

**2023 - 2024**

## **STUDENT HANDBOOK CERTIFICATION**

**Elementary School**

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

have received and read the handbook located on the Penn-Harris-Madison website at [www.phmschools.org/handbooks](http://www.phmschools.org/handbooks).

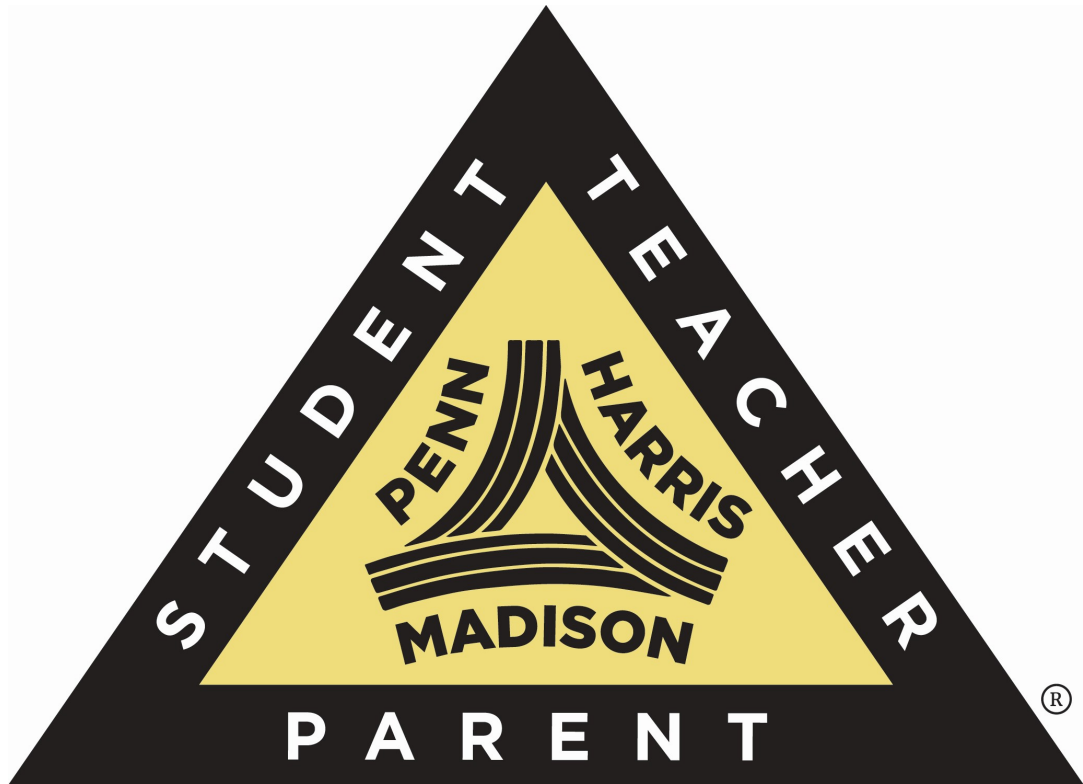
We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the PHM School Corporation.

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

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

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

**Return this page or submit the Handbook Verification form  
located in [Family Access](#).**



# **P-H-M ELEMENTARY SCHOOLS**

## **STUDENT AND PARENT HANDBOOK**

### **2023 - 2024**

#### **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.
- Annually expenditures will not exceed revenues as measured by the certified budget.

Goal 1 - Learning being the priority of our schools, Penn-Harris-Madison is accountable for the continuous progress of all students as they work to attain the knowledge and skills outlined in the P-H-M Student Profile of a Graduate.

Goal 2- Resources for learning in the form of programs, personnel, time, materials, equipment, facilities, and training will be assigned on the basis of fulfilling the learning mission of continuous progress for each and every student. This goal will be executed within funding limits.

Goal 3 – Foster customer service and positive public relations.

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 build responsible, contributing students who will then become responsible contributing citizens of the 21<sup>st</sup> century.

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.

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

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 subjects. School Board Approved Handbook: June 26, 2023

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# **SECTION I - INTRODUCTION**

## **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 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.

## 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 procedure 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

<b>EARLY ELEMENTARY</b>	<b>DROP TIME</b>	<b>START BELL</b>	<b>DISMISSAL BELL</b>	<b>OFFICE OPEN</b>	<b>OFFICE CLOSED</b>
Bittersweet	7:40	7:55	2:20	7:00	3:30
Elm Road	7:40	7:55	2:20	7:00	3:30
Horizon	7:40	7:55	2:20	7:00	3:30
Madison	7:40	7:55	2:20	7:00	3:30
Mary Frank	7:40	7:55	2:20	7:00	3:30
Meadow's Edge	7:40	7:55	2:20	7:00	3:30
Northpoint	7:40	7:55	2:20	7:00	3:30
Prairie Vista	7:40	7:55	2:20	7:00	3:30
Walt Disney	7:40	7:55	2:20	7:00	3:30
<b>LATE ELEMENTARY</b>					
Elsie Rogers	8:25	8:40	3:05	7:30	4:00
Moran	8:25	8:40	3:05	7:30	4:00

### Modified Day

Weather Delay/2 Hour Delay

<b>EARLY ELEMENTARY</b>	<b>DROP TIME</b>	<b>START BELL</b>
Bittersweet	9:40	9:55
Elm Road	9:40	9:55
Horizon	9:40	9:55
Madison	9:40	9:55
Mary Frank	9:40	9:55
Meadow's Edge	9:40	9:55
Northpoint	9:40	9:55
Prairie Vista	9:40	9:55
Walt Disney	9:40	9:55
<b>LATE ELEMNTARY</b>		
Elsie Rogers	10:25	10:40
Moran	10:25	10:40

## 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 contact. Parents are encouraged to establish 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, the student 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 or your child's teacher immediately. Parents of students with specific health care needs can submit those needs, in writing 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, access to the building is limited to the use of the front door A. All doors are locked and staff have been instructed not to open those doors to parents or visitors. Visitors at elementary 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. School officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand held wands or walk-through devices.

## 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.

## Lock Down 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 denotes 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.

In the rare event that severe weather or another emergency situation causes school to be dismissed early, students will be sent home for the remainder of the day. **Please sit down with your child and discuss what your child is to do if you are not at home when school is dismissed early.** Many parents make arrangements with a neighbor to provide childcare in such an emergency situation. Please make these arrangements and communicate them to your child and their teacher before the arrival of winter when weather tends to be unpredictable.

## 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 must call for an appointment prior to coming to the school in order to prevent any inconvenience. Appointments and/or class room visits must 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. Visitors may not photograph or record students or staff while on school property during the instructional day without permission from school administration. When permission is granted, visitors may only photograph or record their own child. 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.* Volunteers may not photograph or record students or staff while on school property during the instructional day without permission from school administration. When permission is granted, volunteers may only photograph or record their own child.

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 <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. The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

### **Skyward Family Access**

P-H-M has an online platform called Skyward to provide parents/guardians access to their student(s) information. Once a student is registered, parents will receive an email to establish their account within Skyward. The link to connect to Family Access is <https://skyward.phmschools.org>. Family Access contains information pertaining to each student (attendance, fees, report cards, current schedule, parent information, emergency contacts, etc.).

At the beginning of each school year, the P-H-M Back-to-School packet will be posted for each student within the parent/guardian's Family Access account. This packet contains beginning of the year information, along with documents that parents need to review and submit. Some of the documents that require submission include the Consent to Publish, health information, and updating emergency contacts. A more comprehensive list of requirements will be listed on the first day of the school year within the Family Access system.

If the parent has difficulty establishing or accessing their account within Family Access, they can request assistance by emailing [familyaccess@phm.k12.in.us](mailto:familyaccess@phm.k12.in.us).

### **Student Records**

The teachers, counselors, Health Office, and administrative 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/fpc/index](http://www.ed.gov/policy/gen/guid/fpc/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, 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.

P-H-M will observe all Court Orders in releasing children to the parent who has parenting time on the day in question, absent written notification from the primary physical custodial parent. P-H-M Staff will follow Court Orders related to child custody matters. P-H-M Staff does not seek to become involved in litigation related to child custody matters.

## 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. With parental consent, testing and evaluations are available to students who may be in need of additional services. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the 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 the school principal.

## 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 2023 - 2024 are listed by the Indiana State Department of Health at <https://chirp.in.gov>. For your reference, the schedule of requirements is listed below:

2023 - 2024 School Year			
Indiana 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	2 Hep A (Hepatitis A)	
Kindergarten – 5	3 Hep B	2 Varicella	5 DTaP
	2 Hep A (Hepatitis A)	4 Polio	2 MMR
Grades 6 - 11	3 Hep B	2 Varicella	1 Tdap (Tetanus, Diphtheria & Pertussis)
	5 DTaP	4 Polio	2 MMR
	2 Hep A	1 MCV4 (Meningococcal conjugate)	
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 medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Authorization to Administer Medication Form, available in the school Health 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.
- C. 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 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-5 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. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. 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. Authorization must be filed annually. Forms are available in the Health Office. 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

A Medication Permit form, signed by a parent or guardian, must be on file in the school Health Office. Use of non-prescription medicine must comply with school regulations and will only be given in accordance with the directions on the label. This includes Tylenol, Advil, cough syrup, cough drops, herbal supplements/treatments and any other over-the-counter medication. If a non-prescribed (over the counter) medication needs to be administered on a routine basis, a physician order will be required. A student may possess and use a topical, non-aerosol sunscreen product while on Corporation property or at a Corporation sponsored event or activity without being required to have a physician's note or prescription. If you have questions call your school Health Office.

## Illness or Injury at School

Students who become ill or suffer a slight injury during the school day will be referred to the Health Office Staff. In many cases (complaints of headache, stomach ache, etc.), the student simply needs to take a short rest (10 minutes) followed by a return to the classroom. The Health Office Staff can also distribute ice (for bumps or minor insect stings) and apply Band-Aids (on paper cuts, small scrapes or abrasions). The Health Office Staff **cannot distribute any medication unless the parent supplies it and proper forms have been filed with the staff**. In more serious cases the parent may be called to come and take the child home for further medical evaluation.

It is critical that the school can contact parents in an emergency situation. Please be sure to update information relating to your child's emergency contacts any time that information changes.

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 Staff with questions regarding school policy 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 State and local health departments.

### 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 within one inch of the scalp are found in a child's hair, parents will be called to come and pick up their child and be provided with educational material. After treatment, the child will be allowed to return to school if no live lice are present or nits that are within one inch of the scalp. Please contact the school office if your child contracts lice. Feel free to contact our Health Office Staff for assistance in understanding and handling the treatment process.

**Once your child is treated, a parent or guardian must bring the child to school to be checked in the Health Office before being sent to class.**

## Routine Screenings

The School Nurse facilitates routine screenings for students and notifies parents of potential problems that may require further follow-up with a physician. The routine screenings include: distance and near vision screening for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> grade students and hearing screening for 1<sup>st</sup>, and 4<sup>th</sup> grade students. New students will be screened as deemed necessary. If you have questions or concerns, please call the Health Office.

## Kids Club

Kids Club is a before and after school care program for elementary students. There is a fee for this program and parents must register for services prior to student participation. Kids Club is not an "as needed/drop-off" childcare service. Kids Club students must be signed in and signed out by a parent when they enter and leave the building. More information on this program is available in the school office, on the web site (<https://www.phmschools.org/kids-club>), or from the Program Coordinator whose contact telephone number is (574) 258-9587.

## Student Charges

Penn-Harris-Madison has certain charges for **non curricular and optional activities**. These charges are determined by the cost of materials, services, freight/handling fees, or any additional expenses the school corporation may incur for offering these **non curricular and optional activities**. If school property is damaged or lost, families may be charged. It is illegal for the school and staff to make a profit.

**House Enrolled Act (HEA) 1001** prohibits after June 30, 2023 Indiana school corporations from charging a fee for curricular materials to students," which are defined in **Indiana Code § 20-18-2-2.7** as "systematically organized material designed to provide a specific level of instruction in a subject matter category, including:

1. books;
2. hardware that will be consumed, accessed, or used by a single student during a semester or school year;
3. computer software; and
4. digital content.

Student charges may be paid in full by check, cash, credit card, or on-line. All checks should be made payable to the school and returned to the school office. Anyone wishing to make a payment via a credit card (Visa, MasterCard, Discover or American Express) can pay on-line at <https://payments.efundsforschools.com/v3/districts/56752>. .

The newly enacted 2023 Indiana spring legislation **only impacts fees charged for curricular materials** as defined above and does **not** impact other fees state law permits school corporations to charge. Click below to see the permitted fees that can be charged as referenced in the following sections of Indiana Code:

- IC 20-25-4-13 Special schools and vacation schools; imposition of fees
- IC 20-26-5-2 Latch key programs
- IC 20-26-5-20 Use of school facilities; fees
- IC 20-27-5-2 no fee may be charged to a parent or student for transportation to and from school. However, a fee **may be** charged for transportation to and from an athletic, a social, or another school sponsored function.
- IC 20-30-14.5-6 If necessary, a student may be required to pay a fee to demonstrate proficiency in a language, including the cost of a standardized test to determine proficiency.
- IC 20-37-2-1 may require students enrolling in this system to pay a reasonable tuition fee for industrial or manual training and education

## **Lost Textbooks or Library Charges**

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**

### **Student Lunch Program**

The school participates in the National School Lunch Program and makes nutritious meals available to students. Multiple entrée choices are available. Monthly menus can be found on the [P-H-M web site](http://www.phmschools.org/schoolmenus) ([www.phmschools.org/schoolmenus](http://www.phmschools.org/schoolmenus)). Students may also bring lunch to school to be eaten in the school's cafeteria.

Applications for the Free and Reduced-Priced Meal program can be found on the P-H-M website at this [link](#) or directly at [www.schoolcafe.com](http://www.schoolcafe.com). More information can be found in the Back-to-School packet section located in Skyward Family Access. Questions about the application process should be directed to the Food Service Department.

As a convenience to parents and students, the Food Services Department has a pre-pay debit card system. Parents can make deposits into the debit accounts using a check, cash, or online. Payments made with cash or check must be in an envelope marked **Lunch Money/Your Child's Name** and turned in at the start of the school day. Parents can also deposit lunch money online through [www.schoolcafe.com](http://www.schoolcafe.com). Deposits utilizing this service have a nominal processing fee. 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 cannot carry negative balances on student accounts in the National School Meal Program. Please make every effort to make certain your child's lunch account is current.

Students use their ID number for each purchase. Elementary students have a meal card with their ID number on it at school to use. When using the debit card system, parents can manage purchasing privileges. If parents do not specify accounts, students may use their debit card for meal or ala-carte items.

A student may charge up to three (3) meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their foodservice accounts. A student who has charged a meal may not charge or purchase "ala carte" item(s), including extra main entrees. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal following three charged meals. The student and the parent are notified at least 24 hours in advance that future meals will be denied. All accounts must be settled by the end of a school year.

### **Cafeteria Procedures**

Students are scheduled to the cafeteria for a lunch period. Teacher aides provide supervision during lunchtime. Once a seat is selected or assigned, students must stay in their seat. Adult supervisors will respond to raised hands when students have forgotten spoons, napkins, straws, etc. or if students need to use the restroom or need help in opening containers of fruit, juice, ketchup, etc.

Students are expected to behave appropriately in the cafeteria. Loud voices, playing with food or beverages, trading food items, or interfering with another student's comfort while eating lunch will not be tolerated. Food may not be taken from the cafeteria except when it remains in a lunch box or sack.

Students bringing their lunches to school are encouraged to make healthy decisions when packing their lunches and to refrain from sharing non-healthy food items with other students. Soda/energy drinks are not permitted during student lunches. **No glass containers, please.**

### **Parent Visitors During Lunch**

While parents are welcome to occasionally stop in and have lunch individually with their child, each school has their own guidelines on how to facilitate this request. Due to availability and safety, it is up to the discretion of the administrator in charge to determine if such visits are possible. In general, parents must contact their child's school at least 24 hours in advance to request a lunch visit. If a lunch visit can be arranged, the parent will be seated at a designated visitor lunch table with their student. 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. Please be advised that visitors may not take photos or video of any child but their own. When visiting, please follow established school rules. Refrain from visiting staff members without an appointment. Visitors should dress in a manner considerate of the learning environment.

### **Recess and Other Outdoor Activities**

Students are scheduled for one 15-20 minute outdoor recess period, weather permitting. All students will be expected to participate during this 15-20 minute activity. We feel that children need fresh air and free exercise to enhance their study habits. For safety reasons, parents are not allowed on the playground areas to visit with students while they are at recess. This includes times when you eat lunch with your child.

If, for health reasons, a child should not participate in outdoor activities, it is that parent's responsibility to write a note (for each day that permission to remain inside is sought) to the teacher stating the reason for the request. If the child must remain inside for an extended period of time (three or more days) a physician's note is required.

School board policy states that the building administrator is responsible for determining if outdoor recess will occur. The decision may vary from grade to grade based upon the discretion of the administrator and the recommendations of the corporation's Director of Security and Safety. Conditions that are considered when determining if outdoor recess activities will occur are:

- Temperature:      outdoors when temperature is zero or below including wind chill;  
   outdoors when the heat index may pose a health risk.
- Length of time outdoors
- Conditions of the playground or area of the planned activity

During the winter months heavier coats, hats, gloves, and boots are necessary. Remember that because students have the same or similar kinds of clothing, labeling your child's belongings is very helpful in eliminating confusion.

### **Student Valuables**

Students should not bring (or even carry in their backpacks) any other personal audio/video electronic devices to school without the permission of a staff member. If there is a special event where such items are allowed or necessary, you will receive a **written notice** of such from your child's teacher or the school administrator. The school cannot be responsible for their safekeeping and will not be liable for loss, theft, or damage to personal valuables.

### **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.

### **Use of Telephones**

Phone calls (cell or land line) should not be made or received during instructional time. The office will not interrupt teaching and learning to put telephone calls through to classrooms or individuals except in the case of emergency. Please reference the Code of Conduct # 22 – 24 for additional guidance on the use of cell phones.

### **Student Fund Raising**

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 fund-raisers:

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- No house-to-house canvassing is allowed by any student for any fund-raising activity.
- No student may participate in a fund-raising 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.

## **Volunteer Opportunities**

Penn-Harris-Madison is fortunate to have a community of caring parents and those that can volunteer many hours to assist teachers by providing tutoring and coordinating and/or supervising special events and activities. Guidelines have been developed to enhance the volunteer experience for all stakeholders. Parents are asked to comply with the following guidelines:

- All volunteers who are in regular direct contact with students will be required to submit to a Limited Criminal History Check. Additional information is available in the Safety and Security section of this handbook.
- All volunteers must observe all safety and security rules and procedures. These rules and procedures, including signing in, participating in safety drills, signing out, access to classrooms, etc. are outlined in the Safety and Security section of this handbook.
- The teacher is responsible for giving direction and providing materials and a place to work when volunteers are helping them. The staff lounge and workroom are not available as volunteers' work space.
- Volunteers may not bring young children with them when they are tutoring, working in the IMC, or supervising/helping with special events. If the purpose of your volunteer assignment is to assist the teacher with students, your attention to the students cannot be diverted as you attend to a younger child's legitimate need for attention or personal care. If you are unable to arrange for childcare, please select another type of volunteer activity.
- Volunteers must treat all students with kindness and respect and must defer to the teacher when inappropriate behavior occurs. When in doubt, ask the teacher for direction/clarification of your role.
- Volunteers must remember that what they see and hear about individual student performance or behavior is not to be shared among friends and neighbors. You are seeing one quick snapshot, not the big picture. Rumors and unnecessary confusion are often the result of a parent's casual observation.
- Volunteers should avoid making comparisons of their child and their classmates. If being in your child's classroom raises their anxiety about pleasing you or the teacher, the volunteer assignment is not a good one and should be reconsidered.
- If you see something that confuses or bothers you, talk with the teacher first. If your concern cannot be adequately addressed at that level, schedule a conference with the principal.
- It is inappropriate for parent volunteers to correct student work or to interact with assessment data for individual children.

In general, classroom volunteers are not scheduled to begin until late September or early October, when students have become accustomed to classroom procedures. Volunteers may not photograph or record students or staff while on school property during the instructional day without permission from school administration. When permission is granted, volunteers may only photograph or record their own child.

## **SECTION III – ACADEMICS**

### **Curriculum and Assessment**

The following information contains a brief description of each area of the curriculum and the series/materials used to facilitate instruction. Parents may access a copy of the academic standards at <https://www.in.gov/doe/students/indiana-academic-standards/>. Teachers will provide additional information on grade level standards and curriculum expectations at the Parent Information Night meetings in early September. Questions regarding participation in instructional activities may be directed to your school's administrator in charge.



## **Language Arts Curriculum**

Penn-Harris-Madison adopted the MyView Literacy program. This Language Arts curriculum provides for a balanced literacy framework including word study, direct instruction for reading comprehension and fluency, guided and independent reading, and writing in response to literature. In Kindergarten through Second Grade, *Wilson FUNdations* is used for phonics instruction. The district uses the *Lucy Calkins Units of Study* to teach the art of writing to students.

## **Mathematics Curriculum**

Penn-Harris-Madison has adopted a curriculum developed by the University of Chicago School Mathematics Project entitled *Everyday Mathematics*. *Everyday Mathematics* is a kindergarten through fifth grade curriculum that enriches the mathematical experiences of children. It builds on fundamental mathematical strands such as numeration and order, measures and measurement, operations (computation), geometry, patterns and sequences, algebra, and exploring data. The program incorporates the use of exploration, manipulative, and educational games as children become familiar with different mathematical concepts and skills. The program presents the concepts in a spiraling approach, revisiting the concepts repeatedly throughout the elementary grades, increasing information and proficiency at each level.

## **Social Studies Curriculum**

The Board of School Trustees adopted the elementary social studies curriculum developed and published by *Social Studies Alive* by Teacher Curriculum Institute. This curriculum is inquiry-based. This adoption will enable teachers to connect social studies materials to reading/writing learning activities.

## **Science Curriculum**

Penn-Harris-Madison adopted *Mystery Science* which uses a hands-on approach to the teaching and learning of science. During the elementary years, students will explore: solids and liquids, balance and motion, air and weather, measurement, landforms, magnetism and electricity, earth materials, and variables.

## **Physical Education Curriculum**

The emphasis in physical education is on teamwork, understanding of basic rules of play for several lifelong physical games/activities, and heart-healthy lifestyle skills. All students in grades 1-5 are scheduled to the gym twice a week where a certified physical education specialist teaches skills. Students concentrate on doing their “personal best,” actively participating in team situations, and cooperative play rather than competitive activities.

## **Music Curriculum**

Students receive a well-rounded experience in music. All students in grades 1-5 have music class twice a week taught by a certified music specialist/teacher. Students have the opportunity to participate in a variety of music activities including singing, playing instruments, performing, listening, and moving to music. Rhythmic and melodic note reading skills are an integral part of the curriculum. Skills and concepts taught align with both the National Standards for Music and the Indiana Academic Standards for Music. These experiences will help provide a foundation for students to become informed participants in the arts.

## **Computer Science Curriculum**

Students in grade K-5 will receive instruction in computer science as part of the school’s educational curriculum plan. Through inquiry-based, hands-on learning experiences, students will study computers and algorithmic processes. Through the computer science curriculum, students will learn to think critically, solve problems, and gain the knowledge necessary to be productive, 21<sup>st</sup> century citizens.

## **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.
- A 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. Parents/Guardians will receive a form at the beginning of the school year requesting permission for students to participate in the lessons. The lessons will teach SEL skills based on the competencies developed by the Indiana Department of Education.



## **Diversity, Equity, and Inclusion**

Diversity, Equity & Inclusion (DEI) is a process that creates a meaningful systemic change towards a more equitable learning environment. Valuing and celebrating diversity and embracing each other's uniqueness is at the heart of DEI. A diversity of perspectives produces a more energized and dynamic academic experience and fosters a psychologically safe environment to create a sense of belonging for all. DEI enhances the opportunity to reach our education's overarching goal: improving student learning and outcomes. Central to DEI, is ensuring everyone has the full opportunity to thrive in a learning environment.

## **Universal Screening**

Universal Screening of students beginning in kindergarten is an important means for identifying students who are not making academic progress at the expected rates in core instruction. Students who do not perform as expected on the screening are carefully monitored and supported. When any speech or language concerns arise during the classroom screenings, students may also be screened by the Speech/Language Pathologist to determine if intervention is warranted in that area.

Per Indiana Code, school corporations must now include screening for dyslexia risk factors and indicators. If a student is determined to be at risk for dyslexia, the school will administer an additional dyslexia screener to continue gathering data. The code also requires schools to use specific response to intervention (RtI) processes if screeners indicate certain characteristics of dyslexia are present.

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

The primary purpose of the RtI Team is to support students who are experiencing academic or behavioral difficulties. The RtI Team consists of school professionals who work together to develop goals, instructional strategies and modifications to support student success. This RtI plan will be shared with the student's parents.

## **Student Assessment**

To measure student progress, students will be tested in accordance with state standards and corporation policy. Each student will be expected to participate in the required State Board-approved achievement test(s). A variety of standardized tests will be given to students at least once per year to monitor progress and determine educational achievement/growth. These tests are used to help the staff determine instructional needs. In addition, 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 state standards.

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.

## **Student Evaluation**

P-H-M Elementary Schools have a standard evaluation procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of an evaluation is to indicate the extent to which the student has acquired the necessary knowledge. In general, students are evaluated based upon test results, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining an evaluation and will inform students at the beginning of the course work. If a student is not sure how their evaluation will be determined, the student should ask the teacher. Students shall receive a report four times per year indicating their evaluation for each course of study for that portion of the academic term. Reports are posted in Family Access. 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.

## **Promotion, Placement, 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 K-5. 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, 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. Parents are encouraged to communicate with their child's teacher(s) with questions regarding homework.

## **Makeup Work**

Parents may call or send an email message to request assignments for students who are absent. Classroom instruction/activities will not be interrupted for requests. Teachers will need time to collect materials and missed assignments. Make-up work will be available by the end of the next school day. Make-up work may be picked up in the office or sent home with a sibling or friend. Ultimately, 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. Teachers are not required to provide work in advance for students who miss school due to vacations or other scheduled absences.

## **Student Services**

### **Inclusion**

Penn-Harris-Madison Elementary Schools are full inclusion schools. The regular classroom teacher is the primary teacher for our special needs students. They are responsible for being thoroughly familiar with each student's Individual Education Plans or Individual Learning Plan and collaborating with the Resource Teachers to provide services in the least restrictive environment.

### **Speech and Hearing**

Speech therapy is available to all pupils who are in need of this service. Types of problems that may require therapy are; articulation, delayed language, cleft palate, voice, stuttering, and hearing loss. Therapy classes meet according to a student's I.E.P. during the regular school hours. Hearing tests are administered annually to students in first and fourth grades and new students.

## **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 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 P-H-M.
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 CONDUCT

### Attendance

#### School Attendance Policy

It is imperative that students be in attendance each school day in order to maintain consistency in their learning. Important learning results come from active participation in classroom and other school activities that cannot be replaced by individual study.

#### 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 or being temporarily physically disabled supported by a doctor's statement or notification from the parent;
- death or severe illness in the immediate family or of a relative;
- a reasonable number of religious holidays to be approved prior to the absence
- 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 2-33-2-17.7 (Note: These absences are exempt.)

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

Absence Codes	Present/ Absent	Make-Up Work
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.

Parents have the ability to submit attendance reasons through Family Access instead of calling their child's school. Through Family Access, attendance may be entered on that day (illness) or for future events (doctor's appointment). In all cases, parents should provide an explanation of their child's absence by 10:00 A.M. on the day of the absence. If a submission in Family Access has not been done or the school does not receive a phone call from the parent, the school will contact you at home or your place of employment. Excused absences must be verified by the parent stating the date and specific reason for each absence. Consecutive days of absence (for serious or contagious illness or medical treatment) that are verified by a physician's excuse will be treated as **one absence period for the purpose of official parent warnings. Every day a student is absent will be counted for the purpose of attendance records.** 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. If a student accumulates a minimum of ten unexcused absences, a referral to St. Joseph County Truancy Prevention Center (C.A.S.I.E. Center) may be made.

## **Tardiness**

All students must be in their classrooms by 7:55 A.M. or 8:40 A.M. (Moran and Elsie Rogers) and ready for opening exercises and instruction by the start of the school day. Students who arrive after that time must be accompanied by an adult and signed in at the front office. The organizational activities and information presented at the beginning of the day often set the stage for performance expectations throughout the day and students who come in late miss specific instructions that are critical to school success. Frequent tardiness will result in a parent/teacher conference and/or other disciplinary action. The instructional time that is missed because of tardiness is recorded as unexcused and may result in a referral to St. Joseph County Truancy Prevention Center (C.A.S.I.E. Center).

## **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 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 uses schoolwide Positive Behavioral Interventions and Supports to promote civil learning environments. Positive Behavior Interventions and Supports are evidence-based practices that provide differentiated support for students based on their needs. When implemented schoolwide, these practices improve learning outcomes for all students.

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

- On Corporation property at any time;
- During and immediately before and after any Corporation activity at any location;
- 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 administration. Violations may also be referred to local law enforcement agencies. 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 ext. 359 or Text *TIPS* to 614-426-0240

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 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 ext. 359 or Text *TIPS* to 614-426-0240

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 subjected 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 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/or fighting; Penn-Harris-Madison Schools promote a safe and orderly environment for all students. Student involvement in fights and/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, manufacturing, 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, 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, selling, or using tobacco or any tobacco product (which includes but is not limited to "e-cigarette", "e-cig", or "vaping"), nicotine, or synthetic nicotine in any form is prohibited. In addition, the student may be subjected to a drug screening.

20. Possessing, providing, selling, or using any substance or paraphernalia represented to be tobacco or any tobacco product (which includes but is not limited to “e-cigarette”, “e-cig”, or “vaping”), nicotine, or synthetic nicotine in any form is prohibited. In addition, the student may be subjected to a drug screening.
21. Stealing or damaging school property or property of another person.
22. 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.
23. **Student’s shall not use any device to photograph record, transmit or post images or videos without prior permission from the classroom 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.

24. 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.
25. 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.
26. The school does not allow inappropriate public displays of affection or sexually inappropriate activity.
27. Knowingly disrupting the educational environment or interfering with school purposes or inducing another student to do so.
28. Attempting or conspiring with another person to violate any student behavior standard.
29. Knowingly failing to report to their scheduled location without permission or acceptable excuse.
30. Failing or refusing to comply with directions of an adult supervising a class or school activity.
31. Leaving a school activity or school property without prior approval of a teacher or supervising adult.
32. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in academic dishonesty.
33. Materially altering any school document such as a hall pass.

## Dress Code

While fashion changes, the reason for being in school does not. Students are in school to learn. Elementary school children should come to school dressed in clean, comfortable clothing that allows them to participate in the many types of activities that occur during the elementary school day. School dress is different than typical dress for the mall, a concert, a party or the beach. Any type of dress or personal grooming that disrupts the educational environment, is destructive to school property, and/or is a threat to safety or health is prohibited. 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.

Any clothing that advertises or promotes drugs, alcohol, or tobacco; clothing or jewelry that promotes gang, cult, illegal, violent, or racist activity is prohibited and considered disruptive. This is not an exhaustive list of the type of apparel or accessories that may be considered disruptive.

Any clothing or jewelry that would create an unsafe situation in any class is prohibited. All footwear must be secured to the foot. In particular, flip-flops are not appropriate for school. Platform and high-heeled shoes must not interfere with normal walking.

Upon entering the building, all students are to remove hats and other head coverings, including scarves and kerchiefs. The principal under the following circumstances may make an exception:

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

Students must have appropriate gym shoes to participate in Physical Education. As the weather turns colder, please keep in mind that we will not go outdoors when the temperature is zero or below including wind chill. Dress your child for playing out in chilly weather and snow, including a hat, gloves or mittens, boots, and snow pants.

Please be sure that you send your child to school appropriately dressed. When there is a question about the appropriateness of a student's dress and appearance, parents may be contacted. Student dress should reflect respect and pride in each individual student and the school community.

## 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 will also be subject to discipline according to the Student Behavior Standards.

## Possession of Electronic Equipment

The school supplies most electronic equipment necessary in school. Students may be allowed to use personal or school issued electronic devices during instructional time with the permission of the instructor. Students are responsible to keep their own personal items secured at all times. Students who leave their personal property unsecured, in plain view, or accessible to all do so at their own risk. **The school is not responsible for loss, damage or theft of personal electronic devices.**

A device that is visible and/or used in any way including placing calls, taking photographs, or sending text messages without the permission of a staff member will be confiscated and returned to the student at the end of the day. A second violation will result in the confiscation of the electronic device that will be returned to a parent or guardian. Further disciplinary actions will be taken if the student continues to violate this policy. Students should not bring (or even carry in their backpacks) any other personal audio/video electronic devices to school without the permission of a staff member.

## 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 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, 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.

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 the 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 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.

Two types of discipline are possible, informal and formal. At Penn-Harris-Madison Elementary Schools, the teacher and the principal may involve students in setting reasonable and appropriate consequences for specific inappropriate behaviors. These consequences include, but are not limited to, timeout; reflections about the situation; verbal apologies; loss of transportation privileges; alternative lunch setting; before/after school detention; in-school suspension; and out-of-school suspension.

Ultimately, it is an 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.

## **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, a 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, the administrator in charge 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 must initiate the request for their school work. Work can be made up within one times the number of days suspended. Teachers will provide such work during the period of the suspension or upon the student's return to school. A student 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, the administrator 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, including school buses and other school transportation, 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 Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The 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 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)

If there is reasonable suspicion, a school administrator may physically search the student or their belongings during a school activity. School officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, wither hand held wands or walk-through devices.

## **Student Rights of Expression**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to act appropriately. All items of self-expression must meet school guidelines.

## **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, may 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 V - TRANSPORTATION**

## **Bus Transportation to School**

The school provides bus transportation for all students within the P-H-M Corporation boundaries. The bus schedule 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 other site within the boundaries of the school the student attends. In the interest of keeping our students safe, we cannot 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 beverage;
- not tamper with the bus or any of its equipment

### **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 the driver has 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 the designees at the Transportation Center. The Principal may use this as evidence of the misbehavior.

### **Penalties for Infractions**

A student who exhibits behavior difficulties on the bus may 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 (except those registered to attend Kids Club) 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.**

If you plan to pick up your child after school, you **must** send a note to your child's teacher. The teacher will share the note with office personnel and bus drivers will be notified. Parents who plan to pick up their child every day may send a note at the beginning of the school year stating that daily pickup will occur. **The parent is then responsible for providing written notification, in advance, to the teacher and office of any changes that may occur in that plan.** The expectation is that the parent is on time to pick up your student from school. In the event you are late for student pickup, you will need to check in at the office and sign your child out.

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.

## **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 what the student does not know. If a student circumvents that process, valid measurement does not take place and the student is unprepared for the academic expectations that they will confront in the future. In addition, cheating, fabrication, plagiarism, recycling, unauthorized sharing, or impeding is unfair to those students who do their own work.

The following guidelines have been established to clarify which student behaviors are considered academically dishonest. In addition, this document provides strategies for helping students, parents, and teachers promote ethical academic 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.

### **Principals of Academic Honesty**

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.

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.

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.

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 thought 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.

## **Appendix 2: Student Education Technology Acceptable Use and 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).

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

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to State and 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.

This policy shall be posted on the Corporation's website.

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 3: 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
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