deliveries/Special Gifts**

While we understand that parents want to recognize their child's birthday and other special events, certain activities are disruptive to the educational process. For this reason, the delivery of food, flowers, balloons, invitations, and gifts should not take place at school. Family celebrations are not appropriate in the cafeteria and limousine rides should not be scheduled for school. Please help us protect the school day by celebrating at home with your student.

# **SECTION III - ACADEMICS**

## **Curriculum and Assessment**

Each student's schedule is designed individually by the school counselor. Each course offered has specific requirements. Failure to meet those requirements may result in lower grades and discipline.

### **Field Trips**

Field trips are academic activities that are held on or off Penn-Harris-Madison grounds. All field trips require parent permission. On any field trip:

- School rules apply.
- While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Student who violates school rules may lose the privilege to go on any trips.
- No student may participate in any school-sponsored field trip without parental permission.
- Health care plans will be followed on all field trips.

### **Social Emotional Learning**

Social Emotional Learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. SEL has numerous social, emotional, behavioral and psychological benefits for people, such as developing college and career readiness skills, employability skills, tools to manage stress, prosocial behaviors, positive attitudes toward school, building and maintaining healthy and appropriate relationships, and increasing a sense of psychological safety. All students participate in lessons where they are taught SEL skills based on the competencies developed by the Indiana Department of Education.

### **Response to Intervention (RtI) Team**

The primary purpose of the RtI Team is to support students who are experiencing academic or behavioral difficulties. The RtI team consists of teachers, parents, and other school professionals who work together to develop goals, instructional strategies and modifications to support student success.

### **Student Assessment**

To measure student progress, students will be tested in accordance with state standards and corporation policy. Unless exempted, each student will be expected to pass participate in the State Board-approved statewide achievement test. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.



Vocational and interest surveys may be given to identify particular areas of student interest or talent. The school counseling staff often gives these. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Specific to students who are Limited English Proficient, the WIDA ACCESS (Assessing Comprehension and Communication in English State-to-State) is a secure large-scale English language proficiency assessment given to Kindergarten through 12th graders who have been identified as English Language Learners (ELLs). WIDA is a mandatory state assessment given to monitor students' progress in acquiring academic English.

Depending on the type of testing, parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **Student Evaluation**

The middle school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary knowledge. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher. Students are evaluated **8** times per year – **four** progress reports and **four** report cards. Current grades are always available online. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve student performance.

The school uses the following grading system:

- 90% to 100% = A = Excellent achievement
- 80% to 89.9% = B = Good achievement
- 70% to 79.9% = C = Satisfactory achievement
- 60% to 69.9% = D = Minimum-Acceptable achievement

I = Incomplete                      NG= No Grade                      F = Failure                      P= Acceptable Achievement

### **Promotion, Placement, and Retention**

Students shall normally be promoted in accordance with their chronological age group and academic achievement. Retention is rare; there is no research to indicate that retention enhances student success. The Indiana Department of Education has recently articulated standards of proficiency for grades 6-8. Failure to meet these standards may result in automatic placement in summer school and/or retention. The building principal has the authority to determine student placement.

### **Recognition of Student Achievement**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.

### **Homework Philosophy**

Homework is an opportunity for students to practice skills and concepts taught during the school day. It is also assigned to help students prepare for assessments. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

## **Use of Technology & Internet (Related to Board Policy 7540)**

### **Student usage Guidelines:**

The use of Penn-Harris-Madison's technology is a privilege, not a right. Strict adherence to the provisions of the Acceptable Use Policy will ensure that technology usage is consistent with the Corporation's standards of ethics and conduct. Penn-Harris-Madison will make available all technology-related policies and procedures for review by all parents, guardians, school employees, and community members. Parents or legal guardians may request, in writing, alternative activities not-requiring Internet access. Denial of Internet Access Form is available in the school office. Students who use Penn-Harris-Madison's computer technology, including its network, must submit a signed Student Network and Internet Acceptable Use and Safety Agreement.

In order to facilitate instruction, the Penn-Harris-Madison School Corporation may make available portable computers and/or other electronic devices and related equipment. District policies governing the use of technology apply to all student usage regardless of whether the device is used in school or outside of school. The user and parents or guardians agree to accept all

liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the student's use of Penn-Harris-Madison's computer technology, including its network, or of the student's violation of these terms and conditions or those contained in the Student Network and Internet Acceptable Use and Safety Policy. Penn-Harris-Madison makes no warranties of any kind, whether expressed or implied for the service it is providing. Students and school officials who use Penn-Harris-Madison's technology are subject to the following standards of Acceptable Use:

1. All school use of the Internet must be in support of education and research and consistent with the mission of Penn-Harris-Madison School Corporation.
2. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
3. Passwords must be guarded and protected. Users must not share their password with anyone or let others use it.
4. Users shall not reveal their home address or phone number or the addresses and phone numbers of others. Users must be cautious in responding to unsolicited online contact.
5. School Corporation Internet resources and accounts may not be used:
  - a) To access another person's materials, information, or files without permission.
  - b) To access, upload, download, distribute, or transmit pornographic, obscene, abusive, or sexually explicit language or material.
  - c) To violate any local, state, or federal statute.
  - d) To vandalize, damage, or disable the property of another person or organization.
  - e) To violate copyright, or otherwise use another person's intellectual property without their prior approval or citation.
  - f) For commercial or for-profit purposes.
  - g) For extensive personal and private business.
  - h) For product advertisement.
  - i) To access social media and other forums in a manner devoid of any educational purpose.
  - j) To subscribe to or solicit information which incurs a cost.
6. Users shall not misrepresent their identities on the network.
7. Sites that are blocked by school filters may not be accessed in any other way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Cyber-bullying is prohibited. Cyber-Bullying is defined as the use of any data or computer software that is accessed through a computer, a computer system, or a computer network to convey overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, 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. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the P-H-M School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with the school community or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
10. Failure to abide by all of the terms of the AUP may lead to termination of the student's computer account and possible disciplinary action up to and including expulsion from school and/or referral to law enforcement authorities.

## **SECTION IV – STUDENT ACTIVITIES**

### **School-Sponsored Clubs and Activities**

The middle schools provide students the opportunity to broaden their learning through co-curricular activities such as band, orchestra, and choir. A co-curricular activity includes credit, be required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, and drama. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Students must be enrolled in 3 classes or 50% of the daily schedule in order to participate.

Each sponsor for each activity maintains a current member roster with written parent permission to participate.

Each activity may have its own Code of Conduct. Each student will receive a Parent Notification Approval Form describing that Code of Conduct. Participants must abide by the School Code of Conduct and Activity Code of Conduct.

## **Student Broadcast Studio**

Students under the supervision of school personnel make announcements via the public address system, WDMS-TV, WGMS-TV, and WSMS-TV. The building principal or a representative must approve all announcements. These announcements are for student information; therefore, it is important for students to be attentive.

## **Intramurals**

An intramural sports program may be offered to all students. This program will feature a variety of activities in the fall, winter and spring. These activities will be recreational in nature and will feature fun, friendship and participation. Students will be notified of each activity and its sign up time through broadcast announcements. We encourage everyone to join the fun of friendly competition.

## **Non-School Sponsored Clubs and Activities**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, that at least one adult will be present to provide supervision at all meetings and activities, and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

Organizations that are not sponsored by the Corporation or the school cannot use the name of the school or school mascot.

Each sponsor for each activity maintains a current member roster with written parent permission to participate.

## **Athletics**

Middle Schools provide a variety of school-sponsored athletic activities in which students may participate providing they meet any eligibility requirements that apply. For further information, refer to the Athletics and Activities Code of Conduct for Students Representing P-H-M Middle Schools.

# **SECTION V - STUDENT CONDUCT**

## **Attendance**

### **School Attendance Policy**

It is imperative that students be in attendance each school day in order to maintain consistency in their learning. Active participation in classroom activities fosters collaboration, an important part of learning that cannot be replaced easily with individual study.

The school is also concerned about helping students develop a high quality work ethic that will be a significant factor in their success with future employers and post-secondary endeavors. One of the most important work habits that employers look for in hiring and promoting a worker is their dependability in coming to work every day and on time. This is a habit the Penn-Harris-Madison School Corporation wants to help students develop as early as possible in their school careers.

### **Excused Absences**

Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- illness supported by a doctor's statement or notification from the parent;
- death or severe illness in the immediate family;
- religious holidays with prior administrative approval;
- medical and dental appointments;
- such other good cause as may be acceptable or permitted by law;
- statutory reasons as provided by I.C. 20-33-2-14 to 20-33-2-17.7 (These absences are exempt).

Students with a health condition that causes repeated absence are to provide the school office with information from a licensed physician. In the interest of safety, serious health conditions need to be shared with the school nurse's office. It is a student's responsibility, in all cases, to seek out and make up work missed within a reasonable period of time.

Parents should provide an explanation for their child's absence by 11:00 A.M. on the day of the absence. If no call is made, the school will contact you at home or your place of employment.

### Unexcused Absences/Truancy

When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

#### Attendance Key for Make-Up Work

Absence Codes	Present/ Absent	Make-Up Work
College Visit, Disability, Exempt, Family, Field Trip, Office & Suspended	Counted Present	Work can be made up.
Excused	Counted Absent	Work can be made up.
Truant	Counted Absent	Work can only be made up with approval from Administration.

In the case where students can make up work, it is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. Parents may request homework for a student who has been absent, however twenty-four (24) hour notice must be given to teachers. After homework is requested, it may be picked up at the end of the following day. Assignments will not be given out in advance of a planned absence.

### Tardiness

Tardiness is considered a serious disruption to the educational process. Each student is expected to be in their assigned location throughout the school day. A tardy occurs when a student is not seated and ready when the bell rings. If a student is late in arriving at school, they are to report to the school office before going to their first assigned location. The school will take appropriate disciplinary action related to tardiness. Parents will be notified if tardiness becomes a continuing problem.

### Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, guardian, or an authorized adult. Verifiable phone calls and emails will also be accepted. Students are required to report to the office to be signed out by parent, guardian or authorized adult.

## Code of Conduct

Penn-Harris-Madison Schools use the Lifelong Guidelines and Life Skills as the basis for its Positive School-Wide Behavior Plans. The skills and expectations in these plans are taught and reviewed at various times throughout the student's school experience including classroom SEL lessons. Expectations, guidelines and skills are posted in every classroom and teachers all expect that children follow them on a daily basis.

The Lifelong Guidelines are: Truth, Trust, Active Listening, No Put Downs, and Personal Best

The Life Skills are: Integrity, Initiative, Flexibility, Perseverance, Organization, Sense of Humor, Effort, Common Sense, Problem-Solving, Responsibility, Patience, Friendship, Curiosity, Cooperation, and Caring.

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

- A. on Corporation property at any time;
- B. during and immediately before and after any Corporation activity at any location;
- C. traveling to and from the Corporation or to and from a Corporation activity.

**The following violations of the Code of Conduct may be punishable by suspension, expulsion, or other discipline as determined by the school administrator. Violations may also be referred to local law enforcement agencies where appropriate. The word "school" refers to all corporation properties and activities.**

1. Violating school policies, Indiana or Federal law
2. Harassing others (See Board Policy 5517); the school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff or any

other individuals by any means is prohibited. This includes any communication or action that disrupts a safe positive educational or working environment, regardless of whether the action or communication occurs in school or outside of school. Harassment is unwelcome conduct that is based on race, color, religion, sex, national origin, age, disability or genetic information and may take different forms, including but not limited to the following:

A. Verbal:

- The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.). Directing unwelcome statements, communications, or conduct of a sexual nature to another person.
- Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
- Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

B. Nonverbal:

- Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, etc., to a fellow student, staff member, or other person associated with the Corporation or third parties.
- Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.

C. Physical Contact:

- Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the Corporation, or third parties.
- Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Any student who believes that they are the victim of any of the above harassing actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should report the conduct using any of the following methods:

- Talk to a staff member with whom the student is comfortable discussing the matter
- Submit a paper form found in any school office or Counseling Center
- Submit the Bullying Report Form found on the P-H-M website ([www.phmschools.org](http://www.phmschools.org))
- Call the Safe School Helpline at (800) 418-6423

The reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). Each report of harassment received shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- protect the confidentiality of the student who files a complaint;
- encourage the reporting of any incidents of sexual or other forms of harassment;
- protect the reputation of any party wrongfully charged with harassment.

Additional information regarding PHM's Anti-Harassment Policy and the procedures for making and investigation complaints can be found in Board Policy 5517.

3. Bullying: (See Board Policy 5517.01) Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. This type of behavior is a form of harassment although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes but is not be limited to such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. The prohibition on bullying also applies whenever a student is using data

or computer software that is accessed through a computer, computer system, or computer network. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the P-H-M School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with the school community or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Cyber-bullying is prohibited. Cyber-Bullying is defined as bullying that occurs through the use of any data or computer software that is accessed through a computer, computer system, a computer network, or cellular telephone or other wireless or cellular communications devices to convey overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, 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. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the P-H-M School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any student who believes they have been or are currently the victim of bullying should immediately report the situation using any of the following methods:

- Talk to a staff member with whom the student is comfortable discussing the matter
- Submit a paper form found in any school office or Counseling Center
- Submit the Bullying Report Form found on the P-H-M website ([www.phmschools.org](http://www.phmschools.org))
- Call the Safe School Helpline at (800) 418-6423

Every student is encouraged and every staff member is required to promptly report any situation that they believe to be bullying behavior directed toward a student. A bullying investigation will take place and a copy forwarded to the Assistant Superintendent

Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Additional information regarding P-H-M's policy regarding bullying can be found in Board Policy 5517.01.

4. False reporting of bullying. Students who intentionally make false reports of bullying will be subject to discipline.
5. Knowingly causing or threatening to cause bodily harm to another person;
6. Use of an object as a weapon; Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school.
7. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks)
8. Any student who is found to possess a firearm, deadly weapon, destructive device, or other weapon (as defined in Board Policy 5772) on school property, including school buses and other school transportation, shall be reported immediately to local law enforcement officials. It will make no difference whether or not the weapon belongs to someone else unless the student can provide convincing evidence that the weapon was placed in the student's possession without their knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation.
  - A firearm is defined as any weapon that is capable of or designed to expel, or that may readily be converted to expel a projectile by means of an explosion.
  - A destructive device means an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, Molotov cocktail or device that is substantially similar to an item described in this list. In addition, a destructive device can be a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch or a combination of parts designed or intended for use in the conversion of a device into a destructive device.
  - A deadly weapon is defined as a loaded or unloaded firearm or a destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used or could ordinarily be used or is intended to be used, is readily capable of causing serious bodily injury.

9. **Students possessing firearms or destructive devices shall be subject to mandatory expulsion for a period of one (1) year. Students possessing deadly or other weapons may be subject to expulsion for a period of up to one (1) calendar year. Students engaging in conduct punishable as a felony as determined by the prosecutor while attending school-related events, or traveling to or from school or a school-related event will be recommended for expulsion.**
10. Knowledge of deadly or dangerous weapons or threats of violence. Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the school administration.
11. Aggressive behavior and fighting; Penn-Harris-Madison Schools promote a safe and orderly environment for all students. Student involvement in fights or verbal confrontations on school grounds, on the school bus, at a bus stop or at any school-sponsored activity will result in disciplinary action. In addition, students may be subject to legal action.
12. Criminal Organization Activity. The Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior. (Board Policy 5840).
13. Possessing, providing, selling or using an illicit substance or any type of drug-related paraphernalia except as authorized by prescription and in compliance with Board Policy 5330 "Use of Medication"
14. Possessing, providing, manufacturing, selling or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia
15. Refusing to take a drug test when requested by administration
16. Tampering with the drug test
17. Consuming or being under the influence of a drug or alcohol except as authorized by prescription and in compliance with Board Policy 5330 "Use of Medication"
18. Possessing, providing or selling an alcoholic beverage
19. Possessing, providing, or using tobacco or any tobacco product
20. The possession of an electronic cigarette (generally known as "e-cigarette", JUUL or vaping) is prohibited which also includes any item that looks like or is represented to be an electronic cigarette. In addition, the student may be subjected to a drug screening.
21. Stealing or damaging school property or property of another person
22. Possession of electronic equipment and cell phones; the school supplies most electronic equipment necessary in school. While students may possess cell phones and electronic devices on school property, students are prohibited from turning on their personal devices or allowing them to be visible during the school day without permission of a staff member. Students may be allowed to use personal or school issued electronic devices during instructional time with the permission of the instructor. **The school will not be responsible for lost, stolen and/or damaged phones or electronic devices at school.** By bringing electronic equipment and cell phones to school, students consent to the search of their devices for the purpose of determining ownership if the device is lost. In addition, school officials may search a student's electronic equipment and cell phone if there is reason to believe that the device contains evidence of a school rule or state/federal law violation and the search is reasonable in scope. Students using any type of personal electronic device during a class assessment (test, quiz, etc.) without permission from the instructor may be considered in violation of the academic dishonesty policy. A device that is not put away and/or turned off will be confiscated and returned at the end of the day. A second violation will result in the confiscation of the electronic device, which will be returned to a parent or guardian. Further disciplinary actions will be taken if the student continues to violate this policy.

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

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. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual content" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

23. Students using any type of personal electronic device during standardized assessments will be in violation of state and local policy. Student-level consequences for any such violations will be determined by Penn-Harris-Madison School Corporation.
  - It is a violation of test security procedures for students to have access to cell phones or any other unauthorized device during testing.
  - It is a violation of test security procedures for students to discuss or paraphrase test questions/materials (in person, by phone, via texting or social media, or any other communication vehicle) with anyone, including, but not limited to, other students (other students not only refers to students within the same school but also applies to any Indiana student).

- It is a violation of test security procedures for students to take pictures or snapshots of any test materials (practice or operational).
  - In addition, it is a violation of test security procedures to share pictures or snapshots of test materials with anyone.
24. Sexting; 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 may be considered as grounds for suspension or expulsion, regardless of whether the activities occurred in school or outside of school.
  25. Public show of affection; the school does not allow inappropriate public displays of affection.
  26. Knowingly disrupting the educational process or interfering with school purposes or inducing another student to do so
  27. Attempting or conspiring with another person to violate any student behavior standard
  28. Knowingly failing to report to their scheduled location without permission or acceptable excuse
  29. Failing or refusing to comply with directions of an adult supervising a class or school activity
  30. Leaving a school activity or school property without prior approval of a teacher or supervising adult
  31. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in academic dishonesty
  32. Materially altering any school document such as a hall pass

## Dress Code

The world of work requires a standard of dress. Schools require a standard as well. Both you and your clothing should be neat and clean. Dress should be appropriate for the occasion and activity in which you are engaged while in school. Your appearance should reflect that you are in school, ready to work and learn. School dress is different than typical dress for the mall, a concert, a party, or the beach.

No dress code can itemize every item of dress that is unacceptable for school; however, there are certain guidelines for good decision-making about daily apparel. In all cases, students are to wear clothing that covers all parts of the body from the neck to above the knee. All shirts, blouses, dresses, and other top clothing must have sleeves. All pants, skirts, and shorts shall remain at the top of the waist. At no time should any undergarments be visible. Winter coats that are normally worn outside should be placed in student's locker. Student dress should reflect respect and pride in each individual student and the school community.

Any type of dress or personal grooming that disrupts the educational environment, is destructive to school property, or is a threat to safety or health is prohibited.

- **Disruption** – Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. This includes any variance from the guidelines listed above: Examples are clothing or jewelry that advertises or promotes drugs, alcohol, or tobacco; clothing or jewelry that contains vulgar, suggestive, or profane language; or clothing or jewelry that promotes gang, cult, illegal, violent or racist activity. Pajama or lounge pants are not appropriate for school. Pants/jeans with holes, tears or shreds in areas normally covered by undergarments, clothing in apparent disrepair, or clothing in unclean condition are not acceptable. Theatrical or exotic makeup is prohibited. Jewelry with sharp points or heavy chains or attachments is not allowed. This is not an exhaustive list of the type of apparel or accessories that may be considered disruptive.
- **Safety** – Any clothing or jewelry that would create an unsafe situation in any class is prohibited. This would include clothing that is long enough to be stepped on by another student while walking or might get caught in equipment or machinery. All footwear must be secured to the foot. In particular, flip-flops and slippers are not appropriate for school. Platform and high-heeled shoes must not interfere with normal walking. Shoes with wheels are prohibited. Backpacks, book bags, or any bag of the same size or larger are not to be worn or carried during the school day. They are to be placed in lockers upon entry into the building in the morning and left there until dismissal at the end of the day.
- **Maintenance** – Any article of clothing that causes excessive wear to the school building, furniture, or equipment is prohibited. This includes shoes that leave marks on floors, chains on wallets, and excessive metal pieces on clothing that may damage furniture.
- **Health** – Clothing and excessive jewelry that could cause a health hazard is prohibited. Clothing should be clean.

Upon entering the building during the school day all students are to remove any hats and other head coverings. The principal under the following circumstances may make an exception:

1. The student is a member of a legally recognized religious organization that requires a head covering to be worn.
2. The student has a medical necessity.

At all school sponsored events and activities, students are expected to follow the dress code unless permission is granted in advance by school personnel.



## Care of Property

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student may be subject to discipline according to the Student Behavior Standards.

## Enforcement of Student Behavior Standards and Code of Conduct

The standards and the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students. When a student violates the Code of Conduct, a building administrator will initiate the disciplinary process.

1. The objectives of the enforcement of these standards and the Code of Conduct are:
  - A. to protect the physical safety of all persons and prevent damage to property;
  - B. to maintain an environment in which the educational objectives of the school can be achieved;
  - C. to enforce and instill the core values of the Penn-Harris-Madison School Corporation and its school community.
2. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  - A. the nature and extent of any potential or actual injury, property damage, or disruption;
  - B. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - C. the willingness and ability of the student and the student's parents to participate in any corrective action;
  - D. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
  - E. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

The school board may expel any student who possesses a firearm, deadly weapon, destructive device, or other weapon (as defined in Board Policy 5772) in a weapon-free school zone or in a corporation building or on corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without their knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to expel or that may readily be converted to expel a projectile by means of an explosion.
- B. A deadly weapon is defined as a loaded or unloaded firearm or a destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- C. A destructive device means an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, Molotov cocktail or device that is substantially similar to an item described in this list. In addition an destructive device can be a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch or a combination of parts designed or intended for use in the conversion of a device into a destructive device.

Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held and the findings indicate that the behavior was not part of the handicapping condition.

A student who has been expelled may apply for reinstatement in accordance with guidelines that are provided at the time of the expulsion.

## **Discipline**

It is important to remember that school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The school board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess. In addition, students may be disciplined for cyber bullying that occurs off campus where disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Ultimately, it is the school administrator's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the consequences match the severity of the incident. Two types of discipline are possible, informal and formal.

### **Informal Discipline**

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

- alternate assignments;
- change of seating or location;
- before-school, lunch-time, or after-school detention;
- in-school restriction;
- removal from a class or activity.

### **Formal Discipline**

Formal discipline removes the student from school. It includes:

- suspension for up to 10 school days;
- and/or expulsion for the remainder of a semester or longer.

## **Due Process Rights**

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

### **Suspension from School**

The school administration may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten (10) consecutive school days. When a student is being considered for a suspension, the school administrator will notify the student of the reason. The student will then be given an opportunity to explain their actions in an informal hearing with the administrator. After that informal hearing, a school administrator will make a decision whether or not to suspend. If a student is suspended, their parents will then be notified, in writing, of the reason for and the length of the suspension.

When a student is suspended, they may make up work missed. The student/parent should initiate the request for their schoolwork. Work can be made up within one times the number of days suspended. Teachers will provide such work during the period of the suspension. Students serving an out of school suspension may not participate in extracurricular activities or events during the suspension.

### **Expulsion from School**

If, in a school administrator's opinion, the alleged infraction warrants a longer period of removal from school (more than 10 days), they shall refer the case to the superintendent. The superintendent shall review and appoint an expulsion examiner to conduct an expulsion hearing.

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting.

Any student who is found to possess a firearm, deadly weapon, destructive device, or other weapon (as defined in Board Policy 5722) on school property shall be reported immediately to law enforcement officials. In addition, students possessing firearms or destructive devices shall be subject to mandatory expulsion for a period of one (1) year. Students possessing deadly (or other) weapons may be subject to expulsion for a period of up to one (1) calendar year.

The parent may appeal the expulsion decision. Upon receipt of a written appeal, the school board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The school board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or their parents may appeal the school board's decision to the appropriate court.

## **Search and Seizure**

Prior to a search of a student's person or their possessions, a school administrator shall seek consent from the student. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Additional information regarding Search and Seizure can be found in Board Policy 5571.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. (I.C. 20-33-8-32) Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

## **Drug Test Instruments**

Drug tests are randomly conducted for all students participating in extracurricular activities and those whose parent/guardian have signed the Drug Testing Consent Form. Drug testing will test for the presence of any drugs or controlled substances, synthetic or otherwise, prohibited by P-H-M policy or state or federal law. Students who produce positive test results will be disciplined according to co-curricular, extra-curricular and/or student handbooks.

In addition, any student may be subject to a breath and/or drug test with reasonable suspicion. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, they will be advised that such refusal is a violation of school rules and Board Policies and considered an admission of being under the influence of alcohol or drugs and may subject the student to disciplinary action.

## **Student Rights of Expression**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility act appropriately. All items of self-expression must meet school guidelines. Material cannot be displayed or distributed if it:

1. is obscene, libelous, indecent, or vulgar;
2. advertises any product or service not permitted to minors by law;
3. contains harassing or derogatory messages that refer to race, ethnicity, religion, sex, disability and contains messages that are contrary to the school's educational mission;
4. intends to incite fighting; or
5. presents a reasonable likelihood that, either because of its content or manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students or non-students are not to distribute written communications or any other objects or materials on school properties that have not received prior approval by the middle school administration.

## **Use of Seclusion and Restraint with Students**

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

## SECTION VI – TRANSPORTATION

### Bus Transportation to School

The school provides bus transportation for all students within the P-H-M Corporation boundaries. Our school buses are extensions of our schools and classes. All school rules apply on the bus. Bus schedules and route information is available by contacting the Transportation Center at (574) 258-9565.

Students will ride only assigned school buses and will board and depart from the bus at their designated bus stops. A change in a student's assigned bus route may be granted for a special need but is highly discouraged. A note from a parent must be submitted to the school stating the reason for the request and the duration of the change. If a student is going to a friend's house the friend's parent must also submit a note for verification. The school office and the Transportation Center must approve these changes.

Transportation will be provided for students to and from a maximum of two locations: home and one alternate site within the boundaries of the school the student attends. In the interest of keeping our students safe, we can no longer accommodate complex schedules involving multiple stops.

#### Bus Conduct

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

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

The following behaviors are expected of all students:

#### Bus Stop Conduct

Each student shall:

- conduct themselves in a safe, respectful and orderly manner at the bus stop;
- be on time at the designated loading zone 10 minutes prior to scheduled stop;
- take reasonable caution when walking on roadways;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing any street until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the Transportation Center when their child will not be boarding the bus. Drivers will be unable to return a student home for any forgotten item. The bus will not wait.

#### On the Bus Conduct

The school bus is a privilege that can be suspended if the student behaves in an unsafe or inappropriate manner. It is the responsibility of all students to ride the bus in a safe manner. Any behavior that interferes with the safety of the bus operation will not be tolerated. In addition to the code of conduct, each student shall:

- remain seated and keep head, hands, arms, and legs inside the bus and out of the aisles while the bus is in motion;
- follow directions given by the driver at all times;
- not be loud, boisterous, or use profanity;
- not litter in the bus or throw anything in or from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not consume food or beverages;
- not tamper with the bus or any of its equipment;
- be permitted to carry an electronic device but may not use it in a disruptive manner. The bus driver has a right to confiscate the device until the student exits the bus if the device is disruptive.

#### Exiting Behavior

Each student shall:

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

The driver will not discharge students at places other than their designated stop unless they have proper authorization from school officials.

### **Security Cameras on School Buses**

All P-H-M school buses are installed with digital security cameras/audio recordings for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded on a security camera, the digital recording may be viewed by the principal and/or the Director of Transportation or designees at the Transportation Center. The Principal may use this as evidence of the misbehavior.

### **Penalties for Infractions**

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

## **Walkers**

In schools where students are permitted to walk or ride bicycles there must be a completed parent permission form on file in the school office. Please consult with the school office for specific details related to this policy. **The school corporation is not responsible for lost, damaged, or stolen bicycles.**

## **Parent Transportation**

If you choose to drive your child to school, please plan to drop them off at the posted drop time so that they are ready for school at the start bell time. Please do not drop your child off prior to the posted drop time because adult supervision is not available until that time. **If your child misses the school bus and you bring them after the official start of school, you must accompany your child into the office and sign them in.**

Please do not park and leave your car unattended along the driveway at any time. If you must enter the building, park in the lot before doing so. In an effort to promote safety, parents are discouraged from using mobile devices while their vehicle is in motion.

We take our responsibility for the safe dismissal of every child very seriously. Unless we have written directions to do otherwise, children will be required to board their assigned buses. You must sign an early dismissal book if you take your child prior to dismissal.

## **Handbook Disclaimer**

To ensure a safe and orderly school environment, the school administration reserves the right to investigate and act on any school related issue that may not be addressed in this handbook.

## SECTION VII – APPENDICES

### Appendix 1: Academic Honesty

When a student completes a paper, project, or any class work, the expectation is that the student did the work for which they are taking credit.

The point of a student completing an assignment is to find out what the student knows and the student does not know. If a student circumvents that process, valid measurement does not take place. Therefore, a student who cheats is unprepared for the academic expectations that they will confront in the future. In addition, cheating, plagiarism, misrepresentation, or collusion is unfair to those students who do their own work.

As a result, the following guidelines have been established to clarify which student behaviors are considered academically dishonest. This document provides strategies for helping students, parents, and teachers.

#### Principles of Academic Honesty

Several fundamental principles of academic honesty must be understood.

1. It is the student's responsibility to know what academic behaviors are acceptable and which are dishonest. Claiming ignorance of the rules or misunderstanding the assignment will not excuse students from the consequences of their actions. Therefore, students who rely on information provided by fellow students, parents, or tutors will be held to the standards and procedures set by their classroom teacher.
2. Assume all work is to be completed individually. Collaboration or the division of work among partners is not permitted, unless the instructor specifically states that cooperative work is acceptable.
3. Whether or not a student intends to deceive is irrelevant. The student's mindset cannot be observed; consequently, the policy prohibits behaviors and actions that are academically dishonest. Students will face disciplinary punishments based on their behaviors, not based on what they intended to do.
4. Parents, tutors and peers may be consulted as resource persons, but they are not to complete assignments for students. Helping students by asking questions to clarify a student's thoughts or by discussing concepts and ideas related to an assignment is appropriate; however, assistance beyond pointing out areas for improvement or asking questions reduces the level of student learning and is prohibited.

#### Prohibited Behaviors

The behaviors listed below apply to any student work completed in or out of the classroom.

- Cheating – giving, accepting, or taking help that is not approved by the teacher.
- Fabrication – making up information or quotes.
- Interference – includes (but is not limited to) stealing, changing, or destroying, another student's work.
- Plagiarism – presenting someone else's ideas or information as your own.
- Recycling – using part or all of a paper, a project or class work previously completed for a grade.
- Unauthorized Sharing – working together on any paper, project, or class work without approval of the teacher.

#### Building Level Consequences for Academic Dishonesty

1. **First Offense** - The teacher will notify the parent, document the incident in Student Services and require the student to re-do the work.
2. **Second Offense** - The teacher will notify the parent and will write up an incident referral (for the office). The student will receive a failing grade on the test, project, or assignment. A parent/student/teacher meeting may be required.
3. **Third Offense** - The teacher will notify the parent and will write up an incident referral (for the office). The student will receive a failing grade on the test, project, or assignment. A meeting of parent/student/administrator is required. Disciplinary action may include but is not limited to in or out of school suspension, or other consequences deemed appropriate by the administrator.

#### Multiple Courses

Academic dishonesty committed in more than one course may lead to further consequences up to and including expulsion. Appeals relative to academic dishonesty should be referred to the office of the principal.

## **Appendix 2: Assemblies and Programs, Athletic Events, and School Socials/Dances**

### **Assemblies and Programs**

- A. Arrive on time and be seated immediately in an orderly fashion.
- B. Get quiet and give prompt attention when the person in charge appears at the microphone or on stage.
- C. Refrain from talking or doing anything that would disrupt others.
- D. Applaud properly in a manner suitable to the type of program selected. Proper applause does not include stamping feet, whistling, shouting, or booing.
- E. At the conclusion of the program, wait for dismissal by the person in charge and proceed to an exit in an orderly fashion.

### **Athletic Events**

- A. Participate in the athletic event by displaying good sportsmanship in support of your team whether they are winning or losing.
- B. Remain in the building throughout the event. Students will not be permitted to leave the building and return without permission.
- C. Never ridicule the opponents nor heckle any individual player. Do not boo the players or officials.
- D. The school's dress code is in effect during athletic events.
- E. The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity.

### **School Socials/Dances**

- A. As during school hours, the expectation is that students will follow the Lifelong Guidelines at all events. How students dress is the same as school. Students should have fun, but conduct themselves in a manner that is safe for all participants. Rough housing or being careless with refreshments or beverages, or any other unacceptable behavior is not tolerated.
- B. The school staff members and parent chaperones are at these functions to supervise students and run the concessions. The school appreciates their efforts and without them these socials would not be possible.
- C. Take care of the decorations provided to enhance the appearance of the surroundings.
- D. Parents provide transportation both to and from the social. Arrive and leave at the designated times.
- E. Concessions should be kept off the dance floor.
- F. Grissom socials are for Grissom students only.
- G. Schmucker socials are for Schmucker students only.
- H. Discovery socials are for Discovery students only.

All students are eligible to attend an after school social except those students on the Assistant Principal's "No School Social" list. It is our hope that all students will make good choices and decisions and will be allowed to attend every school social.

## **Appendix 3: Student Network and Internet Acceptable Use & Safety**

### **Board Policy 7540.03**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (such as computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or Ed-Tech).

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access to services through its Education Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the School Board has implemented technology protection measures which 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, as defined by the Children's Internet Protection Act. At the discretion of the School Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The School Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Educational Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the School Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.



Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., “hacking”, “harvesting”, “digital piracy”, etc.), cyber bullying and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The School Board expects that staff members will provide guidance and instruction to students in the appropriate use of Educational Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in change rooms and cyber bullying awareness and response. All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and /or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Educational Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation’s Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The School Board designates the Superintendent or designee as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Corporation’s Education Technology.

P.L. 106-554 (2000), Children's Internet Protection Act  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,as amended (2003)  
20 U.S.C. 6777, 9134 (2003)  
47 CFR 54.500 – 54.523

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## Appendix 4: School Board Policies

The Student Code of Conduct is based on a number of School Board policies that pertain to student rights, conduct and discipline, including those listed below.

All Board policies may be viewed at: <https://go.boarddocs.com/in/phm/Board.nsf/Public?open&id=policies#>

Policy Title	Policy #
Absences for Religious Instruction/Holidays	5223
Anti-Harassment	5517
Attendance	5200
Bullying	5517.01
Criminal Organizations and Criminal Organization Activity	5840
Dress & Grooming	5511
Drug and Alcohol Prevention	5530
Due Process Rights	5611
Homework	2330
Non-Discrimination and Access to Equal Educational Opportunity	2260
Search and Seizure	5771
Use of Seclusion and Restraint with Students	5630.01
Section 504/ADA Prohibition Against Discrimination Based on Disability	2260.01
Student Complaints	5710
Student Conduct	5500
Student Discipline	5600
Student Network and Internet Acceptable Use and Safety	7540.03
Student Privacy and Parental Access to Information	2416
Student Records	8330
Student Use of Motor Vehicles	5514.01
Suspension and Expulsion of Students	5610.02
Title I Parents' Right to Know	2261.02
Transportation	8600
Use of Internet	7540
Use of Tobacco	5512
Weapons	5772