

2026-2027

PCMS Student Handbook

Mrs. Brooke Walden
Principal

Mrs. Katherine Asbell
Assistant Principal

Mr. Brandon Wagler
Assistant Principal

Mrs. Brittney Stewart
Dean of Students

Mr. Nathan Ellis
Athletic Director

709 Stafford Rd.
Plainfield, Indiana 46168

School phone	(317) 838-3966
FAX	(317) 838-3965
Attendance	(317) 838-3945
Guidance	(317) 838-3672
Facebook	Quakers/Middle
Twitter	@pcmsquakers
Instagram	@pcmsquakers

Parents/Guardians:

After you and your student have reviewed the rules, policies and procedures contained in this student handbook, please sign on the appropriate line below and have your student return this form to your teacher.

Please note this includes your understanding of the Student Acceptable Use Policy, as well as the Statement on Student Images.

If you should have questions about any rules, policies or procedures, please contact the middle school at (317) 838-3966.

Parent signature _____ **Date** _____

Student signature _____ **Date**_____

WELCOME

We, the faculty and staff, would like to welcome you and your family to Plainfield Community Middle School (PCMS). We look forward to you being a part of the outstanding tradition that has been at our school since its beginning. We will do everything in our power to make this year successful, but you are expected to do your best also. Do not be satisfied with less than your best in each of your classes and activities. You are encouraged to read through the rules and guidelines for student behavior in this agenda so that you may meet the high expectations that have been set for you. Make a commitment to excellence and have a great school year at PCMS!

GENERAL INFORMATION

IMPORTANT TELEPHONE NUMBERS

Attendance	838-3945
Guidance	838-3672
Clinic	838-3950
Athletics	838-3975
Main Office	838-3966
Rose-Hulman Homework Hotline	1-877-275-7673

ANNUAL NOTICE

PLAINFIELD COMMUNITY SCHOOL CORPORATION IS REQUIRED BY LAW TO MAKE STUDENTS AND THEIR FAMILIES AWARE OF OUR ANNUAL NOTICE. THIS IS A GUIDE TO INFORMATION AND POLICIES THAT RELATE TO PCSC, AND ALL SECTIONS OF THE ANNUAL NOTICE ARE REVIEWED AND/OR UPDATED ANNUALLY. PLEASE VISIT HTTPS://WWW.PLAINFIELD.K12.IN.US/PAGE/ANNUAL-NOTICE TO VIEW THESE LEGAL NOTIFICATIONS.

INDIVIDUALS WITH DISABILITIES

The practice of PCMS is that no person with a disability should be excluded from participation, access to, or benefits of, any program or activity sponsored by PCMS by reason of his/her disability. Inquiries regarding this policy should be directed to the building principal or assistant principal.

TAPING OR RECORDING OF CONFERENCES

Conferences conducted with students or parents may be recorded (video or audio) to verify the accuracy of information being provided.

ANNUAL NOTICE REGARDING PEST CONTROL

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in a school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. Please contact your school nurse or principal if you would like to receive information regarding pest control. Also, please inform your school nurse, in writing, if you want to receive advance notice (at least two school days) when the pesticide applications, other than occasional use of household type aerosol applications, are to occur.

AHERA

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

FEES

Students and parents should understand they are financially responsible for the loss or damage of school-issued devices, lost books, cafeteria fees, library books, extracurricular activities, fundraising, and tuition. Students and parents shall also be responsible for all reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

PROMOTION AND RETENTION OF STUDENTS

Promotion and retention of students in kindergarten through grade eight in the Plainfield Community School Corporation shall be made after an evaluation of all the factors relating to the advantages and disadvantages of alternatives. Furthermore, the Board of School Trustees recommends that before retention takes place, a conference be held with the parents. The principal will fully consider the information provided by the teacher(s), and from the parents during the parent conference; however, the final decision regarding retention will rest with the school principal. It is the purpose of school personnel to place the student in a learning situation that best meets the needs of the student academically, socially, and emotionally and where the student can work and learn most effectively. In some instances, where the student has not performed at a level to support promotion, and yet retention is also not considered the best solution, the principal has the authority to assign the student to the next grade level.

VISITORS

Plainfield Community Middle School operates a closed campus. Parents are welcome at all times and should report to the Main Office through Door #1 with a state-issued ID to receive a visitor's badge.

CLASSROOM VISITATIONS

Even though school administrators are receptive to having classroom visitations occur, they have a responsibility to provide a safe and orderly environment and to make sure that a classroom visitation is not disruptive. For safety reasons and to protect the integrity of the instructional program, all visitors must report to the office and secure prior approval from the school administrator. School administrators may develop additional guidelines relating to classroom visitations to add consistency to the procedures and to protect the instructional program and the students in the classroom.

LUNCH

All students must go to the lunchroom with his/her class at the time the class is designated to be in the lunchroom. The eating area to which the class is assigned must be clean before students will be released to the gym. In order to help reduce disruptions to the school day, fast-food or meal deliveries are not permitted for students.

Lunch Charging Procedures

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

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

The Corporation's meal charging procedure is as follows:

- Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of $10.00;
- If a student has a significant negative lunch account balance, s/he shall be provided an alternate meal at a reduced price recommended by the Superintendent, the cost of which shall continue to accrue to his/her negative lunch account balance;
- No student shall be permitted to charge any à la carte food or beverage items;
- Parents/guardians will be notified via the Corporation's point of sale software, Meal Magic, if a parent has signed up for an account once a student reaches a negative balance;
- After accruing $10.00 in meal charges, school cafeteria managers will make two attempts to contact parents/guardians to remind them that their student's meal account balance is in the negative and that it needs to be paid immediately;
- Building principals may attempt to call parents/guardians to reiterate the school cafeteria manager's message if parents/guardians have been unresponsive to the manager's two calls; and
- After accruing $25.00 in meal charges, students' meal privileges may be stopped unless otherwise approved by the superintendent; and or designee.
- Unpaid meal balances may be turned over to collections after thirty (30) days.
- Student meal accounts are expected to be prepaid before meal service begins.
    - **Debit or credit card** Funds may be applied to a student's lunch account by debit or credit card using an online processor. This may be accessed thru the school's website: https://plainfield.familyportal.cloud
    - **Cash or checks**
        i. Students in grades K-5 may bring money to school **in a sealed envelope marked lunch**, with the child's name and student ID number on the outside of the envelope.
        ii. Students in grades 6-12 may pay with cash or check by depositing their money in designated mailboxes throughout the school building. Envelopes will be provided.
        iii. No change is given at any grade level.

The superintendent may develop administrative guidelines to implement this policy.

Inactive Lunch Accounts

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

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

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

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

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

This institution is an equal opportunity provider.

FOOD ALLERGIES

If your child has a specific food allergy that you would like the school cafeteria to be aware of, please submit a "Student Information" sheet which can be found under "Food Services" on the school corporation's website.

In order to request special accommodations, the following steps will need to take place:

1. Parent(s)/Guardian(s) must complete the Special Dietary Needs Medical Statement form and immediately return it back to the school. This form can be found on the school corporation's website.
2. Food Services will review and process the request.
3. Additional medical signatures may be requested. For example, if the substitutions needed for accommodations fall outside of the USDA meal pattern, the medical statement form must be signed by an authorized medical authority with prescriptive privileges in the State of Indiana.
4. Accommodations will be adjusted accordingly based on review.

All forms can be mailed to Plainfield Community School Corporation, 985 Longfellow Dr. Plainfield, IN 46168 att: Food Services or emailed to kcollins@plainfield.k12.in.us. Please call the Food Service Office at 317-839-2578 with any questions.

SCHOOL NURSE

Students becoming ill during the day may report to the school nurse after receiving a pass. When a health condition of a student negatively impacts his/her well-being, or the well-being of others at school, the school nurse will contact a parent or guardian to have the student taken home.

HEALTH SERVICES

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

parent(s)/guardian(s) will be notified. If a student is injured at school and the School Nurse assesses the condition and feels additional medical treatment is required, the School Nurse will notify the parent/guardian.

Illness

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

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

1. Fever of 100 F or greater. Children who are ill should be fever-free for 24 hours without the use of fever reducing medication before attending school.
2. Witnessed vomiting or diarrhea (defined as 2 or more liquid stools in a 24-hour period). Children should be free from vomiting or diarrhea for 24 hours before attending school.
3. Suspicion of untreated conjunctivitis, or pink eye. If pink eye is diagnosed, drops need to be used for 24 hours before attending school.
4. Suspicious rashes that may be contagious.
5. Injury that may require further evaluation and treatment.
6. Untreated head lice – presence of live lice.
7. Suspicion of an untreated contagious condition. If an infection has been diagnosed, children need to be on antibiotics for 24 hours before attending school.
8. A condition or illness that is causing such severe symptoms that the student is unable to function in class. All students leaving school during the day due to illness must do so through the school clinic. The nurse will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. Students may not contact parents and ask to be picked up without the nurse's permission. If the student does contact his/her parent and asks to be picked up without approval, the absence will be unexcused. If a parent/guardian cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request the child be picked up.

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

Head Lice

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

Bed Bugs

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

Prescription Medication

Students are to bring all medications to the clinic at the start of the school day. Only those medications that are medically necessary during school hours or written in an IEP will be administered during the school day. Prescription medication must

be sent in the original container with the original prescription label intact and be accompanied by a complete Prescription Medication and Hold Harmless Release Form. Pursuant to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition may possess and self-administer medication on an emergency basis while on school grounds or off school grounds at a school activity, function, or event. In order for the student to self-carry medication, a medical provider signature authorization on the Prescription Medication and Hold Harmless Release Form is required each school year.

Over the Counter Medications

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

Transporting Medications

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

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

Immunizations

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

Health Screenings

- **Hearing Screening:** Indiana Code 20-34-3-14 states that all school corporations shall conduct annually hearing tests on all students in grades 1, 4, 7, and 10. In addition, all students who are new to the corporation will be tested. Students with known hearing losses and/or with a history of ear problems will be monitored and tested during the year. Any student, upon request by parents and/ or school staff, will be tested. Two types of tests may be given: an Audiogram, which is a pure tone test that indicates how well a person hears various sounds and a Tympanogram, which gives information relative to possible medical problems involving the middle ear. If a problem is identified, parents will be notified of the test results and recommendations.
- **Vision Screening**: Indiana Code 20-34-3-14 states that all school corporations shall conduct annually screening tests of the visual acuity of all children in grades K or 1, 3, 5, and 8. Other children suspected of having a visual defect will also be screened. Local eye care professionals, school nurses, and/or parent volunteers may screen students. If a problem is identified, parents will be notified of the test results and recommendations.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic/extra-curricular event

sponsored by the school must be reported immediately to the person in charge and an accident report filed.

PARENT AND STUDENT RIGHTS CONCERNING EDUCATION RECORDS

Education records are governed by federal law and regulation. The requirements are outlined in school board E175 . In summary, the policy provides that both elementary and secondary students' educational records are confidential and parents can examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution. Students may also examine their records at reasonable times. Before education records are disclosed to third parties, the school requires a signed and dated written consent. Students who are 18 years of age or attending post-secondary education may sign for themselves. School officials, including officials of another school system or institutions of postsecondary where the student seeks to enroll, may also examine education records without the parent's or student's consent. Directory information can also be published on the corporation website and school newsletter and can be released to media organizations, colleges, civic or school related organizations, recruiting representatives of various military services and academies, and government agencies without the consent of parents or students. Directory information includes student's name, parent's name, and area of studies, athletic participation, extra-curricular participation, height, weight, photographs, attendance dates, awards, race, sex, and grade level. Any objection to such disclosure should be stated in a letter annually and filed with the principal within 14 calendar days from the beginning of the school year. Occasionally the student's classroom work will be displayed for motivational purposes, however, the parent can also notify the principal, in writing, if the displays of class work is not preferred.

STATEMENT ON STUDENT IMAGES

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

In general, Plainfield schools will not publish photos of individual students; in fact, the guideline states that at least three students must be present in published photographs. Students' names will NOT be used without permission of the parent or guardian.

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

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

THE SCHOOL DAY

All students will arrive at school and report to their first period class by 7:50 a.m. The school day is over at 2:50 p.m. Once arriving on school grounds, students are not permitted to leave the building or grounds during the day unless they receive permission from authorized school personnel. After permission is obtained, all students must sign-out in the Main Office. Students remaining in the building past 3:05 p.m. should be accompanied by a coach or sponsor.

STUDENT ARRIVAL AND DISMISSAL

Doors open for student arrival, including car riders, at 7:15 a.m. Those who arrive by car should plan to be at school no later than 7:45 to be in their classrooms, ready to learn by the 7:50 bell.

Parents providing transportation must drop off/pick up their child up at Door #1. The safety and security of all students depends on patience with the car-rider process. Slower speeds, patience, awareness, and caution are the keys to a safe arrival and dismissal of our students. Student drop-off begins at 7:15 a.m. Students should not be dropped off prior to 7:15 a.m. unless there is a previously scheduled reason with a staff member (i.e. study session, club meeting, etc.). All car riders should be seated in drop-off vehicles on the passenger side so they will be ready to exit and enter on the "school side." Parents should remain in vehicles.

At arrival and dismissal, vehicles should line up in the three queueing lanes by entering off of Longfellow Ln. and move forward to the speed table as far as possible. This will speed things up for everyone. Vehicles should merge left to right once crossing the speed table. Students will be allowed to only exit and enter cars that are moved up past the speed table and far enough so as to be parallel to the building along the sidewalks. Students should never be called to walk between cars to access their ride. Upon dropping off/picking up students, all vehicles must exit by turning right onto Stafford Rd.

Use of Motorized Personal Transportation Devices

For the safety of all students, staff, and visitors, the use, storage, and charging of all electric-powered or motorized transportation devices are prohibited on school property. This includes, but is not limited to: electric bikes (e-bikes) of all classes, electric scooters (e-scooters), hoverboards, electric skateboards, electric unicycles, and gas-powered or motor-driven toys/vehicles. This prohibition applies to all campus grounds, buildings, parking lots, and sidewalks during the school day and at all school-sponsored activities.

This policy does not apply to: vehicles used by individuals with a mobility-related disability (e.g., electric wheelchairs) or authorized traditional bicycles (non-motorized).

EARLY DISMISSAL

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. If a student needs to be dismissed early, he/she should bring a note to the Attendance Office (prior to 7:50 a.m.) stating the time and reason for their early departure.

SIGNING IN AND OUT

Students arriving late to school must report to the Attendance Office to sign in. Similarly, students must sign out when they leave school during the day. Students will not be allowed to leave school during the day without parent permission and administrative approval. Failure to follow this policy will result in absences being unexcused and disciplinary action taken. Parents will be required to come into the Attendance Office to sign out their child whenever it becomes necessary for them to leave school early. For the safety of everyone, parents must provide a photo ID when signing out their child. Even though this process may require additional time, it is an important security measure.

EMERGENCY CLOSING OF SCHOOL

The safety and welfare of our students will always be our first priority. Weather or emergency conditions may exist which require a delay of school opening, sending students home early, or closing schools. Up-to-date information regarding school-day changes will be sent via Parent Square.

GUIDANCE SERVICES

(317) 838-3672

Emily Hayhurst, 6th Grade Counselor

Alison Campbell, 7th Grade Counselor

Jacob Hally, 8th Grade Counselor

The guidance staff is trained to assist students in their personal, social, and vocational development.

Students are encouraged to drop by the guidance office to speak with their counselor before and after school. Except for emergency situations, however, students will be seen during class hours by appointments only. Forms to request an appointment are available online through the Student Hub. The guidance counselors urge students to bring their problems or concerns to them.

CHANGE OF ADDRESS

Please inform the guidance office of any change of address or telephone number.

WITHDRAWAL OF STUDENTS

The school should be notified at least two days in advance of a student's pending withdrawal. The student will receive a withdrawal form and instruction from the office. Textbooks, library books, fines and 1:1 device must be returned before the student leaves school.

STUDENT AGENDA

Each Plainfield Community Middle School student has been provided a student agenda. This agenda is intended for student and parent use. The agenda serves as an assignment book for students to keep track of all of their projects and assignments. It can also serve as a means for parents and teachers to communicate with one another.

PEACE ROOM

Students must have a pass to and from the Guidance office. There should be no eating or destruction of this room. Students need to remain respectful of the space and staff.

PLAINFIELD COMMUNITY MIDDLE SCHOOL
STUDENT SERVICES INFORMATION

The Quaker Way: Be Ready, Be Respectful, Be Safe

PLAINFIELD COMMUNITY MIDDLE SCHOOL ATTENDANCE POLICY

Indiana Law and School Board Policy require regular school attendance. Student absences beyond eight days require medical verification. Parents will be notified when the student has accumulated his or her fifth absence. If absent for the day, students are not allowed to attend or participate in extracurricular activities that day unless the absence is excused by a doctor.

REPORTING ABSENCES

Parents should call the school (317-838-3966) or send a Parent Square message to PCMS Attendance on the day of the absence giving the reason for the absence. The attendance line is available 24 hours a day. The school will attempt to contact parents by telephone to check on absences not reported. The absence will be regarded as unexcused until the parent contacts (written note or phone call) the school stating the reason for the absence. All medical notifications must be submitted within one week to be excused. Parents will be informed promptly of any irregularity in attendance.

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

EXCUSED ABSENCES

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. For an absence to be considered excused and make up work be allowed for credit, an absence must be reported in the guidelines listed above and must meet one of the guidelines listed below:

1. Student illness verified by a parent/guardian or physician
2. Funeral verified by funeral card
3. Maternity
4. Religious Holiday
5. Military Connected Families (e.g. absences related to deployment and return)
6. Medical appointments:
   a. Please make every effort to schedule appointments after school

b. These absences do not count toward the eight days and make-up is allowed for work missed
c. Accepted reasons for this type of absence are death in the immediate family, and illness or appointment accompanied by a medical statement within 5 days of the absence

EXEMPT ABSENCES

Indiana Law prescribes which absences are exceptions and are not included as absences on a student's attendance. As per (IC20-33-2) these include:

1. Service as a page for the Indiana General Assembly,
2. Serving on the Precinct Election Board or the helper to a political candidate,
3. A student who is issued a subpoena to appear in court as a witness in a judicial proceeding,
4. Ordered to active duty with the Indiana National Guard for not more than ten days,
5. Serving with the Civil Air Patrol for up to five (5) days,
6. Exhibiting at the State Fair, and
7. Educationally related non-classroom activity.

UNEXCUSED ABSENCES

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

*Excessive unexcused absences will fall under provisions outlined in a Project ATTEND attendance contract.

PREARRANGED ABSENCES

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

The following applies to prearranged absences:

1. Parents must complete a form for pre-arranged absence and submit that form to the principal or assistant principal's office.
2. The form must be submitted ahead of time, allowing ample time for needed signatures to be obtained and all stakeholders to be notified; recommended submission five (5) days prior to absence.
3. If a student has previously been absent for several days, a conference may be required by the administration to discuss the ramifications of additional absences.
4. A prearranged absence form must be presented by the student to each of his teachers for signatures.
5. SECONDARY: Make-up work should be arranged in advance. Class work missed must be made up promptly upon the student's return.
6. The prearranged absence will be reported as parent notification. These absences count toward the 8 day attendance policy. Students will be allowed to make up work for credit. Students and parents are reminded that even though make-up work will be allowed for credit, some classroom activities simply cannot be replicated. The instruction missed during class time may adversely affect their grades (especially in participation type classes) and understanding of material.
7. Any pre-arranged absence(s) will count towards the eight (8) day attendance policy.
8. No pre-arranged absence will be approved if a student is scheduled to take the state required achievements test and/or locally administered achievement tests.
9. Pre-arranged absences will not be approved during final semester exams or the last fifteen days of the school year for any reason other than those exceptions outlined by Indiana Law.

TRUANCY

Truancy is defined as absence from school during any part of the school day without the consent of parent and/or proper school officials. Class work missed may not be made up and the student's grade will suffer accordingly.

You are truant if you:

- Leave school without signing out in the Attendance Office.
- Are absent from school without prior permission from your parent/guardian.
- Obtain a pass to go to a certain place and do not report there, or go somewhere besides the destination on your pass.
- Are absent from class without permission (skipping).
- Become ill and go home or stay in the restroom instead of reporting to the office or to the clinic.
- Come to school, but do not attend class.

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

- 1st violation: 1 Friday School
- 2nd violation: 2 Friday Schools
- 3rd violation: Grounds for Suspension or Expulsion

TARDINESS

Students are expected to be in class on time. Students are given five minutes to report to all classes. All students must be in their assigned seats prior to the ringing of the tardy bell, which indicates the beginning of class. Classroom teachers and administrators strictly enforce the established school tardy program which includes the following consequences:

- Tardy 1 and 2 = Warning
- Tardy 3 = Lunch detention
- Tardy 4 and 5 = After-school detention
- Tardy 6+ = Friday School

HENDRICKS COUNTY PROJECT ATTEND

Project ATTEND is a cooperative effort between schools and the Probation, Prosecutor and Child and Family Services offices in Hendricks County, Indiana. The goal is to assist schools in increasing attendance and to reduce the number of Truancy cases filed in the Court.

GENERAL PROCEDURES:

(1) When a child has accumulated excessive or unexcused absences, the school will have the student and parent or guardian sign a Parent Attendance Contract. The school is to determine what constitutes an unexcused absence. If the school is unable to get the parent to sign the contract within five school days, they should contact the Project ATTEND Coordinator.

(2) When a child has accumulated any additional unexcused absences, the school representative should notify the Project ATTEND Coordinator by phone or e-mail and include pertinent information about the child. This information should include; the child's name and date of birth, parents' names, addresses, phone numbers and a copy of their attendance. Also, a record of any contacts made by the school should be included.

(3) The Project ATTEND Coordinator will then contact the parents or guardian of the child by phone, mail or both. This contact will include an attempt to gather pertinent information regarding the family and attendance issues. The parents will be notified that this is considered an official referral to the Juvenile Court and could result in future legal action.

(4) If the attendance problems continue, the school should notify Project ATTEND with all updated information. A meeting will be set for the parents, child, school representative and Project ATTEND Coordinator. The Deputy Prosecuting Attorney may also be asked to attend this meeting.

STUDENT DISCIPLINE

Student Discipline: Indiana Code for Student Conduct (Revised by Plainfield Board of School Trustees on 06-09-05.)

Recognizing that the behavior of some students may be so disruptive that it interferes with the school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of state law, the Board of School Trustees authorizes administrators and staff members, through School board policy C375 and Indiana Code 20-33-8, to take any of the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY:

A middle school teacher will have the right to remove a student from his/her class or activity for up to one school day if the student is assigned regular or additional work to be completed in another school setting.

2. DETENTION:

A middle school teacher or school principal (or designee) may assign detention. Detentions are served in the Student Services Office from 2:55 p.m. to 3:25 p.m. Students serving detention should be picked up at Door #1 upon the conclusion of their detention.

3. FRIDAY SCHOOL:

A middle school teacher or school principal (or designee) may assign Friday School. Friday Schools are supervised by a teacher in a classroom. Friday School begins after the close of school at 3:00 p.m. and ends at 5:00 p.m. Students will exit the building at Door #1 by the Main Office.

4. SUSPENSION FROM SCHOOL:

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days.

5. EXPULSION FROM SCHOOL:

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension and Expulsion.

More severe consequences will be assigned if a student's disciplinary issues increase in severity and/or number of occurrences.

GROUNDS FOR SUSPENSION OR EXPULSION

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

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

STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconducts and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, pranks, 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 exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

c. Setting fire to or damaging any school building or 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 educational function.

f. Conspiring to violate any school rule or state law.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.

9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

10. Possessing, handling, or transmitting any object, including a knife, that can reasonably be considered a weapon, is represented to be a weapon, looks like a weapon, or that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances, including lighters and matches. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.

a. Exception to Rule 11**:** a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had 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.

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, substances containing Phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.

15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

16. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.

17. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.

22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. Work written by AI is not to be considered your own original work and can be considered plagiarism.

23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.

24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.

25. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

26. Engaging in pranks or other similar activity that could result in harm to another person, damage school corporation property, or disrupt the educational process.

27. Using or possessing gunpowder, ammunition, or an flammable substance.

28. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

- **a.** engaging in sexual behavior on school property;
- **b.** engaging in sexual harassment of a student or staff member;
- **c.** disobedience of administrative authority;
- **d.** willful absence or tardiness of students;
- **e.** engaging in speech or conduct, including clothing, jewelry or hair style, that is disrespectful, profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;

f. possessing or using a laser pointer or similar device;

g. violation of the school corporation's acceptable use of technology policy or rules; or

h. violation of the school corporation's administration of medication policy or rules.

i. violation of the school corporation's non-discrimination policy or harassment policy

29. Possessing or using on school grounds during school hours an electronic device (e.g. cellular phone, smart watch, tablet, computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration and returned to the parent. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.

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

Bullying is defined as:

a. Aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.

b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;

ii. Has a substantially detrimental effect on the targeted student's physical or mental health;

iii. Has the effect of substantially interfering with the targeted student's academic performance; or

iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

c. This term may not be interpreted to impose any burden or sanction on, or include the definition of the term, the following:

i. Participating in a religious event.

ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article 1, Section 31 of the Constitution of the State of Indiana, or both.

iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.

v. Participating in an activity undertaken at the prior written direction of the student's parent.

vi. Engaging in interstate or international travel from a location outside of Indiana to another location

outside Indiana.

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

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

a. No student shall possess, handle, or transmit any firearm or destructive device on school property. Doing so, regardless of whether the firearm is operational, is grounds for expulsion.

b. The following devices are considered to be a firearm under this rule:

1. Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

c. For purposes of this rule, a destructive device is:

1. 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,

2. 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

3. A combination of parts designed or intended for use in the conversion of a device into a destructive device.

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

e. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

f. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

32. Possession of a Deadly Weapon

a. No student shall possess, handle or transmit any deadly weapon on school property.

b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

1. A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;

2. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or

3. A biological disease, virus, or organism that is capable of causing serious bodily injury.

c. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

d. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

33. Unlawful Activity: (I.C. 20-33-8-15)

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

34. Legal Settlement

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

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

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

EXPLOSIVES/WEAPONS

The possession or use of any explosive (i.e. firecrackers, caps, party pops, etc.) is prohibited on school grounds or at school functions. The possession of a handgun or firearm on school property, at a school function, or on a school bus is a felony and will result in expulsion from school. A violation of this law will be reported to law enforcement officers.

SCHOOL FIRE ALARM/911

Misuse of the school fire alarm and/or making illegal "911" telephone calls are a violation of state law and school policy and are expellable offenses.

TOBACCO/NICOTINE PRODUCTS

The Board of School Trustees can no longer ignore the increasing credibility of the evidence concerning health-related problems caused by the use of tobacco and nicotine. Students possessing, smoking, or using tobacco/nicotine products anywhere on school grounds or in the building immediately before, during, or after school, or at any school sponsored event on or off campus, is not permitted. Leaving school grounds to use tobacco/nicotine products is also not permitted. A student in possession of or using tobacco/nicotine products, under the circumstances listed above, will face suspension and/or expulsion from school.

COUNTERFEIT AND LOOK-ALIKE DRUGS

"Counterfeit Drugs" generally refers to substances which are represented as being a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, Spice/K2, alcoholic beverage, or intoxicant. The substance itself may be harmless. I.C. 35-48-4-4.5 makes it a "Class D" felony to deliver a substance represented to be a controlled substance.

"Look-Alike" refers to pills which resemble a controlled substance. While look-alikes are not controlled substances, they can be extremely dangerous.

I.C. 35-48-4-4.5 makes illegal the delivery of any substance represented to be a controlled substance. Plainfield School Board Policy prohibits providing, possessing, or using substances represented to be a narcotic, hallucinogenic, amphetamine, barbiturate and marijuana (controlled substances), Spice/K2, as well as stimulants, depressants, and intoxicants of any kind.

**Excerpted from School Board policies: JFCH, JFCI, JFCJ.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

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

The following definitions apply to this policy:

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

(1) Either:

(a) Promotes, sponsors, or assists in, or

(b) Participates in; or

(2) Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

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

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

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

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

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

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

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

Support services may include one or more of the following:

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

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

DISCRIMINATION OR HARASSMENT

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

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

For additional information, see the entire board policy regarding Title IX protections and procedures at this link: http://go.boarddocs.com/in/plainfieldin/Board.nsf/goto?open&id=BSCUVJ7DE78D

SCHOOL PROPERTY

Destruction or theft of school property, according to Indiana State Law, is an expellable offense. Severe cases will be handed over to the police and charges will be filed. Accidental damage should be reported to a staff member immediately.

LOCKERS

All student lockers remain the property of the school and are subject to inspection, access for maintenance, and searches. Searches may take place when there is evidence that a locker's contents violate a standard of student conduct or when the contents present an immediate danger to the health and/or well-being of any person. Students will be notified in advance and may be present during a search when possible. Students should not give their combination to other students for any reason. Physical education lockers should be locked at all times. Rigging a lock in an opened position creates risk of theft to occur and of potential damage to the lock itself.

STUDENT PROPERTY

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

TELEPHONES

School telephones are made available for student use with teacher permission during non-instructional times. Telephones are located in the Student Services Office.

BAGS

In order to provide a safe environment for students, students are not to carry bags or purses during the school day. Book bags may be used to transport books and materials to and from school, but upon arrival must be stored in student lockers.

ACADEMIC DISHONESTY CHEATING AND AI

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully sharing or obtaining test copies or questions. Using AI-generated content without

proper citation can constitute plagiarism, as it involves presenting someone else's work or ideas as your own without acknowledgement.

HALL PASSES

Students must have a hall pass to be in the halls during class time. Students who do not have a pass will be considered truant. It is the student's obligation to have a pass.

RESTROOMS

A. Students will not congregate, which is grouping together, without any intent to use the restrooms.

B. Students will not vandalize the facility in any way, shape, or form.

C. Only one student allowed in a stall or single person restroom at a time.

D. If more than one student is in a stall or single person restroom, then each student will receive disciplinary action.

LOST AND FOUND

Students who find lost articles are asked to take them to the Student Services Office, where they may be claimed by the owner.

CONDUCT AND COURTESY

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment. Engaging in speech, or conduct, which is profane, indecent, lewd, vulgar, or offensive to school purposes, will not be tolerated.

Violations of this policy will result in disciplinary action being taken.

STUDENT DRESS CODE

Students should dress in a manner that is appropriate for school activities. A student's dress and appearance should not be disruptive to the educational process, constitute a threat to the safety and health of the student or others, not be in violation of any statute, or be considered distracting, indecent, or wholly inappropriate for the classroom. Head coverings and sunglasses are not to be worn during the school day unless it is for a religious or medical reason.

1. See-through, open back, midriff-exposing shirts or blouses, and narrow strap tank tops should not be worn to school. During the regular school day, students shall not reveal the chest or expose undergarments in an immodest way.
2. Excessively short shorts, dresses, and skirts should not be worn.
3. Pajamas shall not be worn.
4. In order to maintain our students' safety, shoes will be required at all times. House slippers are not to be worn at school.
5. Any clothing that draws undue attention to the student or is disruptive to the educational process of the school should not be worn. Further, clothing that is tight, flimsy, torn, or ripped to the point of immodesty, or ripped/torn above mid-thigh, or clothing which depicts violence or vulgarity of any kind may not be worn.
6. Students are prohibited from wearing messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, weapons, violence, sex, vulgarity, or that reflect adversely upon persons because of their race or ethnic group.

Should a student's dress be deemed inappropriate for school, the following procedure will be followed:

1. Dress code violations will be recorded in the Student Services Office.
2. The student will be provided clean clothes to change into.
3. The student will return to the office at the end of the day to change back into his/her original clothes.

All clothing should be worn in an appropriate manner. Example: Pants and shorts are to be worn at the waistline.

Penalties for Dress Code violations may result in Warnings, Detentions, or Friday Schools.

PERSONAL CONTACT

The school day for students compares to the business day for adults and public display of affection between students should be in keeping with this thought. Any personal contact will be deemed inappropriate.

Any student, who experiences sexual harassment, be it physical or verbal in nature, should report the incident to their guidance counselor.

CLASSROOM FOOD AND DRINKS

In an effort to maintain a clean and sanitary environment for students and staff, gum, candy, food and/or drinks are not allowed in the classroom without a teacher's permission. Violations of this policy may result in disciplinary action.

CLASSROOM AND OTHER AREAS

Students are expected to conduct themselves in an appropriate manner in all areas of the school during the school day. Students are expected to follow all classroom rules. Disruption to the educational process will not be tolerated.

HAZING

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

STUDENT CONDUCT ON SCHOOL BUSES

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

1. Students must be seated immediately upon entering the bus and remain seated at all times during transportation.

2. Students must follow the bus driver's directions.

3. Students shall not use their hands, feet, or other objects in an inappropriate manner. No horseplay will be tolerated.

4. No loud voices, profane language, fighting, or rude gestures.

5. No eating, drinking, or chewing gum will be allowed on the bus.

6. No smoking or use of illegal substances.

7. Students must clean their area before departing the bus.

8. Students may not open or close windows except with the permission of the bus driver.

9. Students may not bring items on the bus that would block the aisle or the exit doors.

10. Students must be waiting at the bus stop when the bus arrives. If a student is not at the bus stop, the bus driver will not wait unless the student is visible.

11. Upon recommendation of the bus driver, the school corporation administration may deny transportation privileges to any student who refuses to follow these guidelines.

12. School rules also apply when students are on the school bus.

Riding the school bus is a privilege. To ensure the safety of all students, appropriate behavior is expected at all times. Bus transportation discipline follows a progressive discipline model, similar to classroom expectations. Consequences for misconduct range from warnings and assigned seats to suspension or removal from bus transportation.

In serious cases, a student may lose bus privileges for an extended period, up to the remainder of the school year. If a student is removed from the bus, it becomes the parent/guardian's responsibility to arrange transportation to and from school. Ensuring a safe and respectful bus environment is essential, and failure to follow expectations may result in the loss of this privilege.

BUS ACCIDENT PROCEDURES

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

UNAUTHORIZED BUS ENTRY

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

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

An individual attempting unauthorized entry may be charged with trespassing.

Parents are encouraged to call the Transportation Department when their child will not be riding the bus. Bus service may be discontinued for a student who has not ridden the bus for three (3) consecutive days without notifying the Transportation Office.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular and co-curricular teams, clubs, and activities. Students must be enrolled in the Student Activity Code of Conduct in order to participate in these activities. The Student Activity Code of Conduct Policy can be found on page 26.

DANCES/REC. NIGHTS

In order to provide a safe environment for all students at dances and Rec. Nights, the following guidelines have been established:

1. School rules, which govern student behavior, apply to all events including dances and Rec. Nights.
2. Students should communicate the ending time of any dance or Rec. Night to their parents. There is very limited access to a telephone at the conclusion of a dance or Rec. Night for calling home for a ride.
3. Students must attend the entire function unless parents come into the building to pick them up.
4. **All dances and Rec. Nights are for PCMS students only.**

STUDENT ACCEPTABLE USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES

SEA 78 WILL IMPACT THESE EXPECTATIONS AND EXISTING PCSC POLICIES. UPDATED POLICIES AND EXPECTATIONS FOR STUDENT OWNED WIRELESS DEVICES WILL BE MADE AVAILABLE PRIOR TO THE START OF SCHOOL.

For purposes of this policy, "personal electronic device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablet, laptop computers and personal digital assistants.

STUDENT RIGHTS AND RESPONSIBILITIES

1. The student who possesses a personal electronic device shall be solely responsible for its care.

2. Student possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees shall be permitted. All students may use these devices on campus before school begins and after school ends.

3. Personal electronic devices, including but not limited to cell phones, wireless headphones, smart watches, Meta glasses, Airpods, tablets, and bluetooth devices, must be powered off and kept in the student's assigned locker immediately upon entering the school building. Devices must remain powered off and stored from 7:30 am to 2:50 pm.

    a. The requirement that personal electronic devices be turned off may not apply when the student obtains prior approval from the principal or his/her designee for having a specific medical management device authorized by a provider and documented in their medical plan, 504, or IEP.

4. Personal electronic devices shall be permitted on school buses, as authorized by the driver, unless use of the personal electronic device causes a disruption on the school bus.

5. Student use of personal electronic devices shall be prohibited in areas including, but not limited to locker rooms, classrooms, bathrooms, and swimming pool areas.

6. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to, social networking sites and YouTube.

7. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and /or confiscation of the personal electronic device.

UNAUTHORIZED USE OF ELECTRONIC DEVICES

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

1. Possessing, viewing, sending, or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.

2. Videotaping, photographing, or audio recording of staff or students without prior teacher or administrative authorization.

3. Transmitting school materials for unethical purposes such as cheating.

4. Any activity which may be in violation with Bullying and Harassment policies.

Unauthorized use of electronic devices may result in confiscation of the device, detention, Friday School, suspension and/or expulsion.

A parent or guardian may be required to pick up the device from the Main Office during normal office hours (7:00-4:00).

DISTRICT STAFF RIGHTS AND RESPONSIBILITIES

1. Plainfield Community School Corporation shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student while the device is under the student's care.

2. District staff may confiscate personal electronic devices when such devices are being used in violation of this procedural directive and/or internal school procedure. Upon confiscation, district staff shall follow all district and school procedural directives and processes.

3. District staff may search confiscated personal electronic devices and examine the content of student's personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted. When determining if a search is appropriate, district staff shall ensure the following conditions are met before conducting the search:

   a. The search is reasonable at its inception. That is, when the context is such that it is clear that the student or students are clearly misusing the device and that the search of content would turn up evidence of the violation.

   b. The scope of the search of the content is reasonably related to the objective of the search and appropriate in light of the age and sex of the student and the nature of the suspected violation.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18: or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography" a Class D felony I.C. 35-42-4-4©, for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less that age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any persons, or any fondling or touching of a child by another person or of another person by a child intended to arouse, satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May of 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

PRACTICES AND PROCEDURES FOR SCHOOL-ISSUED LAPTOPS

Laptop Information:

Each student will be provided his or her own personal laptop for the school year that will be used **for educational purposes only.** The device is the property of Plainfield Community Middle School, just like a textbook, and is expected to be treated that way. All devices will be returned at the end of each school year. Practices and procedures have been adopted for responsibility and handling of these devices.

- Students are expected to bring a fully charged laptop to school every day.
- Avoid the use of food and drink around your laptop.
- Keep the computer secured or attended to at all times.
- Laptops must remain free of any writing, drawing, labels, etc.
- Never swap or share your computer. Never allow a classmate to use your device. You are responsible for your assigned computer.
- Devices will be distributed each year at the beginning of the year and will be collected before the last day of school.
- Students may not place stickers, decals, or any other personal markings on school-owned Chromebooks, as these devices must remain in their original condition for maintenance and future use.

Transporting Laptops:

- Use the issued protective case to transport the laptop correctly.
- Do not place textbooks, folders, papers, or other items in the protective case.
- Do not overstuff the protective case; extreme pressure on the computer can cause permanent damage to the screen and other components.
- Always close the lid carefully.
- Do not store anything between the screen and keyboard.
- Students are NOT permitted to have their laptops in the cafeteria during breakfast and lunch.
- Never leave the computer in your car. Extreme hot and cold temperatures can damage the device.

Repairing School-Issued Laptops:

- All damaged devices must be reported to the technology department.
- Do not attempt to remove or change the physical structure of the laptop, including keys, screen, casing, etc. Doing so will void the warranty on normal wear & tear, and families will be responsible for the cost of repair or replacement.
- Loaner laptops may be issued to students when they leave their school-issued laptops for repair.
- A student borrowing a loaner laptop must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- A member of the Technology Staff will contact the student when his or her laptop is repaired and available to be picked up.

Sound:

- Sound must be muted at all times unless permission is given by a teacher.
- Headphones/earbuds may be used only at the discretion of the teacher, and one at a time.

Printing:

- Students will be able to print for educational purposes to the Media Center or building print stations if needed.

Logging onto a Laptop:

- Students will only login to their laptops using their school-issued usernames and passwords.
- Students should never share their account passwords with others unless requested by an administrator.

Acceptable Use:

- Students are expected to follow all rules and expectations of the Acceptable Use Policy, including but not limited to:
  - Bypassing the network and content filters
  - Using another student's username or password

- Downloading and installing prohibited software
- Tampering with the hardware
- Inappropriate text, music, images, or videos

Plainfield Community School Corporation

Responsible Use of Technology and Internet Policy

2026 - 2027

1. Statement of Corporation Policy:

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

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

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

2. Scope of Use:

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

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

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

3. Definition of Terms Used:

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

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

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

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

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

4. Ownership of Corporation Technology and Information:

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

5. Conditions and Standards for Responsible Use of Technology:

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

b. Users will become familiar with and comply with all expectations of the

Corporation for the responsible use of Corporation technology as communicated in school handbooks, school Corporation policy, and other communications and standards concerning the use of Corporation technology.

c. Users shall NOT use the Network to: Access, create, send or receive, store, or display obscene materials; create or send threatening or libelous communications or communications which include vulgar, abusive, or

otherwise inappropriate language; access or use other individuals' accounts, information, or files without permission; access websites, files, or other information or resources using passwords not specifically assigned to themselves; pursue commercial or for-profit endeavors; wantonly waste district resources; damage, disable, or otherwise disrupt the operation of the network; or violate any local, state, or federal statutes, including but not limited to copyright law. Users shall not send, receive, view, or download materials that are harmful to minors, as defined by I.C. 35-49-2-2, on Corporation technology.

d. Users must respect and protect the privacy and intellectual property rights of others and the principles of their school community. The IT Services Staff are the only individuals authorized to select, adopt and allow the use of specific web based resources for teacher and student use, including resources for website creation, multimedia projects, presentations, and other collaborations. The IT Services Staff in consultation with the Superintendent's other designees will select resources based upon online safety, coordinated professional development, and informed technical support. If a teacher or student desires to use an alternate resource, they must make a request to the IT Services Staff via the established process. Further, Users shall not alter, delete, or destroy data, information, or programmatic instructions contained in or on Corporation technology without permission from the IT Services Staff. Personally generated files and documents may be deleted by the User who created them, unless they may include proprietary information, a student's personally identifiable information, and/or information potentially subject to litigation.

e. Any recording made on school grounds or during instructional time, whether in-person or virtual, may be subject to copyright laws and the protection of the privacy rights of others, including personally identifiable information about a student protected by the Family Education Rights and

Privacy Act (“FERPA”). Where IT Services Staff or other Corporation staff have reasonable suspicion that a recording, data, or image was made in violation of this Policy, such items may be confiscated by Corporation staff. Any use of a recording device to invade the privacy of another person will result in sanctions for the person making the recording.

f. Users must notify IT Services Staff if they have violated the conditions established for the use of Corporation technology or have witnessed or become aware of another user misusing Corporation technology. Users shall be responsible for noting and reporting any inappropriate use of Corporation technology in violation of Corporation policy or conduct standards including threats, bullying, harassment, or communications proposing or constituting a violation of the law or the Student Code of Conduct.

g. If a user creates a password, code or encryption device to restrict or inhibit access to electronic mail or files, the user will provide access to that information when requested to do so only by the user’s supervisor,

teacher, or the IT Services Staff. This includes personal technology brought to or accessed during the work or student day or at a school activity including bus transportation. The IT Services Staff or a designee shall be authorized to override any password, code or encryption device to access the technology. Users shall not use Corporation technology anonymously or use pseudonyms to attempt to escape from responsibilities under this policy, regulations, or the law.

h. Creation of an account, access to a new application, or any other initial

use of software or technological applications in the public domain (non-Corporation managed technology) must be under the supervision of a

teacher, for instructional purposes, and only on school approved sites.

i. A user shall never use another user’s password, or account, even with the permission from the user. Any need to have access to another user’s account shall be addressed with the IT Services Staff or a designee.

j. An unauthorized attempt to log on to Corporation technology as a System Administrator will result in cancellation of the user’s access to Corporation technology and may result in more severe discipline including termination for employees and expulsion for students.

k. Students shall not be required to divulge personal information for access to a non-Corporation managed technology.
l. Students will be permitted access to the Internet through Corporation technology unless a parent/guardian has signed and returned a “Denial of Internet Access Form” within the preceding twelve (12) months.
m. In order to comply with the Children’s Internet Protection Act ("CIPA") and I.C. 20-26-5-40.5, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. Thus, Student use shall be filtered to minimize access to inappropriate materials. Student access to inappropriate materials despite the presence of the filter shall be reported immediately to the IT Services Staff. The filtering software shall not be disabled or circumvented without the written authorization of IT Services Staff or designee.
n. The corporation may utilize a wide variety of third-party web-based applications in its curriculum. Although these applications are widely used by the education community and support K-12 institutions, the terms of service for many sites require explicit parental permission for children under the age of 13. The Children's Online Privacy Protection Rule permits the corporation to provide the necessary consent for educational purposes.
o. While online, student users shall not reveal personal information such as name, age, gender, home address or telephone number, and are

encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate.
p. Students, parents and staff are advised that any student connection to any Internet or network provider not under Corporation control may not be filtered to the same degree as connection through Corporation provided access. The Corporation is not responsible for the consequences of access to sites or information through resources that circumvent the Corporation’s filtering software.
q. Users accessing the Internet through personal devices connected to Corporation technology must comply with this policy.
r. Users connecting personal devices to Corporation technology do so at

their own risk. The Corporation is not responsible for damages to hardware or software as a result of the connection of personal devices to Corporation technology.

s. Users must not knowingly cause damage to Corporation technology, including transmit a computer virus or other malware that is known by the user to have the capability to damage or impair the operation of Corporation technology, or the technology of another person, provider, or organization, nor shall a user take any action that could cause damage to Corporation technology or other Corporation property.

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

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

b. Electronic communication between staff and students/parents/guardians should be written as a professional representing the Corporation. This includes word choices, tone, grammar, and subject matter.

c. All data stored or transmitted on Corporation computers shall be monitored. Corporation email accounts shall not be used for sending or attempting to send anonymous messages.

d. Photos and videos or students and staff shall not be shared or posted electronically without permission.

e. Electronic correspondence is a public record under the public records law and may be subject to public inspection.

f. The line between professional life and personal life must be clear at all times. Corporation employees should only use their Corporation account or other approved communication method (Google, Zoom, etc.) to communicate with students and/or parents and guardians, and should only communicate on matters directly related to education. Relationships associated with such educational social media accounts should only be with members of the educational community, such as administrators, teachers, students, and parents of such students.

g. All Corporation employees will be responsible for information that they make public through the use of electronic communication. Teachers are the gatekeeper for the privacy and protection of students. When other

people can see your conversations with students (i.e. followers on Twitter or friends on Facebook), you may be endangering them and also violating the Family Educational Rights and Privacy Act ("FERPA").

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

a. All policies, rules, and applicable state and/or federal law apply when in virtual learning classrooms.

b. All staff and students should conduct themselves as if they are physically present in the classroom.

c. Staff shall password protect all meetings and monitor attendance to ensure privacy.

d. Staff and students shall manage screen sharing options while conducting or participating in class.

e. Staff shall stop class if it is necessary to protect the privacy of a student or a group of students.

f. No individual, including parent(s) or guardian(s), shall record a class session unless it is a staff member and there is an educational reason for doing so and necessary permission has been obtained.

g. If an unauthorized individual is in a session, staff shall direct the outside individual or group to leave the session immediately. If they refuse to do so, staff shall end the class and start a new, private session. If a student notices an unauthorized individual present in the class, he or she should report that individual to the staff member in the meeting. The staff member should report the intrusion to administration immediately.

8. Access to Information and Investigation of Potential Violations:

a. The Corporation recognizes it may not be possible to technologically limit all Internet access to only those materials that support and enrich the curriculum according to adopted policies and reasonable selection criteria. For this reason, at the discretion of the Corporation or the Superintendent, technology protection measures may be configured to protect against access to any material considered inappropriate for students to access. Further, the technology protection measures will not purposefully be disabled at any time that students may be using the Network to help protect against access to materials that are prohibited under the Children's Internet Protection Act and/or Corporation policy and guidelines. Any student who attempts to disable the technology protection measures will be subject to discipline. The Superintendent or his designee

may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been blocked by the technology protection measures. The determination of whether material blocked shall be based on curriculum concerns, including the content of the material and the intended use of the material, policy concerns, network concerns, and safety concerns.

b. Users shall not have an expectation of privacy in any use of Corporation technology or the content of any communication using that technology, and the IT Services Staff or a designee may monitor their use of technology without notice to them, and examine all system activities the user participates in including but not limited to, e-mail, recorded voice and video transmissions, to ensure proper and responsible use of the Corporation's technology. Monitoring shall include the use of voicemail but shall not include monitoring a live communication between two or more parties unless at least one user is aware of the monitoring. In addition, use of Corporation technology may be subject to production pursuant to the Indiana Access to Public Records Act, Ind. Code 5-14-3.

c. A user's history of use and all data stored on or sent to or from Corporation technology shall at all times be subject to inspection by the IT Services Staff or a designee without notice to the user before or after the inspection.

d. If IT Services Staff has reasonable suspicion to believe a user has violated this policy or additional Corporation rules, the IT Services Staff or a designee may investigate to determine if a violation has occurred. If the investigation is not conducted by IT Services Staff, the results of the investigation shall be reported to the IT Services Staff by e-mail or in person, and the IT Services Staff shall take appropriate action.

e. A decision by IT Services Staff in response to an investigated allegation of a violation of this policy or additional Corporation rules may be appealed in writing to the Superintendent within five (5) calendar days. The Superintendent's decision concerning continued access to Corporation technology and any other penalty shall be final.

9. Violations of Responsible Use of Technology:

a. Violations of this policy may result in denial of further access to technology, suspension or expulsion of students, and discipline of employees including suspension or termination of employment. Such a violation by a person

affiliated with a contractor or subcontractor rendering services to the Corporation may result in cancellation of the contract of the contractor or sub-contractor. A violation of this policy by parent(s) or guardian(s) may result in legal measures including, but not limited to, the following measures to ensure the safety and privacy of Users: cease and desist communication and civil or criminal charges.

b. A user observing or learning of a violation of this policy is required to report the violation to the user's immediate supervisor (for employees or volunteers) or to a teacher or other school administrator (for students).

10. Social Media Use:

a. Users' personal or private use of social media, even when occurring off school property and outside school hours, may have unintended consequences that affect the school environment.

b. Social media use should be in a manner sensitive to the Student Code of Conduct and the employees' professional responsibilities.

c. Only Users designated by the Administration in writing have authority to establish and maintain an individual social media account on behalf of the Corporation. Users may clarify that their personal social media accounts are not operated on behalf of the Corporation.

d. The intent of this policy is not to infringe upon Users' legal rights, such as the freedom of expression, religion, and association. For example, this policy does not prohibit an employee from posting content outside the scope of their employment and on a matter of public concern. However, those rights do not include permission to post inflammatory comments and/or any statements that could compromise the Corporation's mission, constitute cyber-bullying or harassment, or cause a substantial disruption to the school environment.

Violations: Violations of the social media use provision may result in disciplinary action (including expulsion for students or termination for employees), confiscation of the device, loss of use of Corporation technology resources, referral to law enforcement or the Department of Child Services, and the recording, data, or image made in violation may be deleted. If the Superintendent or designee has reasonable suspicion to believe an employee or student has violated this policy or Corporation rules related to technology, they may investigate to determine if a violation occurred.

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

a. Users of the Corporation's technology are expected to protect the integrity of data, personal privacy, and property rights of other persons when using Corporation technology.

b. The practice of using distribution lists to send information shall not excuse the erroneous disclosure of confidential information. Users shall determine that distribution lists are current and review each name on any list before sending confidential information including, but not limited to, personally identifiable information about students protected by the Family Educational Rights and Privacy Act ("FERPA").

c. Users should not access confidential information in the presence of others who do not have authorization to have access to the information. Confidential information should not be left visible on the monitor when a user is away from the monitor.

d. Users should not copy, file share, install or distribute any copyrighted material such as software, database files, documentations, articles, music, video, graphic files, and other information, unless the user has confirmed in advance that the Corporation has a license permitting copying, sharing, installation, or distribution of the material from the copyright owner. Violation of the right of a copyright owner will result in discipline of a student or employee.

12. Incurring Fees for Services:

No user shall allow charges or fees for services or access to a database to be charged to the Corporation except as specifically authorized in advance of the use by IT Services Staff. A fee or charge mistakenly incurred shall be immediately reported to the IT Services Staff. Incurring fees or charges for services to be paid by the Corporation for personal use or without prior authorization of the IT Services Staff may result in discipline including suspension or expulsion of a student, or suspension or termination of an employee. Users shall thoroughly review terms and conditions of any programs, software, or applications prior to accepting the terms and conditions. Users are responsible for ensuring the terms and conditions comply with Corporation policy and procedures and state and federal law. Users who are unsure of the terms and conditions shall contact the IT Services Staff prior to accepting any terms and conditions. Accepting terms and conditions that violate Corporation policy or procedures or state or federal law may result in discipline as discussed within this policy.

13. Liability

Use of Technology is at the User's own risk. The system is provided on an "as is, as available" basis. The Corporation is not responsible for any damage Users may suffer. The

Corporation is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Corporation's system, nor is it responsible for damages or injuries from improper communications or damage to property used to access Corporation technology. The Corporation is not responsible for financial obligations arising through unauthorized use of the educational technologies or the Internet.

14. Training

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

47 U.S.C. §254(h)(5)(B)-(C), 254(l)
20 U.S.C. §67777(a)
47 C.F.R. §54.520(c)(1)(i)
Children's Internet Protection Act (CIPA)
I.C. 20-26-5-40.5
Plainfield Community School Corporation
Adopted: 12/14/95
Revised:
3/11/21
8/12/21
3/10/22
7/11/24

PLAINFIELD COMMUNITY MIDDLE SCHOOL
ATHLETIC DEPARTMENT

Plainfield Community Middle School believes that each sport has a definite contribution to the overall development of the student, the school, and the community. The welfare of the athletes is of primary importance, and should be placed above any other consideration. Victory is highly desired, important, and should be sought, but not at the sacrifice of other values concerned with the development of the participant. Athletics at PCMS is a privilege not a student's right.

All students are encouraged to take part in the middle school's extra-curricular program. Open participation occurs in football, cross-country, wrestling, and track. A selection process does occur in volleyball, golf, tennis, cheerleading, dance, soccer, baseball, swimming, softball and basketball. The extra-curricular program is designed to meet the wide range of interests and skill levels of all students at Plainfield Community Middle School.

The Plainfield Community Middle School athletic program has adopted the "Inter-school Athletic Guidelines for Middle

Schools" as a reference in establishing regulations and policies. This booklet is published by the Indiana High School Athletic Association, and is available in the athletic office. The athletic program also adheres to the Junior Mid-State Conference bylaws and the regulations established by the Hendricks County Middle School Association for athletic directors and principals. We expect our students, parents, and coaches to demonstrate good sportsmanship at all practices and competitions or face the possibility of removal.

1. Mid-State and County Affiliation

We belong to the Junior Mid-State Conference with the following schools: Decatur, Clark-Pleasant, Franklin Community,John Wooden, Paul Hadley, and Perry Meridian. Our county affiliation is with Hendricks County, which includes the following schools: Avon North, Avon South, Avon West, Brownsburg East, Brownsburg West, Cascade, Danville, and Tri-West. We participate in team championships in both the county and conference.

2. PCMS Athletic Teams

Fall: 7th & 8th grade football; 6th, 7th, 8th, grade boys' and girls' cross country; 6th, 7th, 8th grade boys' tennis; 7th & 8th grade girls' volleyball; 7th, 8th grade girls' golf; 6th, 7th, 8th grade cheer; 6th, 7th, and 8th grade boys' and girls' soccer, 6th, 7th, and 8th grade dance

Winter: 7th & 8th grade boys' basketball; 7th & 8th grade girls' basketball; 6th, 7th, 8th grade boys' and girls' swimming; 6th, 7th, 8th grade wrestling; 6th, 7th, 8th grade cheer; 6th, 7th, 8th grade dance.

Spring: 6th, 7th, & 8th grade boys' and girls' track, 6th, 7th, & 8th grade girls' tennis, 6th, 7th, & 8th grade boys' golf, 7th & 8th grade baseball, 7th, & 8th grade softball, Cheer & Dance tryouts for the next year (5th, 6th & 7th grade).

3. Age Eligibility

Students participating in 6th grade, 7th grade, and/or 8th grade athletic contests are (ineligible) within the following guidelines:

6th grade: A student who is or shall be 14 prior to or on the scheduled date of the last contest in a sport is ineligible for athletic competition in that sport.

7th grade: A student who is or shall be 15 prior to or on the scheduled date of the last contest in a sport is ineligible for athletic competition in that sport.

8th grade: A student who is or shall be 16 prior to or on the scheduled date of the last contest in a sport is ineligible for athletic competition in that sport.

*The age requirement for 6th and 7th graders do not apply in sports where grade distinctions are not made. This includes cross-country, soccer, tennis, golf, cheer, dance, wrestling, swimming, and track.

4. You are Ineligible

A. If you have two (2) or more failing grades at the time of a tryout sport, then you cannot try out for that team.

B. If you have two (2) or more failing grades at the start of a wide-spread sport season (XC, FB, WR, T/F) or after a mid-quarter grade check, then you are on "competitive" probation for two (2) weeks. You can practice but you cannot compete in contests. You will return to competition upon the next grade check two (2) weeks later provided you have less than two (2) failing grades.

C. If you were not eligible in the school from which you transferred, you will not be eligible at PCMS until you meet our eligibility rules.

D. If you have moved to this school district and your parents did not make a corresponding change of residence to the new school district.

E. If absent 5 or more days due to illness or injury, a physician licensed to practice medicine must provide a written verification stating you may participate again. If you are enrolled in and do not participate in physical education class, you may not practice or compete on an athletic team that day.

5. Athlete Responsibilities

Participation in athletics is a privilege. It is earned by meeting the expectations and standards set by the school.

- Being a member of a PCMS school team carries with it certain responsibilities. Numerous athletes have come before you and established a very "winning" tradition. This "winning" tradition is not just established during competition. It is a combination of attitude, character, and hard work. It is showing respect to yourself, your parents, your coach, your teammates, and your opponent.
- As a PCMS athlete you acquire the label of leader. A leader is judged by his/her conduct in and out of competition, in and out of the classroom and in the community. You are in a position to contribute positively or negatively to school spirit; we hope you choose the positive path.
- Your parent should never have to be ashamed of anything you do.
- Young athletes look to you to emulate, don't let them or your parents or teammates down.
- Your biggest responsibility is to yourself! Be proud of your hard work and accomplishments. Work hard to improve in athletics and academics. More scholarships are given for academics than athletics.

6. Equipment Issue and Return

Plainfield Community Middle School endeavors to provide each team member with the best and safest equipment available. All equipment issued to an athlete is expected to be returned in the same condition as when issued (excepting normal wear and tear) or the athlete is expected to compensate the Athletic Department for the lost or damaged equipment. Failure to return equipment, including athletic locks, or to compensate the school for lost or damaged equipment, will result in the athlete forfeiting their award and participation in the next sport season.

7. Quitting

It is the athlete's responsibility to report to the head coach and return your school issued equipment and tell him/her you do not wish to continue to participate. The athlete will not be eligible for the next sport until the sport season of the original sport is completed.

8. Physical and Consent Forms

Physical and other electronic forms: IHSAA PPE Physician Questions (Pre-Participation History Form), Consent for Medical Care, Hendricks Regional Health Consent, Athletic Code of Conduct, Consent & Release Certificate, Concussion & Cardiac Arrest Awareness. These forms must be completed online in Final Forms prior to your 1st practice each school year, including summer workouts. The doctor's physical must be done between April 1 and the student's 1st practice in preparation for inter-school participation. Physicals from the previous school year are invalid on June 1st.

There are risks of injury in all sports and activities. These injuries can limit the athlete's performance and become a great source of frustration for the athlete as the injury takes time to heal. In order to minimize the effects of athletic injuries, PCMS works with the Hendricks Regional Health Sports Medicine staff to prevent, treat, and rehabilitate injuries. It is recommended that all student athletes have insurance. PCMS does not carry athletic insurance for student athletes. Parents must have insurance or sign a form if they don't carry insurance that states you accept full financial responsibility for all injuries and medical care.

9. Practices

There should be 10 separate days of organized practice under the supervision of the coaching staff for each contestant preceding the date of participation in inter-school contests. Only one practice may be counted for any one day.

10. Illness

Students who are physically unable to practice for 5 consecutive days due to illness or injury should present to their administrator, school nurse, or athletic trainer a statement from a physician licensed to practice medicine that they are again physically fit to participate in inter-school athletics.

11. School Attendance and Participation

In order to participate in an athletic event the student must be in attendance the full day unless the administrator grants an "excuse of participation" (i.e., attending a funeral, court appearance, doctor or dental appointment, etc.) An athlete must be at school by 10:15 a.m. If you are enrolled in and refuse to participate in physical education class, you may not practice or compete on an athletic team that day.

12. Cell Phone and Cameras

Cell phones and cameras may not be used inside a locker room for any purpose. This means no texting, no calling and obviously no pictures. The use of cell phones, regardless if it has a built-in camera or not, is not permitted in the locker room at any time. No exceptions to the rule. This rule applies to all players, managers and coaches (coaches may use a cell phone in their office, not in the locker room).

A violation of this rule will result in immediate penalty, which could include dismissal from the team. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution.

Should an athlete receive a call or text while (s)he is in the locker room, (s)he should take the phone (still in backpack, book bag, gym bag, etc.) out to the hall or outside the building before use. **Cameras and phones may not be in use or out in view in the locker room for any reason.**

13. Social Networking Sites

Student athletes are responsible for information contained in written or electronic transmissions (e.g.-mail) and any information posted on a public domain (e.g. internet, chat room, blogs, YouTube, social media). Inappropriate or embarrassing information or pictures (Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student) should not be posted in any public domain. Some form of disciplinary action will be administered. Student-athletes should be reminded they serve as representatives of their team, the athletic program and the Plainfield Community School Corporation.

14. Conduct, Character, & Discipline

Plainfield Community Middle School considers the following acts to be serious forms of negative behavior. **Athletes who demonstrate such actions are subject to disciplinary measures and may be prohibited from participation in inter-school athletics. Each coach has the authority to establish team rules for his/her particular sport.**

- Possession and/or use of intoxicating beverages
- Possession and/or use of illegal drugs
- Possession and/or use of tobacco
- Conviction of a misdemeanor or felony
- Theft
- Vandalism or destruction of property
- Suspension from school
- Repeated profanity
- Repeated displays of poor sportsmanship

*Players should not wear team uniforms to any restaurant before or after an event.

Public actions and inappropriate use of cellular devices, electronic devices or cyber space (ex: cyber bullying, cyber threats), that bring dishonor to the school, school teams, or fellow students while participating in extracurricular and co-curricular activities will result in some form of disciplinary action. We must respect others, obey the law, be polite, and be

aware of the safety of oneself and others.

15. Sportsmanship

SPORTSMANSHIP STARTS HERE! "It is not your game; it is ours, the players and athletes that are competing. We hope the spectators will watch, enjoy, encourage, and be proud of us, win, or lose. We need your support and enthusiasm, not your yelling and criticism." BE A FAN – NOT A FANATIC.

16. Competing in Two Sports during the Winter Season

Basketball to wrestling or swimming.

- Must have 5 practices before 1st contest
- May not go to practice for the 2nd sport before the 1st sport is over.

17. IHSAA Closed Season Policy

Students should have the opportunity to voluntarily engage in non-school sponsored sports activities provided such activities do not interfere with the student's educational development and the activities do not conflict with the principles of wholesome amateur athletics. **The IHSAA states**: An outstanding student-athlete may participate as an individual during the authorized contest season of a sport, without loss of inter-school eligibility, provided they meet certain criteria established by the IHSAA Board of Directors.

Although middle schools are not bound to IHSAA regulations, we encourage our athletes to model the IHSAA by-laws which will be implemented in their freshman year. Our athletic conference (Mid-State) strongly encourages "an IHSAA closed season policy". Athletes are encouraged not to participate on non-school teams during the season that he/she is participating in the same school sport.

School practices and contests will take precedence over "club" or "travel" teams and "club" and "travel" practices may not be substituted for school practices.

18. Conflict in Extra-Curricular Activities

PCMS appreciates that every student should have a broad range of experiences in the areas of extracurricular activities. Students should be cautious about participating in too many activities. We also caution students to refrain from "specializing" in one activity thus denying them a well-rounded scholastic experience. Every effort has been made by the administration to reduce the number of conflicts between athletics and other extracurricular pursuits. If a conflict does arise, the student is encouraged to communicate with all coaches/sponsors involved. If the conflict persists, the student and/or parent may contact the Athletic Director for assistance. A commitment to the PCMS athletic team indicates that all non-school conflicts be resolved in favor of the school team. This would not include such things as significant religious holidays, family commitments, funerals, etc.

19. Transportation

An athlete must remain under the supervision of the coach on all trips from the time of departure until the return to PCMS.

Exception: An athlete wishing to depart from the supervision of the coach at any point on a trip must have written permission of the parent or guardian and must depart in the company of the athlete's parent or guardian.

20. Practice Areas

At no time is it permissible for students or athletic groups to work out in athletic areas without authorized supervision (Teacher or Coach).

21. Injuries

Any injury is potentially serious and should be reported to the coach immediately so that treatment can be secured. We have a trainer on site daily through the Hendricks Regional Health Sports Medicine program. A trainer is on-site for every home contest, with football and wrestling taking precedence, if there are conflicting home events. Practice checks

are available throughout the year.

STUDENT ACTIVITY CODE OF CONDUCT POLICY

Introduction:

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

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

- Positive Random Drug Testing Result
- Positive Drug Test as a result of Reasonable Suspicion
- Arrest
- In School Conduct
- Self-Report of Violation
- Police Report
- Act of Delinquency
- Other Major Handbook Violations

Random Drug Testing Procedure

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

Once enrolled in the random Drug Testing Program, the students will remain enrolled for the duration of their time at Plainfield Community Middle School. Students, however, are required to re-enroll upon entering Plainfield High School for the first time. Students will have the opportunity to withdraw from the program. The request must be in writing from a parent and/or guardian and must take place prior to the first day of each school year. Once a parent has withdrawn a child, he/she may not participate in one of the corporation's interscholastic athletic programs, extracurricular or co-curricular programs, unless enrolled back into the program. The superintendent will be responsible for developing regulations to implement this random drug testing policy.

Selection and Notification Procedure

The number of individuals to be tested on a given date will be determined by the building principal.

The selection for testing will be done randomly by the chosen agency from the student names in the pool. Students will be eligible for selection even if they have previously been selected.

Specimen Collection Procedure

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

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

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

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

All specimens must register between 90.5 and 99.8 degrees Fahrenheit to be valid.

Any specimen proven to be tampered with will result in the student being ineligible to participate in any activities for a minimum of 365 days.

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

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

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

Testing Flow Chart

1. Student names are entered into the data pool.
2. The testing names are selected by the testing agency.
3. The testing agency will inform the principal of the selected names.
4. An administrator or designee will escort the student to the testing site for specimen collection by the school nurse.
5. A positive test screening will result in a second confirming test on the same sample by the laboratory.
6. The specimens will be sent to the testing agency.
7. The testing agency will follow the chain of custody and test the sample.
8. The testing agency will notify the school principal of the results.
9. The school principal will notify parents and the student to explain the consequences of the positive test.
10. Parents of students testing negative will be notified by the principal in writing.

Reasonable Suspicion Drug Test

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

Other Code of Conduct Violations

- Arrest
- In School Conduct
- Self-Report Violation
- Police Report

- Act of Delinquency
- Other Major Handbook Violations

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

Consequences for Violations

First Violation

The student shall be put on probation from all extracurricular activities for 365 days (one calendar year) from the day that the violation is verified. The student may resume activities 4 weeks from the date a positive test is verified or (2 weeks if a student or the student's parents or guardians report the violation to a Plainfield Middle School administrator, coach or sponsor prior to the independent verification of a violation) if the following conditions are met:

1. **Counseling Program.** The student must agree to an appropriate program. The program must have approval by the Student Assistance Counselor and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardian. Failure to complete the program will result in the student's original suspension being enforced.

2. **Drug Free.** The student must supply the school with a negative test at the cost of the student and/or his/her parents or guardian. The follow-up test must be taken at the middle school. The results of the test will be sent directly to the parents/guardian of the student.

3. **Administrative Drug Test.** The student agrees to be tested once eligibility has been reinstated (steps 1 and 2 completed). The test will take place within 365 days following reinstatement. The date of the test will be at the discretion of the administration. The cost of the test is the responsibility of the school. If the student tests positive during this test it will be treated as a second violation and the student will be excluded from all extracurricular and co-curricular activities for 365 days from the verification of the second positive test.

*If the student cannot complete the **Counseling Program** requirement within the 4 weeks, (2 weeks if self-reported) the student could be allowed to resume all activities if the student is involved in the counseling program process (must have written verification by the Student Assistance Counselor) and the student has produced a negative drug specimen. If the student is allowed to return to activities under these conditions but then fails to complete the counseling program, the original suspension will occur for the remainder of the 365 days. This decision will be made by the Principal and the Student Assistance Counselor.

Second violation

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

1. **Counseling Program.** The student must agree to a substance counseling program. The program must have approval by the Student Assistance Counselor and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardian. Failure to complete the program will result in the student's original suspension being enforced

2. **Drug Free.** The student must supply the school with a negative test at the cost of the student and/or his/her parents or guardian. The follow-up test must be taken at the middle school. The results of the test will be sent directly to the parents/guardian of the student.

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

Third Violation

The student shall be excluded from athletics, extracurricular, and co-curricular activities for the remainder of the student's career.

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

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

Self-Report

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

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

Additional Information

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

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

If a student violates the code of conduct by creating a disruption at school or any other violation of the code of conduct not previously discussed in this policy, the principal has the discretion to investigate and determine if a violation has occurred and then to apply appropriate consequences.

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

Definitions:

Alcoholic Beverages - For the purpose of this policy, an alcoholic beverage would include beer, wine, distilled liquors and any other liquid containing alcohol. It could also include the misuse of cough syrup and/or mouthwash containing alcohol.

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

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

Extracurricular Activity- Any activity in which a student actively participates.

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

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

Verification-Self-admitted involvement by the student, witnessed student involvement by a coach or any Plainfield Community

School Corporation staff member, parent admission of their student's violation of the code of conduct, and/or verification by an official police agency or probation.

PCMS GRADING SCALE

90 – 100%	A	Excellent
80 – 89%	B	Very Good
70 – 79%	C	Satisfactory
60 – 69%	D	Poor
0 – 59%	F	Failing

REGULAR BELL SCHEDULE

6TH GRADE:			**7TH GRADE:**			**8TH GRADE:**	
Block A	7:50-9:25 (95)		Period 1	7:50-8:40 (50)		Period 1	7:50-8:40 (50)
Block B	9:30-10:55(85)		Period 2	8:45-9:35 (50)		Period 2	8:45-9:35 (50)
Block C	11:00-12:25(85)		Period 3	9:40-10:30 (50)		Period 3	9:40-10:30 (50)
			Period 4	10:35-10:55 (20)		Period 4	10:35-11:35 (60)
LUNCH	**12:25-12:55 (30)**		**LUNCH**	**10:55-11:25 (30)**		**LUNCH**	**11:35-12:05 (30)**
			Period 4	11:30-12:05 (35)			
Block C	12:55-1:00 (5)		Period 5	12:10-1:00 (50)		Period 5	12:10-1:00 (50)
Period 6	1:05-1:55 (50)		Period 6	1:05-1:55 (50)		Period 6	1:05-1:55 (50)
Period 7	2:00-2:50 (50)		Period 7	2:00-2:50 (50)		Period 7	2:00-2:50 (50)

2-HOUR DELAY BELL SCHEDULE

6TH GRADE:		7TH GRADE:		8TH GRADE:	
		Period 1	9:50-10:20 (30)	Period 1	9:50-10:20 (30)
Block A	9:50-10:50 (60)	Period 2	10:25-10:55 (30)	Period 2	10:25-10:55 (30)
Block B	10:55-11:00 (5)	Period 3	11:00-11:35 (35)	Period 3	11:00-11:35 (35)
LUNCH	**11:00-11:30 (30)**			Period 4	11:40-12:25 (45)
Block B	11:35-12:28 (53)	**LUNCH**	**11:40-12:10 (30)**	**LUNCH**	**12:25-12:55 (30)**
		Period 4	12:15-12:55 (40)		
Block C	12:33-1:30 (57)	Period 5	1:00-1:30 (30)	Period 5	1:00-1:30 (30)
Period 6	1:35-2:10 (35)	Period 6	1:35-2:10 (35)	Period 6	1:35-2:10 (35)
Period 7	2:15-2:50 (35)	Period 7	2:15-2:50 (35)	Period 7	2:15-2:50 (35)