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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because each student is responsible for knowing its contents, please become familiar with the following information so it can be available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal. 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.

## **MISSION STATEMENT**

The Prairie Heights Middle School Staff accepts the responsibility to challenge each student to realize his/her highest potential within a safe, caring and flexible environment.

## **EQUAL EDUCATION OPPORTUNITY**

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

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, 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 Title IX Coordinators:

Title IX Coordinators

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

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

260-351-3214

## **SCHOOL DAY**

Middle School Day begins at 8:10 AM and ends at 3:18 PM.

## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without either a.) a written request signed by the parent or a person whose signature is on file in the school office or b.) the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

## **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' directives and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and fair hearing) before a student is disciplined because of his/her 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 via U.S. Mail, email, phone or handwritten note may be used to ensure contact. Parents are encouraged to establish constructive communication with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counselor.

## **STUDENT WELL-BEING**

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

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents/guardians.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance corporation in which they have legal settlement unless other arrangements have been approved.

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, (no homeless child will be denied enrollment based on a lack of proof or residency)
- proof of immunizations or religious objections.

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. Prairie Heights Community Schools do not usually accept students from outside the corporation if they are currently serving an expulsion in another school district.

## **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from PHMS, the parent must notify the school counselor. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the school counselor for specific details. Parents/guardians and students need to complete a withdrawal form. School records will not be forwarded unless a withdrawal form has been completed and signed by the parent/guardian.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the principal, who must agree to the withdrawal. The principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselor. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved by the school principal. Students are expected to follow their given schedule and should not expect to drop a class because they decide they do not like a class.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

### **Immunization Requirements (20-8.1-7-9.5)**

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:

- DTap (Diphtheria, Tetanus and Pertussis)
- Poliomyelitis (Polio)
- Hepatitis B
- MMR (Measles, Mumps and Rubella)
- Varicella (Chicken Pox)
- Hepatitis A

In addition, grades 6 and up; Meningococcal and TDaP  
Recommended vaccines:

All ages: influenza and Covid-19  
12 and older: HPV

From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

## **USE OF MEDICATIONS**

A. Prescription or non-prescription medications, required by a student, should be administered by a parent at home or by the student's medical provider. Parents should use every effort to have medication times set for time periods other than school hours.

1. Parents/guardians should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

2. All medications must be registered with the clinic. No expired medications will be given.

3. Medication that is brought to the office will be properly secured.

a. Medication must be brought to the school clinic directly by the parent/guardian preferably. If brought by the student, the medication must be brought to the clinic upon arrival.

b. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means.

4. Students who may require administration of an emergency medication may have such medication stored in the clinic.

a. 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 nurse. The written or electronic authorization must be filed annually. A physician's written statement must be included with the parent's/guardian'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 instructions as to 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 because 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.

5. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent, to the individual student with parent authorization in writing or another designated person.

6. 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.

7. 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.

a. Any medication that is to be dispensed at school must be in the original pharmacy bottle bearing the original pharmacy label, or it will not be given by the clinic. If not in a prescription labeled bottle, a parent can administer the medication in the school clinic. For safety purposes, the above policy must be adhered to. No exception will be made. If you do send medication in an envelope or some other type of container, it will NOT be given. It will be kept in the clinic office until you come and pick it up.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the School office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

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

8. Over the counter medications (OTC) must have FDA approval or written parent/guardian permission.

9. OTC medications can only be administered within the dosage parameters and frequency recommended on the bottle or within the PDR recommended parameters.

a. All OTC medications must have a note from the parent stating the child's name, medication, last dose taken, reason for use, dose to be given and frequency of dose.

The clinic will have in stock the following: OTC meds: Tylenol, Ibuprofen, Midol, Benadryl and Tums. If excessive use occurs, the clinic may ask the parent/guardian to supply the OTC medicine.

## **DIABETES MANAGEMENT AND TREATMENT PLAN**

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group 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, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines as directed by the Indiana State's Communicable Reference Guide.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has an obligation to protect the safety of the staff. The school has the right to have the affected person's status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in School unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students, or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **SPECIAL EDUCATION**

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

A student can access special education services only through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is required and the school encourages the parent/guardian to be an active

participant. To inquire about the procedure, a parent should contact Mr. Arndt at (260) 351-3214 ext. 6500.

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities.
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "least restrictive environment." The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the principal at (260) 351-3214.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited. English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of or proof of residency. For additional information contact the principal or guidance counselor.

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

The corporation maintains many student records, both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents/guardians may refuse to allow the school board to disclose any or all "directory information" upon written notification to the school board within 20 days of the start of school or enrollment of the student. For further information, you may consult the school board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the corporation office.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications

with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Please request an appointment with the school principal to answer any questions and to review the requested student records.

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents/guardians, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

1. Political affiliations or beliefs the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information a parent may access includes:

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

"Release of Student Directory Information to Military Representatives" - Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by federal law. For purposes of these laws, directory information is defined as name of student, address, published telephone number, and electronic mail address, the school provided address if available. A parent or a student if over the age of 18 has the right to restrict the release of such information to the military recruiting representatives if the parent or student makes a

written request that the directory information not be released to military recruiters without the parent's written consent to such release.

## **STUDENT FEES AND CHARGES**

Prairie Heights Community School Corporation charges specific fees for the following activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fee and add-on fees for loss or damage to school property. The school and staff do not make a profit. A list of activities and courses can be obtained from the bookkeeper.

Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees or charges may result in the withholding of grades and credits.

## **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.

A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the group's sponsor.

Fundraisers are announced prior to the start date. Participation in fund-raising activities of school property and house-to-house canvassing is voluntary and parent(s) have the final decision.

Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for ....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

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 principal.

## **STUDENT VALUABLES**

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuable or irreplaceable items should not be

brought to school. The school may confiscate such items and return them to the student's parents/guardians.

## **MEAL SERVICE**

Parents are welcome to eat breakfast or lunch with their student. Students are not to leave the school grounds for lunch.

The school participates in the National School Lunch Program and makes lunches available to students. Students who buy "a la carte" items or bring their own lunch to school are expected to eat in the school's cafeteria. On some field trips, students will be provided a sack lunch from the cafeteria.

The National School Lunch Program requires school food authorities to establish written administrative guidelines and procedures for meal charges. For information, please see this policy located on the Food Services page on our website.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the food service director.

## **Meal Charge Procedure**

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

### **CHARGING**

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

The student's household will be notified when a student's cafeteria account falls below \$0 by letters home with the student, **or a text to the parent/guardian. Please make sure there is a current phone number associated with your student's PaySchool Lunch account.**

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

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

### **RESPONSIBILITIES**

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

### **ASSISTANCE TO HOUSEHOLDS**

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

### **WATER BOTTLES**

Water bottles must be transparent and may be kept in lockers. They may be allowed in class with the teacher's permission. Only plain water is allowed. Energy drinks are not allowed at the middle school and will be confiscated and disposed of.

### **EMERGENCY DRILLS**

The school complies with all fire safety laws and will conduct fire emergency 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.

Tornado Emergency drills will be conducted throughout the school year using the procedures prescribed by the state.

### **EMERGENCY CLOSINGS AND DELAYS**

In case of severe weather, PLEASE listen to WOWO 1190AM, WBTU 93.3FM, WTHD 105.5 FM, or WLKI 100.3. In addition, the school puts out messages through School Messenger.

### **SAFETY, SECURITY AND VISITORS**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given, and required to wear, a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing

a building pass, and to question people who are "hanging around" the building after hours.

- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience.
- H. Students are NOT to open the doors for outside visitors.

### **USE OF THE MEDIA CENTER**

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a period of 2 weeks. To check out any other materials, contact the media center staff.

In order to avoid late fees, all materials checked out of the media center must be returned. Students are responsible for every book or material that is checked out of the library with the student's code number. These code numbers should not be shared with anyone. Students who do not return library books will be charged for them. As with other fees, students who do not pay library fees may not be allowed to check out other books or materials until their fees are paid.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

### **LOST AND FOUND**

The lost and found area is between the cafeteria doors and in the middle school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this policy may lead to disciplinary action.

## USE OF TELEPHONES

Office personnel will initiate all calls on behalf of a student. A student may not carry his/her cell phone during the school day. It must be turned off and, in their locker, otherwise it WILL BE CONFISCATED, and consequences may be assigned.

## CELL PHONES

Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene is prohibited. This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan. In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent from the second time it is confiscated and thereon.

## ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of one school day's notice is required to ensure that the principal has the opportunity to review the announcement and determine posting locations.

## FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental/guardian consent.

Attendance rules apply to all field trips.

While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent/guardian does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

Students will be under the supervision of an adult unless a parent/guardian gives written permission. An example could be when a parent/guardian accompanies a student on a field trip like Cedar Point.

There will be adequate staff supervision on the bus. Only legal guardians, legal custodians, parents or certified school volunteers will be allowed to chaperone after a background check has been completed. A list of field trip chaperone expectations for the duration of an event will be developed

and provided to chaperones.

If the buses have already left the school and should a student be on the field trip who was not approved to go, the leader of the field trip will contact the administration, however, the student will not be confronted, the student should be permitted to complete the field trip, and that disciplinary action follow upon the return to the school. The administrator will contact the parent/guardians to make sure that they know their child is on the field trip.

## GRADING PERIODS

Grade Cards are issued every nine weeks: Mid-term Progress Reports are issued halfway between grade cards. A calendar with expected dates is included in this handbook/planner. All grades count toward eligibility and recognition activities, promotion, assignment, or retention. Parents and students are encouraged to check Panther Paw on a regular basis.

## GRADES

Prairie Heights has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

100	A+
99-94	A
93-90	A-
89-88	B+
87-84	B
83-80	B-
79-78	C+
77-74	C
73-70	C-
69-68	D+
67-64	D
63-60	D-
59-0	F

## RETENTION POLICY

Failing grades may justify retention. When students have failing grades, a variety of interventions to address the student's learning will be discussed and implemented. Parents will be invited into the process so that the student will have the best chance of advancing to the next grade level. Retention of a student will be considered if these interventions are not working to improve the student's learning.



## STUDENT DRIVERS

PHMS students who are licensed drivers MAY NOT drive to school.

## RECOGNITION PROGRAM

### AWARD CATEGORIES

1. All A's 4 years
2. All A's this year
3. Honor Roll 4 years
4. Honor Roll – All A's and B's this year.
5. Citizenship – All S's with at least 4 O's and no N's or U's
6. Perfect Attendance

### QUARTERLY INCENTIVE PROGRAM

#### QUARTER ONE

1. No more than 3 office referrals
2. Grades must be D+ or higher.
3. Citizenship – No "N" or "U"

#### QUARTER TWO

1. No more than 2 office referrals
2. Grades must be C+ or higher.
3. Citizenship- No "N" or "U"

#### QUARTER THREE

1. "B-" or higher grades
2. Good Citizenship - No "N" or "U"
3. One or less office referrals that results in a detention.

CEDAR POINT RECOGNITION ACTIVITY (In addition to other activities)

Based on 4 Grading Periods (Progress Report will be used quarter 4)

1. Student makes the Honor Roll 4 out of 4 times, **AND**
2. Student receives an O or S for citizenship 4 out of 4 times and only 1 "N".
3. Students can have no more than 1 after school detention and no OSS, ISS or expulsions.

## CITIZENSHIP GUIDELINES

It is felt that good citizenship standing is critical for school and life success. The following attributes are used for rating. Ratings are assigned based on individual teacher's classroom expectations. The following scale is used. O means a student always performs above expected levels, U being that the student often doesn't perform at expected levels.

O-Outstanding S-Satisfactory N-Needs Improvement

U-Unacceptable

## HOMEWORK

The assignment of homework can be expected to prepare for assessments, high school and graduation.

Generally, homework will not be used for disciplinary reasons but only to enhance the student's learning.

**HOMEWORK INTERVENTION** Homework intervention will be assigned to a student who has three or more missing assignments from the prior week. Students who are assigned

will be required to stay after school for an hour to make up for their missing work. Students who fail to stay for the homework intervention will be assigned to two after school detentions.

## CHEATING / ACADEMIC HONESTY

It is important that parents and students understand the expectations for academic honesty. All student work should be the work of that student. No copying or plagiarism is acceptable. Each student is expected to be responsible for his or her work. Some examples of cheating or academic dishonesty include:

- a) Receiving or providing information during a test or for a test given in an earlier period.
- b) Using material on tests when the teacher has not given permission to do so.
- c) Violating the teacher's testing rules and procedures.
- d) Using somebody else's writing (word for word – or almost word for word) and saying it is your own. (Plagiarism). Or using somebody else's ideas and saying they are your own and not giving credit.
- e) Using or copying another student's assignment to turn in as your own work.
- f) Allowing other students to use your work on assignments with the exception of specific group, lab, or collaborative projects.

There are other actions which may be considered cheating or dishonesty. The above list contains the most common ones. It is up to the student to follow each teacher's rules regarding cheating and academic honesty. Each teacher will handle this issue at their own discretion.

## ARTIFICIAL INTELLIGENCE

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

## TEXTBOOK POLICY

See Corporation Policy 2510 on our website for information on textbook refunds due to student transfers, withdrawals or expulsions.

# **PRAIRIE HEIGHTS COMMUNITY SCHOOL CORPORATION**

## **Policy on District-Provided Access to Electronic Information, Services, and Networks**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Prairie Heights School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to sites which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, students shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same cautious guidance of Internet use as they exercise with other information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing district-provided Internet access must first have permission of and must be supervised by the Prairie Heights School District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or in other areas of the school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and be consistent with the educational objectives of the Prairie Heights School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. To access uploads, download, or distribute pornographic, obscene, or sexually explicit material;
- b. To transmit obscene, abusive, or sexually explicit language;
- c. To violate any local, state, or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;
- e. To access another individual's materials, information, or files without permission; and,

- f. To violate copyright or to otherwise use the intellectual property of another individual or organization without permission.

Any violation of district policy and rules may result in loss of district-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Prairie Heights School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it provides. The district will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature, or information gathered through district diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through district-provided Internet access. The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

## **Technology Guidelines**

**Email:** Students may be assigned a Google email account to be used for school purposes. This email may be monitored by the corporation.

Refer to board policy 7540.06.

### **Chromebooks**

Chromebooks are a privilege to help students learn. Chromebooks are not a right and may be confiscated by school personnel when students are not using the Chromebooks in an educational manner or are mistreating the Chromebook where the mistreatment could lead to damage.

Students are expected to charge their Chromebooks daily at home. Chromebooks are to be kept in their protective cases at all times. Chromebooks should only be used in the classroom when directed to do so by the teacher. Not following these guidelines may result in disciplinary action.

Damages caused to Chromebooks will incur restitution charges that will need to be paid or addressed before students will be allowed to have access to a Chromebook.

If a student has to borrow a Chromebook from the media center due to not bringing their device to school or if it is not properly charged, the following disciplinary actions will be taken each quarter: 3 times = lunch detention, 5 times = 2 lunch detentions, 7 times = after school detention, 9 times = ½ day ISS.

### **Personal storage devices Procedure:**

Users may transfer school appropriate files to and from their home directories (H:\ drive) using personal storage devices. Users may not install, remove or use programs using personal storage devices or other means. A security program will be installed on every machine to ensure unauthorized installation does not take place.

### **Network access**

Network access is permitted for school-owned technology devices only. Tracking software is used to monitor network access. The information saved on school-owned servers is property of the school, and the school reserves the right to access those documents at any given time.

#### **Hardware from home Procedure:**

Non-school-owned computers must not be connected to the network. Non-school-owned printers may be connected to a school computer, and tech staff will install printer software, but no other support or accessories (i.e., cables, cartridges, etc.) will be provided. Other non-school-owned technology hardware items need approval by the building administrator and evaluation by tech staff as to compatibility with existing equipment and software. The building administrator and the tech coordinator must approve exceptions to this procedure.

#### **Software from home Procedure:**

Non-school-owned software will need building administrator approval and evaluation by tech staff as to compatibility with existing equipment and software. Verification of licensing is also required before installation occurs. Tech staff retains the option to uninstall software which interferes with normal operation.

#### **Harboring Executables Procedure:**

All school-owned computers have a security program installed, and only tech staff will install software on machines. Users may not install programs on the network without tech staff assistance.

#### **Printing Procedure:**

Network printing services are provided to all students, and students are expected to use these services responsibly. The technology department has installed print-tracking software to record log information regarding printing by each student. Accounting software will be used to set limits as to the number of pages students may print. Tech staff will occasionally scan print logs to check for irresponsible use of school resources. Tech staff and/or other school staff will meet with students whose printing appears excessive or non-school related.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Unless exempted, each student will be expected to pass the State required test.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Prairie Heights will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SCHOOL-SPONSORED CLUBS, ACTIVITIES AND ATHLETICS**

Prairie Heights Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. This includes choir and band concerts.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All PHMS students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **HOME SCHOOL STUDENT PARTICIPATION and ENROLLMENT IN A NON-PUBLIC, NON-ACCREDITED SCHOOL**

By IHSAA policy, (Rule 12-5), if a student is Enrolled in and attends, Full-time, a non-public, non-accredited school the student may have eligibility to participate in the athletic program at the Indiana Public School serving the student's residence, provided that:

- (1.) The student in conjunction with the non-public, non-accredited school and the Public School serving the student's residence, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised;
- (2.) The student has been enrolled in the non-public, non-accredited school for the previous three (3) years in succession;
- (3.) The student completes any state-wide examinations authorized by the Indiana Department of Education;
- (4.) The non-public, non-accredited school agent provides proof of meeting the provisions of rule 18-1 of the IHSAA by-laws during the time period between the end of the member School's designated grading period and the corresponding certification date;
- (5.) The student must be enrolled in and attending a minimum of one (1) full credit subject offered within the member school building.

## **ACTIVITIES**

There are many activities offered to students at the Middle School. Each year each grade level has a variety of special activities. Some of the standard activities are listed below.

Basketball (6,7,8)	Spelling Bee (5-8)
Football (6,7,8)	Incentive Activities (5-8)
Volleyball (6,7,8)	Band Concerts (5-8)
Track and Field (6,7,8)	
Field Trips (5-8)	FFA (7,8)
Student Council (5-8)	Choral Concerts (5-8)
M.S. Golf (6,7,8)	Spell Bowl (6,7,8)
Athletic Camps and Clubs (5-8)	Cross Country (6,7,8)
Dances (5-8)	Wrestling (6,7,8)      Cheerleading (6,7,8)

## **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political or philosophical reasons may meet during non-instructional hours. Permission can be obtained from the principal. The application must verify that the activity is being initiated by students and that attendance is voluntary and allowed with parent permission. School rules will still apply regarding behavior and equal opportunity to participate.

Any non-corporation sponsored organization may use the name of the school or the school mascot.

## **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their academic success. Work permits are now obtained by the employee from their employer.

Should the work permit be revoked at the end of the school year, the student may be allowed to work during the summer while school is not in session. However, such a student will lose the work permit at the start of the new school year until s/he meets the attendance and grade standards established by the school for receiving the work permit.

## **ATTENDANCE PHILOSOPHY**

Regular attendance is essential for a student's success in school. Every absence whether excused or not is a day lost in the classroom that can never be retrieved. While make-up assignments may be completed, the dialogue between the teacher and the students can never be effectively duplicated. The State of Indiana places education at the top of its priorities and the Indiana Compulsory Attendance Law requires students to attend school regularly. Accordingly, it is incumbent upon PHCSC to use every reasonable measure to assist students in developing positive attendance habits. While the responsibility for a student being present in school rests with the student and his/her parents, the school will assist the parents and student in this responsibility. This cooperation between the student, parents and the school are essential in providing the fundamental foundation of regular school attendance.

## **TARDY POLICY**

Students are expected to be ready for class to begin when the bell rings. If a student is not in the class meeting this expectation, a tardy will be assigned. When tardies accumulate, students will be warned; and after 5 cumulative tardies from all classes, the student may receive an after-school detention. Further tardies may result in detentions or other consequences at the administration's discretion.

## **EARLY DISMISSAL**

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

## **REPORTING PROCEDURE**

A parent or guardian should contact the school at 351-2154 by 9:00 am on the day of the student's absence. A message may be left on school voicemail 24 hours a day at 351-2154. If no contact is made by 9:00 am on the day of the absence, the student may be marked unverified. After that time, the attendance clerk will compile a list of daily absences and begin calling parents/guardians at home and work to verify the absence. Any change in the attendance status must be confirmed by the parent by phone or written note within 48 hours of the time of absence.

## **ATTENDANCE POLICY**

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

## **ATTENDANCE LIMITS:**

A student will begin being on attendance probation through the school once the student misses five days of school that are not excused or exempted. The student and the parent will be referred to the Attendance Officer for appropriate action after ten unexcused absences. Absences due to a disciplinary suspension will not count toward the ten-day limit.

Absences are classified into three classes: Exempted, Excused, and Unexcused.

## **LIMITED ABSENCE POLICY/ATTENDANCE PROBATION**

Prairie Heights limits the number of times a student may be absent from a class or school.

If a student misses the equivalent of five days throughout the school year, excluding exempted or excused absences, he/she will be placed on attendance probation. Once on attendance probation, all future absences must be either excused or exempted within 48 hours from the student's return to school in order not to count toward disciplinary action.

## **ATTENDANCE PROBATION**

A student will begin being on attendance probation through the school once the student misses five days of school that are not excused or exempted. Once a student is placed on attendance probation, any absence not excused or exempted will count against the policy. Additionally, the administration may ask the parents to meet or conduct a phone conference to discuss the student's attendance once they are placed on attendance probation.

Consequences:

1st absence: Two detentions

2nd absence: Three detentions

3rd absence and subsequent absences: Assignment to Saturday School. If the student does not attend Saturday School, they will be assigned to the Behavior Intervention Classroom. When a student attends Saturday School, the school may take away ½ day absence as that will be considered a ½ day of

school that is made up by their attendance at Saturday School.

Subsequent absences: Probation Department and/or Department of Child Services contacted, Behavior Intervention Classroom assignment at administrator's discretion.

### **EXEMPTED ABSENCES**

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

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

### **EXCUSED ABSENCES AND WRITTEN VERIFICATION**

An excused absence is one that does not count toward attendance probation through the school. The following are excused absences:

- (1) illness verified by a note from a physician or verified by the school nurse,
- (2) recovery from accident with medical documentation that recovery is necessary,
- (3) required court attendance with documentation,
- (4) professional appointments; when appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.,
- (5) death in the immediate family or of a relative,
- (6) observation or celebration of a bona fide religious holiday,
- (7) maternity of student,
- (8) military connected families' absence related to deployment or return, or
- (9) such other good cause as may be acceptable to the Superintendent or permitted by law. The principal or his/her designee may consider other situations when extenuating circumstances arise.

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

### **MEDICAL/DENTAL APPOINTMENTS**

Parents should make every attempt to schedule appointments after school hours. If an appointment is required, the parent/guardian must call the school or send a note before the student may be permitted to leave the building. Upon returning to school, the student must sign out before leaving the building and sign in at the office. It is recommended that students do not repeatedly miss morning or afternoon classes for therapy or doctor's appointments. Appointments during the school day should be spread out so the student can keep up with his/her classes. The school has the right to request a doctor's verification for each absence day due to ongoing medical conditions.

### **MAKE-UP WORK**

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

### **SICK OR INJURED STUDENT**

A student who becomes ill or injured at school must report to the clinic. Permission to go home for the remainder of the day may be given by the principal or his/her designee, after consultation with a parent or guardian. If deemed ill and permission is granted for the student to leave for the remainder of the day, the student will not have the absence count toward their "Limited Absence Policy." If the student is absent the next day, in order to not have the absence count toward their "Limited Absence Policy", the student will need to have their absence verified by a doctor. Therefore, it is important that all emergency information is kept up to date with the clinic. If your contact information changes, please contact the clinic to have it updated.

### **PREARRANGED ABSENCES**

Students must request and complete the appropriate documents one week prior to their absence. Students are responsible for completing all missed work. The principal or his/her designee reserves the right to deny a pre-arranged absence based on a student's attendance record and/or grades in current classes. These absences may count towards students' limited number of absences.

### **UNVERIFIED ABSENCES**

Unverified Absence - an absence is unverified when a parent/guardian does not notify the school of an absence. Students will have 24 hours to produce documentation for the absence to be verified or they will be considered truant.

Discipline will be assigned based on the limited absence policy.

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

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

### **UNEXCUSED ABSENCES**

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

### **PERFECT ATTENDANCE**

To qualify for perfect attendance students must have missed no class periods for the year except for exempted absences.

## **DEFINITION OF TRUANCY & HABITUAL TRUANCY**

### **TRUANT**

1. Those absences from school without the knowledge or consent of the parent and/or school.
2. Any absence from school where there is an attempt to evade the Indiana Compulsory Attendance Law.
3. Cutting a class or study hall.
4. Leaving the school grounds without proper permission and procedure.
5. Being on school grounds at a location other than indicated on student's schedule without permission.
6. Going to a location without permission.

### **HABITUAL TRUANCY INCLUDES STUDENTS ABSENT TEN (10) DAYS OR MORE FROM SCHOOL WITHIN A SCHOOL YEAR WITHOUT BEING EXCUSED OR WITHOUT BEING ABSENT UNDER A PARENTAL REQUEST FILED WITH THE SCHOOL AND MAY BE EVIDENCED BY THE FOLLOWING:**

1. Defiance of parental authority in the failure to attend school.
2. A repeated, continuous pattern of absences over a period of time such as a grading period.
3. A larger number of aggregate absences over a period of a school year meaning 12 or more verified or unverified absences during the school year.
4. Four regular trancies during the school year.

All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's

attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.

According to IC 20-8.1-5.1-13, if a habitual truant is under eighteen, the Bureau of Motor Vehicles will be notified. The BMV shall, upon notification by the building principal, invalidate the person's license or permit until the earliest of the following:

- the person becomes eighteen years of age
- One hundred twenty days after the person is suspended, or the end of the semester during which the student returns to school, whichever is longer
- the suspension, expulsion or exclusion is reversed after a due process hearing.

Habitual truants will be reported to the Department of Child Services.

After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer. The Attendance Officer may recommend the following:

1. Expulsion for the remainder of the semester.
2. Written contract as an individual intervention plan.

The recommendation of the Attendance Officer will be presented to the Principal for final determination.

### **THE FOLLOWING PROCEDURE WILL BE USED TO MONITOR ATTENDANCE AND INTERVENE ON POTENTIAL ATTENDANCE PROBLEMS**

1. Whenever a student reaches excessive absence, notification will be made to the parent. Measures to be taken, appropriate to the student's case, will be determined. These measures could include a parent conference, a contract, a referral to outside agencies, make-up time, etc., any of which will be communicated to the student and the student's parent/guardian.
2. A student placed on an attendance contract and who then violates the contract terms could be recommended for expulsion.

### **IN-PERSON INSTRUCTION**

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day the educational program in which the student is enrolled is being offered.

## **TRUANCY PREVENTION PROCEDURES**

### **1. The following procedures apply to students enrolled in Kindergarten through Sixth Grades who have five (5) unexcused absences in a 10-week period:**

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

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is

strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **CAFETERIA EXPECTATIONS**

Lunch period is not "free time." Students are expected to follow school rules during this time. Students are to remain at their table seated. Students are expected to use a conversational tone and not to yell across the cafeteria to other students. Students are to arrive in the cafeteria on time. Students will have assigned seats so that attendance may be taken since it is important for the supervisors to account for students in case of an emergency.

## **STUDENT BEHAVIOR STANDARDS**

A major component of the educational program at [the school] is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

**EXPECTED STUDENT BEHAVIOR** - Each student shall be expected to:

- respect the rights of others.
- act courteously toward adults and fellow students.
- be prompt to school and attentive in class.
- work cooperatively with others regardless of the other's ability, gender, race, or ethnic background.
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive.
- abide by Federal, State, and local laws as well as the rules of the school;

## **SCHOOL DRESS CODE**

An administrative philosophy concerning student attire and grooming has been approved for Prairie Heights Community Schools. The rights of the individual as identified by recent court decisions are the primary reason for developing this system-wide guideline for student attire. The approved administrative philosophy is stated below for your information.

### **Student attire and grooming:**

Dress and grooming should be clean and neat; however, styles do change. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the safety and health of self or others, is in violation of any statute, or is considered distracting, indecent, or wholly inappropriate for the classroom, it will not be permitted in school.

An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others. The fact that the school will permit a wide variety of school clothes does not mean that school personnel necessarily feel that all styles are equally appropriate. This is a

decision that the student must make in conjunction with his/her parents within the limits as defined by the building principal.

Board of Education

Prairie Heights Community School Corporation

July 26, 1988

## **DRESS CODE-STUDENT APPEARANCE**

PHMS takes pride in the appearance of its students. We believe that the way a student dresses influences behavior, affects the quality of schoolwork, and is a reflection of PHMS. Clothing or other articles worn that are distracting to the educational environment, are deemed offensive because of messages stated or implied or images presented or are considered hazardous in some manner are not allowed. Students appearing in clothing that requires laundering or is disruptive will exchange their inappropriate article of clothing for an office-issued article. The student will then exchange the clothes for his/her own at the end of the school day. **If students are in violation of the dress code, they must either call home for a change of clothes, change into clothes provided by the school or report to ISS for the remainder of the school day.** Continued violations will result in disciplinary action.

**Guidelines for school-appropriate dress and personal appearance:**

**Disruptive items:**

**Holes in pants/jeans seven inches above the knee must be covered with a patch or have leggings/pants underneath the holes covering the skin.**

Tops exposing the entire shoulder or back area are unacceptable. Halter tops, spaghetti strap clothing, tank tops (with less than 2-inch straps), see-through tops or midriff-exposing tops are not acceptable for school. Shirts that have been cut excessively in the armpit area exposing skin or are designed as a tank or muscle shirts are not allowed. Also, clothing that exposes cleavage is not allowed. See-through clothing that exposes areas that should be covered is not allowed. No undergarments or underwear should be visible at any time. Excessively short skirts, dresses, or shorts that exceed seven inches above the knee, including when seated, are unacceptable. The following items are not to be worn in the building **during the school day from the time a person enters the building until the person exits the building, specifically, 7:55 – 3:30.**

- Hats, caps, or other head coverings. (This includes “hoods” on pullover or zipping sweatshirts.)
- Sunglasses
- Bare or stocking feet. Shoes must be worn.
- Other items which are disruptive include clothing displaying writing or objects which promotes violence; denotes membership in a gang; bears racially or sexually offensive messages; has a double meaning, innuendo, or other reference to disruptive ideas; advertises, promotes or glorifies alcohol, tobacco, drugs, or other illegal substances or their use, or weapons.

- Clothing, jewelry, make-up, accessories, notebooks, or manner of grooming may be deemed disruptive if it denotes membership in a gang or is socially unacceptable or distracting to others.
- Low-cut tops or pants where undergarments are visible are unacceptable.
- Coats, gloves, book bags, and purses are not permitted in the classrooms; they should remain in lockers from 8:00-3:18.
- Student cell phones need to be turned off and in their lockers all day. If a cell phone is seen or heard on a student it will be confiscated, turned into the office, and consequences may be assigned. First offense will result in the device given back to the student at the end of the day. Further infractions may result in a parent having to come pick up the phone and may also cause other consequences to be assigned.
- Body piercing accessories that are unsafe for certain activities or are disruptive to the educational environment are not to be worn to school.
- Sagging pants are disruptive. Pants should be worn at the waist. Pants that are low enough to expose underwear or skin when standing or seated are not allowed.
- Bedroom slippers are not to be worn to school.
- No heeies/wheelies are allowed.
- No pajama pants are allowed to be worn unless given permission to do so by the school administration.

**The administration reserves the right to determine if clothing is disruptive.**

## **ELIGIBILITY FOR ATHLETIC AND EXTRACURRICULAR ACTIVITIES**

An OA (Office Assigned ineligibility code) is assigned when:

- 3 or more office disciplines of detention, one full day of in-school suspension, or two half days of in-school suspension
- OR 1 out-of-school suspension or 1 day at BIC and 2 other office disciplines
- OR upon 2<sup>nd</sup> out-of-school suspension or 2 days at BIC

Occur within a 45-school day period.

An OA means that the students become ineligible for all extracurricular activities-attendance or participation for PHMS home or away events (Athletics, Theatre Spell Bowl, Student Council, Dances, Skating Parties, etc.) for one 9-week period beginning with the latest offense. An additional 3-week period is added to the initial OA 45-day period for each additional referral. Students may attend practices (to reduce risk or injury) and try-outs, but not games or performances. A student on an expulsion contract may be ineligible for the duration of the contract. Athletes have additional consequences as listed below.

NOTE: If a student is suspended (out-of-school) the student



will be ineligible to participate in, or attend, home extracurricular activities **anywhere on the PHCSC campuses including elementary, middle school or high school during the discipline period without special permission from the PHMS administrator.**

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> quarter grade cards and mid-terms:

If a student has an “F” = ineligible for 4.5 3 weeks from athletics and extracurricular activities. If that grade is passing at that time, the student is again eligible.

These students may attend practices or tryouts but cannot participate in games or performances.

Athletes have additional standards under the Athletic Code.

4<sup>th</sup> quarter Grade Cards:

Grades and Citizenship at the end of the school year do affect eligibility for fall sports. One or more “F” s makes the student ineligible to participate for the first 3 weeks of fall sport games-although the student may try-out and practice until the 3 weeks’ end. If that/those grade(s) is passing at that time, the student is again eligible.

Students ending Q4 with poor citizenship (OA) will be ineligible for 4.5 weeks. These apply for students moving into PHMS also.

-All quarters:

Grade levels have special criteria for class-related activities. Field trips are a privilege. Students may be denied field trip privileges if behavior warrants.

The Student Council has additional standards.

Band and Choir Concert participation is not included since it is graded.

In order to play, perform in, or attend an after-school event, a student must be in school by 11:30 AM until the end of the day. In the case of a doctor’s appointment, the student must be at school one-half day, total time. If a student goes home ill, they cannot attend an after-school event. Students absent for a funeral may play that night.

Transfer student’s grades and discipline from their previous school may be used to determine eligibility.

Any student athlete who is suspended for tobacco/vaping or other illegal drugs will become ineligible for 1/3rd of their current and/or next sports season in addition to other consequences.

Any student who is assigned to In-School Suspension or to the Behavior Intervention Classroom by an administrator will be ineligible for participation in any extracurricular activities on the day of the suspension. Students will need to go home at the end of the school day and may not attend as a participant or spectator in any extracurricular activities. Exceptions may be made at the administrator’s discretion.

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

## **CODE OF CONDUCT STUDENT DISCIPLINE RULES**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A middle school teacher may remove a student from the teacher’s class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to ten school days.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

### **POSSIBLE DISCIPLINARY CONSEQUENCES**

1. Disciplinary Actions  
Subject to Indiana law, school board policy and administrative rules, the superintendent, principal, any administrative personnel, or any teacher of the school corporation is authorized to take any action in connection with student behavior, which is reasonably desirable or necessary to help any student, to further school purposes or to prevent an interference with school purposes. Disciplinary actions may include, but are not limited to:
  - a. Counseling with a student or group of students;
  - b. Conferences with a parent or group of parents;
  - c. Assigning student’s additional work;
  - d. Rearranging class schedules;
  - e. Requiring a student to remain in school before or after regular school hours (detention). If a student is assigned a detention, he or she has one week to serve it. If after one week it has not been served, the student will serve a half day In-School Suspension for the first two missed detentions. After two missed detentions, future detentions not served will result in assignment to the Behavior Intervention Classroom.
  - f. Restriction of extracurricular activity;
  - g. Assignment by the principal to a special course of study, an alternative educational program, or an alternative school;

- h. Removal of a student from school sponsored transportation;
- i. Referral to the juvenile court having jurisdiction over the student;
- j. Restitution;
- k. Driving privilege suspension;
- l. In-school suspension; In addition, PHCSC participates in an alternative educational setting at the BIC; or
- m. Expulsion.

The PHCSC administration reserves the right to use other consequences than those stated above, if they consider it to be in the best interests of the individual and student body.

## 2. Required Participation by Parents

Persons taking care of a dependent student (parents/guardians/custodians) may be required to participate in meetings, conferences, and hearings in connections with a student's behavior. In the case of expulsion meetings, the parent/guardian/custodian may be required to attend a meeting to determine the educational future of the child (i.e. whether the child is removed from or retained in school or placed in an alternative program).

When participation in the above-stated gatherings is required, the school corporation shall notify the parent/guardian/custodian of the date, time, place, and purpose of the gathering in one of the following ways:

- 1) Telephone contact by a school official in advance of the meeting, conference, or hearing.
- 2) Delivery of written notice of the required attendance of the meeting, conference, or hearing prior to the scheduled meeting, conference, or hearing.

The superintendent, principal, or other administrative personnel shall be authorized, with parental consent, to require behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency approved by the school corporation if such testing, counseling, or evaluation is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent/guardian/custodian and the school corporation may require, with parental consent, the release of the results, progress reports, and other information to appropriate school officials.

## 3. Non-Compliance of Parents

Non-compliance of parents/guardians/custodians with the provisions of this policy may be considered educational neglect with the child being considered a "child in need of services" in accordance with Indiana law. Where the child's behavior has been repeatedly disruptive in the school and the parent, guardian or custodian fails to participate in a disciplinary proceeding in connection with the child's behavior, the matter will be referred to Child Protective Services.

Legal Reference: I.C. 20-33-8-25  
I.C. 20-33-8-26  
I.C. 31-34-1-7

## **GROUND'S FOR SUSPENSION OR EXPULSION:**

\*Students who are suspended must report to BIC. Credit is given for completed work.

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds before, during, and after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule, recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation.

## **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.

- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule. Self-defense is considered to be blocking an aggressive act. Returned aggression is fighting.
  7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
  9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
- a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.

\*Otherwise, all medications - prescription and over the counter - MUST be located in the clinic.
  12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. (May result in loss of credit) This includes inappropriate use of Generative Artificial Intelligence Programs.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings in a situation not related to a school purpose or educational function.
23. Possessing sexually related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. “Sexting” or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated, and any images suspected of violating criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property; including public displays of affection (PDA), i.e., kissing, excessive hugging, full body contact, etc.;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation’s acceptable use of technology policy or rules;
  - g. violation of the school corporation’s administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or an educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such a device will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such a device will be returned to the parent.
30. Any student conduct rules the school building principal establishes and gives notice of to students and parents.
31. If a student is being investigated for suspicion of being under the influence of any drug including alcohol at school or any school function and refuses to submit to a drug/alcohol test or leaves the premises without permission, this will be considered an admission of guilt and subject to due process.

## **B. Bullying**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student’s person or property;

- has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
  4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to a building administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying a building principal. This report may be made anonymously.
  5. The building administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
  6. A building administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such a determination should be made as soon as possible and once this determination is made; the report should be made immediately to law enforcement.
  7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary

action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
11. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
12. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

### **C. Possessing A Firearm or A Destructive Device**

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in the behavior described in this rule.

#### **D. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days' suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **E. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **F. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

Legal References: I.C. 20-33-8      I.C. 35-31.5-2-86  
I.C. 35-47.5-2-4                      I.C. 35-47-1-5

### **SUSPENSION AND EXPULSION PROCEDURES**

#### **SUSPENSION PROCEDURE**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

\*When a student is assigned discipline of LaGrange Suspension School, the administration will call every available phone number to inform parents. If parents cannot be reached by phone, the suspension paperwork will be sent home with the student. The school may start the discipline on the following day even if parents are unable to be contacted.

#### **EXPULSION PROCEDURE**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contains the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

### **NO RIGHT TO APPEAL**

As the Prairie Heights Board of School Trustees has total confidence in the ability of the Prairie Heights' administrators to make the proper decisions concerning the suspension and expulsion of Prairie Heights' students, the Prairie Heights Board of School Trustees will no longer hear parent and student appeals of expulsions.

Approval by Board - November 14, 2006

Legal Reference: I.C. 20-33-8-18  
I.C. 20-33-8-19

## **SEARCH AND SEIZURE K-9 INTERDICTION**

PHCSC, in cooperation with the LaGrange County Sheriff's Department, will have a proactive impact on the presence of illegal substances and items on the school property utilizing the unique capabilities of specifically trained K-9's and their handlers as a deterrent to those attempting to introduce those illegal items in the educational setting of our school properties.

Our primary objective will be to identify specific locations within the school and on school property, i.e. specific student lockers located in our middle school and high school buildings and student vehicles located on our high school parking lots containing illegal substances.

Our secondary objective of identifying the individuals who

have caused those items to be on our property will also be pursued, and established school disciplinary policy, criminal prosecution, and/or both will be applied as violations of either school policy or criminal statutes are discovered. Policy #6090.6

## **LOCKERS**

Money or other valuable items should not be kept in lockers. Students must keep their combinations confidential. Students

are not allowed to share lockers. Students should not have pop, candy or gum in their lockers. The only food in the lockers should be for lunch or an after-school snack if the student has activities following school. Students bringing supplies for class parties, and such should take those supplies to the teacher in charge before school starts at 8:10 AM. Students requesting changes of their combinations will be charged 50 cents before the change is made.

Backpacks and coats/jackets should be put in the locker and not brought to class.

## **LOCKER SEARCHES**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, art classrooms, or any other area in the building where students may store their belongings are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or that are forbidden by state law or school rules. A student should not expect to have privacy in a locker or its contents.

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

Legal Reference: I.C. 20-33-8-32

### **Section I. In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:**

1. Locks. The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice.

2. Use of Lockers. Lockers are to be used to store supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonable be foreseen to cause, an interference with school purpose or educational function, or which are forbidden by state law or school rules, such as tobacco materials, drugs, drug paraphernalia, beverage containing alcohol, weapons, any volatile substances, bomb or explosive devices, any acid or pungent or nauseous chemicals, any library books not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or stolen items. Students will be expected to keep their lockers clean and orderly. Locker cleanout days will be assigned every quarter

by the administration. All locker decorations must be hung above the locker, not on the door itself (ex: spirit posters for athletics, etc.). Decorations should be removed after the season or event is completed.

3. Authority to Inspect. The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule Number 2. All inspections of a student locker shall be conducted by the principal or his/her designee. The principal, or a member of the administrative staff designated in writing by the principal, may conduct a general search of lockers and their contents with reasonable cause. If a single locker is to be searched and the student assigned to that locker is on the school premises at the time, the student, whenever possible, will be notified before the locker is searched and given the option of being present.

4. Inspection of Individual Student's Locker. An inspection of all lockers in the school, or all lockers in a particular area of the school, with or without students being present, may be conducted if the principal, assistant principal or designees reasonable believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or education function, (2) a physical injury or illness to any person, (3) damage to personal or school property or (4) violation of state law or school rules.

5. Locker Maintenance. Nothing in these rules affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (1) lockers from time to time in accordance with a posted general housekeeping schedule, (2) the lockers of a student.

## **BREATH TEST INSTRUMENTS**

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

## **METAL DETECTORS**

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

## **SEARCH OF PERSON**

The principal, assistant principal, and/or other designee may search for a student during school or at a school activity (at home or away events) if the principal has reasonable cause for

a search of that student. The principal, or another member of the administrative staff designated in writing by the principal may search a student's person during the school day or at a school function if there is a reasonable cause. If the student refuses to permit such a search, that refusal may be admitted in any suspension of expulsion proceedings and creates a presumption that the student possessed the item or items for which the search was requested. Before that presumption is used, however, the meeting officer must hear evidence of reasonable cause for the requested search and decide that reasonable cause existed. If the meeting officer agrees there was reasonable cause for the search, the presumption that the student possessed the object or objects of the search is enough grounds for suspension and expulsion recommendation.

1. Searches of the person by a principal, assistant principal, and/or designees shall be limited to:
  - a. Searches of the student's pockets;
  - b. Any object in the student's possession, such as a purse, book bag, briefcase or cell phone;
  - c. A pat-down of the exterior of the student's clothing by a person of the same sex; and
  - d. Searches of outer garments such as a coat or jacket.
2. Searches of a student's person which require the student to remove any clothing other than outer garments (such as a coat or jacket) will be conducted in a private room by a person of the same sex as the student being searched. At least one additional adult of the same sex as the student will witness but not participate in the search. The student to be searched may ask that a parent or guardian, and/or another person of the same sex as the student, witness the search, provided the designated person is available within a reasonable amount of time on the site where the search occurs. School officials will attempt to contact and inform that parent or guardian of the search as soon as reasonably possible.

## **SEXUAL HARASSMENT**

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

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



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

Title IX Coordinators

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

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

260-351-3214

## **GANG ACTIVITY OR ASSOCIATION**

Prairie Heights Community School Corporation prohibits criminal gangs and criminal gang activity at our schools. The complete policy is available on the school's website under the school board tab.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet School guidelines.

- A. A material cannot be displayed or distributed if it:
1. is obscene to minors, libelous, indecent, or vulgar,
  2. advertises any product or service not permitted to minors by law,
  3. intends to be insulting or harassing,
  4. intends to incite fighting; or
  5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

- B. Materials may be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access to and egress to the building.

## **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

If the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student may file a grievance with the principal. That grievance will be promptly investigated, and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

## **BUS TRANSPORTATION TO SCHOOL**

The School provides bus transportation for all students. The bus schedule and route are available by contacting the Transportation Department at (260) 351-3214.

Students will ride only assigned School buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an occasional bus pass as approved by the Principal. Bus passes for social events, i.e., birthday parties, which have students going home with another student will only be approved if the bus has adequate seating available. Thus, it is wise to plan ahead so that your plans will not be disrupted.

If a student must change an assigned bus stop, the student and parent/guardian must contact the Transportation Department.

## **Starting in August of the 2022-2023 school year, we will be implementing the following procedures:**

During the registration process, families must designate their pick-up and drop-off locations. They may also list ONE alternate location, which can be used in the am or pm. Families will be limited to a total of THREE locations. This should accommodate a split family and a daycare provider.

If a family has a change of address or a change in daycare during the school year, the appropriate "Transportation Change Form" must be filled out before transportation changes will be made. This form can be located and completed on our corporation website underneath the transportation tab or can be requested from the school. Transportation changes will take 48 hours to process once the form is received.

Students will not be allowed to ride to a friend's house.

We will continue to allow families to submit a calendar for the month or year with pick-up and drop-off locations. Again, we will only transport to the three locations listed on the transportation form. We will not allow this to be done weekly. See below for an example calendar.

## **BUS CONDUCT**

Students who ride to and from school on transportation provided by the School are required to follow some basic safety rules. These rules are posted within each bus and distributed at registration.

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

The following behaviors are expected of all students:

### **Prior to loading (on the road and at school)**

Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait at a stop, and the driver will not blow the horn.

### **During the trip each student shall:**

- remain seated while the bus is in motion;
- keep head, hands, arms and legs inside the bus at all times;
- not litter in the bus or throw anything 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 eat or play games, cards, etc.;
- not tamper with the bus or any of its equipment.

Comply with the bus driver's instructions at all times on first request.

### **Leaving the bus**

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.

Excluding rare exceptions granted by administrators, all students must have a note from a parent or guardian when not riding their bus home or riding a different bus home. A pass will be given to the student to be given to the bus driver. The driver will not discharge students at locations other than their regular stop, at home, or at school unless s/he has proper authorization from School officials.

## **VIDEOTAPES ON SCHOOL BUSES**

The school board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law. Determination of how video cameras will be used, and which school buses will be equipped with video equipment will be made by the administration. Signs are posted on each bus notifying students of the existence of video equipment. Although buses may have video cameras, a student may have consequences for unsafe practices or not following the bus rules whether or not the bus video records the behavior.

## **PENALTY FOR INFRACTIONS**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Transportation Student Discipline Code and may be deprived of the privilege of riding the bus. Riding the bus is a privilege – not a right.

## **PRAIRIE HEIGHTS SCHOOLS ASBESTOS NOTIFICATION**

The Prairie Heights Community Schools regularly completes an inspection of all school facilities for asbestos-containing materials in response to the Environmental Protection Agency (EPA), Asbestos Hazard Emergency Response Act of 1986 (AHERA). Asbestos-containing materials have been found in each of our school buildings. Those materials have been encapsulated or are maintained in a safe condition so as not to pose a threat to inhabitants of any school building. This notice is intended to be part of our district's official public notification as required by law.

The complete management plan approved by the Indiana Department of Environmental Management is available in the Superintendent's office, as well as each building principal's office. The management plan explains that we will maintain the asbestos-containing material in a safe manner and condition.

Trained staff members conduct visual inspections every six months & accredited personnel conduct a complete inspection every three years. The results of our most recent inspection are available for viewing in the administration building during normal business hours.

## **PESTICIDE NOTIFICATION REGISTRY**

At least 48 hours prior to a pesticide application at a school, Prairie Heights Community School Corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. You must be registered with the school to receive such advance notice. If you would like to sign up for this registry, please send an email to [dholden@ph.k12.in.us](mailto:dholden@ph.k12.in.us) requesting to be added to the registry, or by calling 260-351-3214 ext. 5260.

# **SCHOOL SONG**

**Fight team, Fight for Prairie Heights**

**We must win this game.**

**Colors red and black and white**

**Bring glory to our name. Rah! Rah! Rah!**

**Forward into battle,**

**Black panthers reign supreme.**

**On to victory big team,**

**Let's fight, fight, fight!**

**(Repeat)**

**P - A - N - T - H - E - R - S**

**Panthers, Panthers, Go Panthers!**