

# **Plymouth Community School Corporation**

## **Student Handbook 2017-2018**

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### **Plymouth Administration Building**

611 Berkley Street

Plymouth, IN 46563

(574) 936- 3115

Office Hours: 7:30am - 4:30pm

[www.plymouth.k12.in.us](http://www.plymouth.k12.in.us)

#### **Jefferson Elementary K-4**

401 Klinger Street

Plymouth, IN 46563

(574) 936- 2443

Office Hours: 7:30am - 4:00pm

#### **Menominee Elementary K-4**

815 Discovery Lane

Plymouth, IN 46563

(574) 936- 2001

Office Hours: 7:30am - 4:00pm

#### **Washington Discovery Academy K-4**

1500 Lake Avenue

Plymouth, IN 46563

(574) 936-4072

Office Hours: 7:30am - 4:00pm

#### **Webster Elementary School K-4**

1101 South Michigan Street

Plymouth, IN 46563

(574) 936-2520

Office Hours: 7:30am - 4:00pm

#### **Riverside Intermediate 5-6**

906 East Baker

Plymouth, IN 46563

(574) 936-3787

Office Hours: 7:30am - 4:00pm

#### **Innovation Academy @ Riverside**

906 East Baker

Plymouth, IN 46563

(574) 936-3787

Office Hours: 7:30am - 4:00pm

**Lincoln Junior High School 7-8**

220 North Liberty Street

Plymouth, IN 46563

(574) 936-3113

Office Hours: 7:30am - 4:00pm

**Innovation Academy @ Lincoln 7-8**

220 North Liberty Street

Plymouth, IN 46563

(574) 936-3113

Office Hours: 7:30am - 4:00pm

**Plymouth High School 9-12**

#1 Big Red Drive

Plymouth, IN 46563

(574) 936-2178

Office Hours: 7:30am - 4:00pm

**Weidner School of Inquiry @ PHS**

#1 Big Red Drive

Plymouth, IN 46563

(574) 914-4849

Office Hours: 7:30am - 4:00pm

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# PLYMOUTH COMMUNITY SCHOOLS

## STUDENT HANDBOOK 2017-2018

### INTRODUCTION

#### MISSION STATEMENT:

Plymouth schools commit to doing whatever it takes to maximize academic and social achievement of every individual as measured by state and community standards.

#### CORE VALUES:

##### *Commitment to Students*

- We see that decisions are based on what is best for students.
- We do whatever it takes.
- We utilize strategies that work.

##### *Caring*

- We respect and nurture one another.
- We value individual diversity.
- We demonstrate compassion, empathy, and tolerance.

##### *High Expectations*

- We have a challenging curriculum.
- We differentiate instruction.
- We communicate expectations.
- We prepare students to compete globally.

##### *Team Player*

- We make time to collaborate.
- We work cooperatively for the good of the whole.
- We help others in times of need.
- We embrace diverse thoughts and ideas.
- We build positive relationships.

## *Integrity*

- We follow through (walk the talk).
- We are accountable and dependable.
- We are honest with one another.
- We behave honorably.

## *Enjoyment*

- We celebrate success.
- We actively engage students in the classroom.
- We provide feedback.
- We promote a sense of belonging.

# **SECTION I – GENERAL INFORMATION**

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardian may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parent/guardian use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school's office. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Plymouth Community School Corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Mr. Andrew Hartley  
Assistant Superintendent  
574-936-3115

The complaint procedure is described on Form 2260 F8 that can be found within the Plymouth Community School Corporation website at [www.plymouth.k12.in.us](http://www.plymouth.k12.in.us).

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

## **HANDICAPPED ACCESSIBILITY**

Plymouth schools have fully accessible facilities to those with physical disabilities. If either students or adults need additional information or assistance, please contact the office.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the schools are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the

rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

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

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

- WTCA (1050 AM) and 94.3
- WNDU-TV
- WSBT-TV
- WSJV-TV.

The parent/guardian and students are responsible for knowing about emergency closings and delays.

School-Reach (auto call): When appropriate, the School Corporation and/or individual schools may use an electronic automatic call system to notify families of closings and other pertinent school information.

### **eLearning Days**

Whenever possible, Plymouth Community Schools will implement eLearning Days instead of canceling school for inclement weather. During times of inclement weather eLearning Days will be announced on WTCA (1050 AM) and 94.3, WNDU-TV, WSBT-TV, WSJV-TV, through social media, and through a SchoolReach call. Attendance policies and procedures for eLearning Days vary by grade level and are listed below:

#### Elementary Schools eLearning Day Attendance Policy:

Elementary students have two days to complete their virtual day assignments. If students have difficulty because they need additional teacher direction, or if circumstances warrant, students will be given additional time.

#### Riverside Intermediate eLearning Day Attendance Policy:

Riverside students have two days to complete their virtual day assignments. If students have difficulty because they need additional teacher direction, or if circumstances warrant, students will be given additional time.

#### Lincoln Junior High School eLearning Day Attendance Policy:

Lincoln students have two days to complete their virtual day assignments. If students have difficulty because they need additional teacher direction, or if circumstances warrant, students will

be given additional time.

### Plymouth High School eLearning Day Attendance Policy:

Traditionally, PCSC and other school corporations have had make-up days added to the end of the school year calendar. In the era of accountability, these missed days mean that educational momentum is lost. Having eLearning days ensures that we maintain momentum with the curriculum, in addition to having our students being better prepared for ISTEP and AP exams.

The PHS administration and faculty will provide clear expectations and training for students to comply with the attendance requirement and the eLearning assignments.

#### *Attendance for eLearning Days*

The eLearning attendance form consists of the student entering his or her name, first hour teacher, and acknowledging that the student can access assignments.

In the event that school is cancelled, students with internet have until 3 PM *on the day of the cancellation* to complete the attendance form. Students can locate the form by going to <http://www.plymouth.k12.in.us/eLearning/index.cfm> and scrolling to the bottom of the page.

Student who do not have internet at home must have a parent or guardian call the attendance secretary at 936.2178 x. 1005. This will be noted and communicated to teachers.

Like any day of school, attendance is a daily requirement. If school were cancelled consecutive days in a row, the attendance requirement must be followed.

#### *Procedures for Completing eLearning Assignments*

In the event that PCSC communicates that school is cancelled the night before or the morning of the cancellation, students will be able to access their eLearning assignments at **9 AM** by going to the PHS eLearning hub located at <https://goo.gl/dM5qzp>.

In the event that PCSC communicates that school is cancelled *after* a two-hour delay announcement on the morning of the cancellation, student will be able to access their eLearning assignments at **10 AM**.

Students will be given at least the day of the virtual day to complete assignments and up to an additional day at the discretion of the teacher.

### **VISITORS**

Visitors are to enter through the main entrance only. **All visitors must check into the main office upon entering the school where they will be required to sign in and wear a visitor's tag. During school hours, visitors to all PCSC buildings must present a state issued ID the first time they visit a PCSC building.** All doors will be locked during school hours.

## **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from Plymouth Community School Corporation, the parent/guardian must notify their school. School records shall be transferred within fourteen (14) days to the new school corporation. The parent/guardian is encouraged to contact the office secretary for specific details.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either:

1. a written request signed by the parent/guardian,
2. a parent/guardian phone call requesting early dismissal, or
3. the parent/guardian coming to the school office to personally request the release.

No student will be released to a person other than a custodial parent/guardian without a permission note signed by the custodial parent/guardian or other legal authorization. A student arriving to school late or leaving early must sign the sign-in/out sheet in the school or attendance office.

## **WITHDRAWAL FROM SCHOOL**

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

## **STUDENT HEALTH AND SAFETY**

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately. In the interest of student safety, Plymouth Community School Corporation has installed cameras in all corporation buildings and on corporation buses.

All students must have an emergency medical form completed, signed by a parent/guardian, and filed in the school nurse's office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school nurse's office. This includes but is not limited to: seizures, asthma, diabetes, food allergies, bee sting allergies.

## **STUDENT ASSISTANCE PROGRAM**

Personal/social counseling is available to all students at Plymouth Community School Corporation for assistance with difficulties of any nature. Students also have access to the Student Assistance Program, a cooperative effort with Bowen Center. It provides confidential, professional assistance to students and their families. Additional information is available in the school office or by contacting the Bowen Center directly at 1-800-342-5653(~~This is academic counseling~~)

## **LOCKDOWN, FIRE, AND TORNADO DRILLS**

Each school complies with all fire safety laws and will conduct fire drills in accordance with State

law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted using procedures according to State guidelines. The alarm system for tornadoes is different from the alarm system for fires.

Emergency Lock Down Drills will be conducted once each semester as required by State law.

## **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parent/guardian permission. If this procedure is not followed and the student leaves without properly checking out, the student may be considered truant.

## **INSURANCE**

The opportunity for students to buy school insurance on a voluntary basis is made available at the beginning of the school year. This insurance *only* gives the student protection while he or she is participating in school activities.

## **MEAL SERVICE AND PROCEDURES**

Plymouth Community School Corporation provides students with an opportunity to eat breakfast at school daily, and provides them with a lunch period for students daily. During that period, these are the expectations students are to meet:

- Students must remain in the cafeteria area and approved areas during the entire lunch period.
- Students are not to "cut" in line, may not eat non-snack food or drink beverages outside the cafeteria, and must be responsible for their own litter and trays.
- Fast food, pizza, or soda pop **may not** be brought to school for lunch, and may not be consumed in the cafeteria. Fast food is not to be ordered or brought in by students, or brought in by others for students.
- Students will not be permitted to leave the building for lunch. Note: a student is not to leave the building for an appointment without verified permission from a parent and documentation has been processed with the school. Parents must be responsible for signing students in and out of school.
- Students are to be courteous and respectful to lunch room and hallway monitors, and cafeteria personnel, following their directions when told to do so. Students are to also be courteous and respectful to one another at all times.

## **HEALTH**

### **SCHOOL NURSE/MEDICAL**

A well-maintained medical room is located in the office area. A registered nurse or health aide is on duty full-time or on call to treat injuries and dispense medication.

Each school does not assume responsibility for treating injuries that occur at home or for diagnosing illnesses. The nurse will assist, however, whenever appropriate or possible. **No medication will be given by the nurse or other school employee unless written permission has been granted by the student's parent/guardian (and physician).** Medications prescribed for a student must be kept in the original container bearing the pharmacy label and number, with the student's name, date filled, physician's name and directions for use. The pharmacy will make an extra bottle and label for school, upon request.

## IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline of November 3, 2017. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

### *Immunizations Requirements (I.C.20-34-42)*

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

Below are the number of doses and each vaccine required for school entry. Changes for this year include the Hepatitis A vaccine requirement for grades K & 1.

<b>3 to 5 years old</b>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella	
<b>Kindergarten &amp; Grade 1</b>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A (Hepatitis A)
<b>Grades 2 to 5</b>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella
<b>Grades 6 to 11</b>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal)
<b>Grade 12</b>	3 Hep B 5 DTaP 4 Polio <b>2 Hep A*</b>	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) <b>2 MCV4 (Meningococcal)</b>

**Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 5th grade, the final dose must be administered on or after the 4th birthday, and must be administered **at least 6 months** after the previous dose.

**Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

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

**MCV4** Seniors must have two doses of Meningococcal vaccine

**Hep A** The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months.

\* Two doses of Hepatitis A are recommended for grade 12.

Indiana State department of Health Immunization Division (800) 701-0704

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Physician documentation of disease history, including month and year, is required for proof of immunity.

## **USE OF MEDICATIONS**

In those circumstances where a student must take medication (~~prescription or nonprescription~~) during the school day, the following guidelines are to be observed:

- A. Parents/guardians should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Student Medication Consent form, must be filed with the school nurse and signed by the physician before the student will be allowed to begin taking any medication. This form can be found at [www.plymouth.k12.in.us](http://www.plymouth.k12.in.us). The form is also available from the school nurse.
- C. All medications must be registered with the nurse's office.
- D. Medication that is brought to the office will be properly secured. Medication may not be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medication for allergies, asthma and/or reactions.
- E. Students who may require administration of an emergency medication may have such medication stored in the school nurse's office. However, if authorization for self-medication has been provided by the parents/guardians and physician, the student may retain possession of the self-administered medications ex: inhalers, epi-pens, insulin, glucagon.
- F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parents/guardians or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parents/guardians to receive the medication.
- G. Any unused medication unclaimed by the parents/guardians will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

- H. The parents/guardians shall have responsibility to instruct their child to take the medication at the scheduled time.
- I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's/guardian's written release.

## **SELF-ADMINISTERED MEDICATIONS**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parents/guardians file a written authorization with the Principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's/guardian's authorization.

The physician's statement must include the following information:

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

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

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

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and State health departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

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

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

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

## US EPA 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 Plymouth Community School Corporation is available for review and copying by students, staff, and parents/guardians during normal business hours.

## SPECIAL EDUCATION

Each school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. The parent/guardian involvement in this procedure is required. More importantly, the school encourages the parent/guardian to be an active participant. To inquire about the procedure, a parent/guardian should contact the administrative designee at your student's school.

## AMERICANS WITH DISABILITIES ACT – SECTION 504

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

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent/guardian. The parent/guardian, who believes their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the administrative designee at your student's school.

## STUDENT FEES AND CHARGES

Plymouth Community School Corporation charges specific fees for their activities and courses. Such fees or charges are determined by the cost of materials, freight / handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where parent/guardian qualifies for financial hardship.

Students using school property and equipment can be charged for excessive wear and abuse of the property and equipment. The charge will be used to pay for the damage, not to make a profit. Late fees can be avoided when students return borrowed materials promptly. Their use may be needed by others.

## STUDENT SALES

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

## STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds

from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fundraising activity for a group in which the student is not a member without the approval of the group sponsor.
- No student may participate in a fund-raising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the Principal.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as cash, jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. Articles of considerable value should be kept at home. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. All students should park their bicycles in the racks located at each school. Bicycles should be locked at all times.

### **LOST AND FOUND**

Items found should be taken to the main office. Students are strongly encouraged to keep wallets, purses, jewelry, school materials, money, and clothing secure. The school does not assume responsibility for lost, misplaced, or stolen items. Students are advised not to bring items of great value or large quantities of money to school.

## **PERSONAL PROPERTY**

During school hours, a student will not use any personal property that has no educational purpose and may distract from teaching and learning. Items may be confiscated and released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed.

**Students are responsible for the care of their own personal property. The school will not be responsible for personal property.**

## **USE OF SCHOOL TELEPHONES**

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day. Students will not be called from class except in emergency situations.

## **PERSONAL COMMUNICATION AND ELECTRONIC DEVICES**

Students may use personal communication devices (PCDs) before and after school; in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment; during after school activities (e.g. extra curricular activities); and/or at school-related functions. Personal communication devices may be used during classes as an instructional tool upon permission from staff. Use of PCDs, except approved laptops, during class time is prohibited without teacher permission and they must be powered completely off and stored out of sight.

**ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of an administrator. A minimum of one school day’s notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **SECTION II – ACADEMICS**

### **STUDENT RECORDS**

Basic student information—including grades and attendance—can be accessed via online on our student management systems (i.e. PowerSchool and/or Echo).

Many student records are kept in the school office. There are two (2) basic kinds of records: directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parent/guardian of the student restricts the information, in writing, to the Principal. Directory information includes: parent/guardian and student name, address, and telephone number(s). When this information changes during the school year, the changes should be registered with the school secretary.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parent/guardian, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

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

Students and the parent/guardian have the right to review all educational records generated by the Corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the school Principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

The parent/guardian and eligible students may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school within fourteen (14) days after receipt of the school's annual public notice.

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

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

FERPA@ED.Gov; and  
PPRA@ED.Gov

## **RESPONSIBLE USE POLICY FOR ELECTRONIC RESOURCES**

All Plymouth Community School Corporation (PCSC) students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail responsible use of electronic information resources under which students, staff, and all members of the PCSC community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity however, students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

### **RESPONSIBLE USE**

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with PCSC's educational mission, curriculum and instructional goals.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.

### **PROHIBITED USES**

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. PCSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the PCSC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, sending of mass emails without prior approval from the school administration and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administration.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the PCSC Technology Department.

#### COMPENSATION FOR LOSS/DAMAGES

1. In the event an electronic device is lost, stolen or damaged, the individual student or staff member will be responsible for the cost of the repair and/or cost of replacement as determined by school administrators. Multiple instances of damage may result in the loss of device or other disciplinary actions.
2. Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device. Payment is expected right away. If parents cannot pay the total amount right away, a specific payment plan will be worked out with the school.
3. In addition all users (students and staff) may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The Corporation assumes no responsibility for any unauthorized charges or costs incurred by users while using school

district computers, devices, or the school network.

## STUDENT SECURITY

1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
2. Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. PCSC schools are closed campuses. PCSC retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a PCSC staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
5. PCSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

## TECHNOLOGY PRIVACY

All computers, telephone systems, voicemail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district’s computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

## **RUP Redirection Plan**

After signing the Responsible Use Policy, parents, teachers and students agree to abide by the rules and guidelines set by Plymouth Community School Corporation. Each student will start at the Tier 1 (Limited) with access to only school-purchased websites. If a student violates any part of the RUP, they will be given a verbal warning by their administrator. If the violation occurs again, the student will be moved down a tier and given a reflection assignment in the RUP Canvas Course within days of the infraction. Once the assignment is completed and reviewed, the student will then be moved up to the next tier. Administration hold the right to move students within the tiers at their discretion. Students are also able to gain more access at any point in the school year by completing activities that can be given to them through the RUP Canvas Course. To do this, students will need to contact the designated people within their building and/or refer to their school’s RUP Canvas Course. The date to move up will be given by the school administration.

- ~~3 (ENHANCED) Partially Restricted~~ - All (school appropriate) sites are open
- **2 (BASIC)** - Along with school-purchased sites, all educational sites are open
- **1 (LIMITED)** - Access to all school-purchased programs - ~~Everyone starts here~~
- **0 (NO ACCESS) No Internet Access** - Only offline programs (Apple Suite, OpenOffice, etc.)

## SYSTEM SECURITY

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the PCSC Technology Department.

### Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the teacher, building Principal, or PCSC district administration.

### Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff:

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building Principal.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building Principal immediately. If a device is stolen, a report also should be made immediately with the School Safety Officer and/or local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents/guardians are responsible for supervising their child's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the

device.

9. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

## TERMS OF USE

PCSC reserves the right to deny, revoke or suspend specific user privileges, and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the PCSC network, Internet, and electronic resources.

## DISCLAIMER

PCSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, PCSC is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of PCSC electronics.

# SECTION III – STUDENT ACTIVITIES

## CLUBS AND ACTIVITIES

Clubs and activities provide students with a variety of experiences, which can enrich "school life." Evidence strongly suggests that students who participate in clubs and activities tend to have a higher degree of enjoyment in school, develop higher self-esteem, choose healthy lifestyles, and achieve better academically. Involvement in clubs, athletics, and organizations is very worthwhile and should be strongly encouraged by parent/guardian.

Special notes:

- A student may be an officer of only two (2) clubs.
- If school is canceled due to weather or other emergency, practices, performances, and meetings are voluntary.

## RECOGNITION OF NEW CLUBS/ORGANIZATIONS

Students who wish to start a club must follow the guidelines below to gain official recognition from the school prior to holding meetings:

1. Students should submit a written proposal during the school year prior to the start of club meetings, to the school administration that includes the following information:

- a. Name of club or group
  - b. Faculty Sponsor of club or group
  - c. Purpose of the Club
  - d. Proposed Activities
  - e. Expected educational outcomes/benefits
2. The Principal will review proposal
  3. Meeting between Principal, sponsor, and students
  4. New club acknowledged at school board meeting

## **Field Trips**

Field trips as defined in School Board policy must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it should be considered a co-curricular or extra-curricular activity.

All chaperones must be at least twenty-one (21) years of age and be affiliated with the Corporation as a parent, school volunteer, part-time or full-time employee, or Board member.

The list of chaperones must be submitted with the trip request. Any additions or replacements must be submitted to the principal for approval prior to the trip.

The trip leader is to provide each chaperone, prior to the trip, a copy of Form 2340 F8 describing the applicable policies and procedures with which the chaperone will comply. Each chaperone must sign the Volunteer Release Form 3120.09 F1 or Form 4120.09 F1 prior to the trip in which s/he agrees to abide by all applicable Corporation policies and administrative guidelines (see Form 2340 F8).

Chaperones are not to invoke any kind of discipline on a student except in cases of imminent threat to that student's or other people's safety or well-being. A chaperone is to report any student behavior problems or inappropriate conduct of a chaperone or staff member to the trip leader(s) as soon as possible.

Each chaperone, as well as the trip leader(s), should model the behaviors expected of students throughout the times on the trip when he/she is associated with the students. When a chaperone is on free time away from the students, his/her behavior should be such that it would not create problems for or embarrassment to the trip leader(s) or the Corporation.

The trip leader(s) is responsible for the conduct of the chaperones during the trip and should be knowledgeable of their whereabouts at all times and how they can be contacted in case of an emergency.

## **ATHLETICS**

Extracurricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities.

## **TITLE IX**

In 1972, Congress approved a law which prohibits sex discrimination in public schools. The law specifically states that no person or student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.

Plymouth Community School Corporation is dedicated to providing the same opportunities to both boys and girls in all classes, curriculum, and scheduling as required by the law. However, if a student feels that he or she is being discriminated against in any activity or educational program, a complaint may be registered using the following procedures:

1. A complaint may be filed in writing with a Title IX or supervisor within three days from the time the student knew or should have known of the grievance. The Principal or supervisor must respond in writing within three days following the complaint.
2. If this decision is unsatisfactory to the grievant, the grievant may file a written complaint to the Grievance Officer (Superintendent or designee) within seven days after receiving the response from the principal or supervisor. The Grievance Officer shall issue his or her response within five days.
3. In the event the Grievance Officer's decision is unsatisfactory, the grievant may within five days appeal the decision to the Board, who will within thirty (30) days discuss the matter and within seven (7) days after the meeting, render a decision.

If this decision is unsatisfactory, the grievant may appeal the decision to the nearest office of the Health Education and Welfare (HEW) for a final decision.

## **SECTION IV – STUDENT CONDUCT**

### **ATTENDANCE**

Regular attendance is essential for success in school. The characteristics of punctuality and dependability are personal habits that are respected in our society and therefore are part of the educational process. Indiana Law IC 20-33-2-6 states that students between the ages of seven (7) and eighteen (18) are required by law to attend school. Indiana Code 20-33-2-27 Compulsory Attendance states it is unlawful that a parent/guardian fail to ensure that their child attends school as required under this chapter.

The only absences considered legal or "excused" absences are personal illness, death in the family, exclusion by a doctor, or observance of religious holidays. Plymouth Community School Corporation complies with Indiana State laws regarding attendance and has adopted policies accordingly.

#### TYPES OF ABSENCES DEFINED

##### ***Excused Absences***

1. Illness verified by note from parent/guardian.
2. Illness verified by note from a physician.
3. Family funeral
4. Maternity
5. Military Connected Families (e.g. absences related to deployment and return)
6. Administration consideration may be given when an extenuating circumstance would indicate that it is in the best interest of the student or school.
7. Any student who becomes incapacitated or suffers from a chronic illness must have a parent or legal guardian file with the school the "Indiana Department of Education Certificate of Incapacity."

##### ***Unexcused Absences***

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

## **Exempt Absences**

*Exempt* (Absences which result in the student not being recorded as absent and receiving no penalty for the absence).

1. Service as a page or as an honoree of the Indiana General Assembly
2. Service on the precinct election board or as a helper to a political candidate on Election Day.
3. In response to a subpoena to testify in court
4. Serving with the National Guard for no more than ten (10) days
5. Serving with the Civil Air Patrol for up to five (5) days.

## **TRUANCY**

Truancy is defined under Indiana State Law as an absence from school without either the knowledge or consent of the parents/guardians or school official. Truancy violations are tracked throughout the year.

The term “**habitual truant**” is defined as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

Unexcused absence from school (truancy) is not acceptable. Habitual truancy can result in:

- a report to probation;
- a report to local authorities concerning lack of parent’s/guardian’s responsibility in providing proper care and supervision of a child.
- a report to the Bureau of Motor Vehicles regarding ability to obtain a driving permit or license.

## **ATTENDANCE INTERVENTIONS**

- The school attempts to contact parent/guardians who have not made daily contact with the school as stated above for an absence.
- Parents/guardians may be notified when three (3) non-medically excused days have been accumulated for the year.
- A student may be placed on an attendance contract if there is a concern about the number of absences. This contract is in effect once it is issued by the administrator.
- While under an attendance contract the student may not miss school unless excused by a doctor, the school nurse, or a school administrator.
- Once an attendance contract is initiated, provisions for disciplinary action may occur throughout the remainder of the school year, which may include:
  - School Issued Progressive Discipline
  - ISS
  - SS
  - Expulsion
  - Referral to probation
  - Referral of the parents to the County Prosecutor for prosecution under Indiana’s Compulsory Attendance Law (IC 20-33-2-27)

## **PARENT NOTIFICATION OF ABSENCES:**

Whenever a student is absent, parent/guardian verification is required. **Parents must call for each day the student is absent.** A student who is absent for even one class period must have a parent/guardian notify the attendance office within two (2) school days after the student’s return

to school. If parent/guardian verification is not received within two (2) school days, the absence may be considered "unexcused" and documented as a Truancy violation.

### **MEDICAL DOCUMENTATION OF ABSENCES:**

Please Note: An absence with Medical Documentation is still recorded as an absence.

1. Students who exceed the attendance limit stated above must supply medical documentation for all absences to avoid having them be recorded as "Unexcused" (truancy).
2. Medical documentation must show the days of absence being covered by the doctor, and must be received by the attendance office within two (2) days after the student returns to school, or the absence could be considered unexcused.
3. A student who has an appointment is expected to attend all classes which may reasonably be attended around the appointment. Students who fail to do so may be marked "unexcused" (truant) for those classes it is determined could have been attended.

### **PRE-ARRANGED ABSENCE**

A pre-arranged absence is ANY absence, which is planned or known prior to the absence. Pre-arranged absences **do** count toward the limit of ten (10) absences allowed. Any **pre-arranged** absence day in excess of these ten (10) is considered "unexcused."

It is strongly encouraged that family vacations be taken during the summer or holiday/vacation times, when the student's educational and academic progress is not affected. When it becomes necessary or desirable to take a student out of school for a pre-arranged absence, the following procedures must be followed **prior to the occurrence** of the absence in order for the absence(s) to be "excused":

1. The parent/guardian must contact the school office prior to the absence stating the date(s) and reason for the absence.
2. The student is required to pick up a "Pre-Arranged Absence Form."
3. This form must be completed and returned in a timely manner. It is the student's responsibility to arrange make-up work with his or her teachers. The student should be prepared to turn in all assigned work the first day he or she returns to school from the absence, unless otherwise arranged by the teacher.

### **MAKE UP WORK DUE TO ABSENCE**

The school highly encourages parents/guardians to arrange for all homework (including missing homework) for their student. When homework is requested, every effort will be made to prepare assignments and have books ready at the stated time. Families are expected to pick up the work if it is requested. The student should be prepared to turn in all assigned work the first day he or she returns to school from the absence, unless otherwise arranged by the teacher. It is the student's responsibility to arrange make-up additional work with his or her teachers upon return.

All school-related work missed due to an absence must be completed. Work missed due to an excused absence that is not pre-arranged must be completed within twice the number of days missed in order for the work to count for credit. However, the maximum time allowed to make up work is five (5) school days, unless otherwise arranged with the teacher.

### **LEAVING SCHOOL GROUNDS**

All Plymouth schools operate on a closed campus policy and the schools discourage the release

of students during school hours, except in an emergency or for a medical appointment. The school is accountable for students during the school day. If a student leaves school grounds, permission must be granted through the school offices. The office will notify the parent/guardian and then release the student.

If at any time a student leaves the building without the prior permission of both the parent/guardian and the office, he or she will be marked as truant and have an unexcused absence recorded, and will be assigned the appropriate disciplinary action.

## **STUDENT BEHAVIOR STANDARDS AND CONDUCT CODE**

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

### **EXPECTED BEHAVIOR**

Each student shall be expected to:

1. abide by Federal, State, and local laws as well as the rules of the school;
2. respect the rights of others;
3. act courteously toward adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, ethnic background, or sexual orientation;
6. complete assigned tasks on time and as directed; and
7. help maintain a school environment that is safe, friendly, and productive.

### **RESPONSIBILITY GUIDELINES**

Your school is a place where we attempt to provide the best learning environment possible. Your cooperation with others will make a better education possible for all. In order for this to take place, the following guidelines have been established. (Please note: student consequence will depend on the nature of the offense and the number of times the offense is repeated.)

1. Be courteous and polite to pupils, teachers and visitors.
2. Respect the rights and properties of others. This includes their desks, lockers, books, clothing, person, and feelings. The student will, through both words and actions, show respect to others.
3. Students are expected to conduct themselves in a wholesome and respectful manner while in school. Students are not to be holding hands (except at Plymouth High School where it is permitted), hugging, kissing, showing affection or touching other students for any reason.
4. The student will not commit any act, which is potentially dangerous to him, herself, or others. Some examples are running, throwing objects, shoving, or snowballing. Students will not use or display profanity or obscenity in speech, writing, pictures, or dress.
5. The office is a place of business and should be reserved primarily for the use of school personnel. The telephone, therefore, should be used by students only in the case of emergencies and then only when given a pass by a teacher or Principal.
6. In a few circumstances, the behavior of students may be grounds for expulsion or other appropriate discipline even though the behavior takes place outside of school property and not directly in connection with any school activity. Such behavior would include causing damage to private property, stealing private property, or causing or attempting to cause physical injury to school personnel or members of their families. The behavior must have been triggered or motivated by something which occurred in the course of school activity,

such as disciplinary action, reprimands, poor evaluations, or some similar factors arising directly out of school activity.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for all school property that is provided for their use. Therefore, if a student does damage to or loses school property, the student or his/her parent/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the student behavior standards. Vandalism is the destruction of others' property. Please help stop vandalism by reporting all incidents to the office.

## **SCHOOL DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. **Students should consider the following questions when dressing for school:**

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Would I interview for a job in this outfit? (Yes)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be sent to the office and the Principal will make a determination as to the disruption indicated by the appearance.

Student dress and appearance should be appropriate and non-disruptive to the educational process at school. Student dress and appearance are ultimately up to the discretion of the administration. **The following styles or manners of dress are prohibited:**

1. Clothing and materials with writing or pictures in reference to obscenities, profanity, alcohol, tobacco, weapons, violence, drugs, sex, sexual innuendoes and Satanism are not permitted.
2. Heavy chains, pocket chains of any length, dog chains or spiked jewelry are not allowed.
3. Gang-related dress or symbols are not permitted. Students are subject to suspension/expulsion for wearing gang-related items.
4. All hats or head coverings, including bandanas and hoods, should be taken off when entering the building.
5. Undergarments are to be worn, but are not to be exposed.
6. Halter-tops, net shirts, and see through clothing are NOT acceptable attire for school. There should be no skin visible on the back, chest, midriff areas, and waistline. The neckline of clothing must cover the shoulders. Sleeveless dresses/blouses are permitted as long as they reflect appropriate modesty for the classroom setting.
7. Students may wear shorts/skirts of appropriate length. Guidelines for appropriate length include hemlines that extend to below the fingertips when the arm and hand hang fully extended to the side.
8. Leggings or Yoga pants must be worn under a skirt, shorts, or a shirt of a length that meets the appropriate length described in number 7 above.
9. Dress, makeup, unnatural color contact lens, or unnatural hair style/coloring that brings undue attention to the wearer is discouraged.
10. Shoes must be worn at all times. Shoes may not have soles that damage school floors, and athletic shoes for PE may not leave scuff marks or residue on the gym floors. Skates,

“wheelies” or shoes with wheels in them are prohibited.  
11. The Principal will have final say in the appropriateness of any attire in question.

## **STUDENT RIGHTS OF EXPRESSION**

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

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

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

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

## **DISCIPLINE**

### **DISCIPLINARY RULES**

The purpose of the discipline program at PCSC is to create an environment conducive to learning and the development of responsible behavior. The objective is to provide a safe, secure, and structured atmosphere, which allows students to exercise and learn self-discipline and consideration of others. When self-discipline fails, rules and regulations are broken, or students behave in an inappropriate or unacceptable manner, they should expect some disciplinary consequence. Students will be held responsible for their actions and behavior

Recognizing that the behavior of some students may be so disruptive that it interferes with 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 IC 20-33-8 et. seq. a student may in some cases be removed from the classroom or the school as provided below.

Any parent/guardian who has a question or concern regarding specific disciplinary consequences should contact the teacher or principal involved. The teacher or administrator in charge will give a thorough explanation of the school regulations involved. Plymouth Community School Corporation believes that the following responsibilities are expected of both adults and students alike in our schools:

### **ALL ARE RESPONSIBLE FOR:**

- 1. a drug-free/alcohol-free/smoke-free/intoxicant-free environment;

2. avoiding any form of obscene language, behavior, and physical expression;
3. treating each other with respect;
4. caring for property belonging to themselves, others, and the school;
5. avoiding acts of dishonesty;
6. being on-time;
7. preventing vandalism;
8. preventing the carrying of any type of weapon;
9. obeying safety regulations during all school activities; and
10. developing the habit of self-restraint whenever any type of conflict exists.

## SCHOOL-ISSUED PROGRESSIVE DISCIPLINE

Recognizing that the behavior of some students may interfere with school purposes or the educational function of the school corporation, school officials may find it necessary to discipline a student. In the event and in accordance with the provisions of IC 20-33-8 et. seq., administrators and staff members may take the following actions of **School-Issued Progressive Discipline**:

1. STUDENT/ADMINISTRATOR AND/OR TEACHER CONFERENCE – A conference between a student violating school rules and a school staff member.
2. PARENT/GUARDIAN CONTACT – The parent/guardian is contacted by telephone, in person, or by letter to notify/discuss the behavior of the student. The parent/guardian shall be contacted in the following instances:
  - a. All suspensions. The parent/guardian of suspended students will be notified in writing. The notification will include the dates of suspension; describe the student's misconduct, and the action taken by the Principal.
  - b. Lack of progress (academic) – offer opportunity for conference.
  - c. All referral forms – offer opportunity for conference.
  - d. All trancies – offer opportunity for conference.
3. FORMAL CONFERENCE – A formal conference is held with the student, his/her parent/guardian and one or more members of the school staff.
4. ATTENDANCE and BEHAVIOR CONTRACTS – A wide array of possibilities can be stated specifically with respect to a student's behavior and what will happen if the contract is broken. The contract must be signed by Principal, student, and parent/guardian.
5. DETENTION – A student who violates a school rule may be assigned to detention (before or after school or during a student's lunch period). **Note:** All school rules, tardy and truancy policies apply for in-school and after school discipline assignments.
  - a. Teachers may assign detentions for a variety of reasons. Detentions are served in the teacher's room before or after school, during lunch or in the detention room by a supervising teacher. Students are expected to work on academic assignments. **Failure to serve detentions will result in more serious disciplinary action.**
  - b. Any school personnel have the authority to assign detentions or correct misconduct or misbehavior at any time. Students have the responsibility for notifying the parent/guardian, in advance, when he or she must serve a detention.
6. REARRANGEMENT of class schedule.

7. REFERRAL – Student Assistance Team or Student Assistance Program at Bowen Center.
8. RESTITUTION – Student will be required to pay, reimburse for loss or damage to school property, private property, etc.
9. SOCIAL PROBATION – When a student is placed on social probation, it may have various degrees of consequences. The student may be restricted in passing through the hallways and not allowed to leave classes during the course of the day. It may mean that a student may not attend any extra-curricular activities (sports, dances, etc.). The student may only be on school grounds during school hours, i.e. leave school property immediately at the end of classes and not return until the next day of classes, unless arranged otherwise with an administrator.
10. REMOVAL FROM CLASS OR ACTIVITY – A student who seriously disrupts a class may be removed from a class by the administration.
  - a. A teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. Students will be removed from class for disrupting or interfering with instruction of other students.
    - i. Teachers have the option of assigning detention time after school for the amount of time missed in class due to being removed.
11. WEDNESDAY SCHOOL DETENTION – A student who violates school rules may be assigned to a Wednesday School detention.
  - a. Wednesday School detention is one of the alternatives to out-of-school suspension. It is from 3:20 to 5:30 every Wednesday at Plymouth High School. Students are assigned to Wednesday School detention for serious disciplinary and/or recurring problems related to improper behavior. It will be the student and their parent/guardian responsibility to arrange for transportation home from Wednesday School detention. Those students who work will be required to make arrangements with their employers to attend their assigned Wednesday School detention. Failure to serve a Wednesday School detention will result in other disciplinary consequences. Students are expected to bring materials to study, read or work on pertaining to assigned work. It is recommended that students make arrangements with their teachers to obtain assigned work to do in Wednesday School detention. Any violation of school rules or refusing to cooperate with the Wednesday School detention supervisor will result in suspension.
    - i. Students who are absent from school or have to go home will automatically be assigned the next available Wednesday School detention. **Note:** All school rules, tardy and truancy policies apply for in-school and after school discipline assignments.
12. ASSIGNMENT BY Principal to a special course of study or an alternative education program.
13. RESTRICTION of extra-curricular activities.
14. RESTRICTION OF DRIVER’S LICENSE AND/OR PERMIT – Upon the second suspension from school, or an expulsion from school due to misconduct, and in accordance with Indiana Code 9-24-2-4: students, under eighteen (18) years of age will have an invalidation of driving privileges submitted to the State Bureau of Motor Vehicles. This will prohibit the issuance of an operator’s license, learner’s permit, temporary motorcycle learner’s permit and motorcycle operator’s endorsement or license. Further, any person at least thirteen (13) years of age but less than fifteen (15), who is a habitual truant will not be granted a driver’s license until their eighteenth (18<sup>th</sup>) birthday.
15. REFERRAL TO OUTSIDE AGENCIES – A student engaging in serious misbehavior may be

subject to referral to the Plymouth City Police, Marshall County Division of Family and Children Services, Marshall County Probation Department, or other outside agencies.

16. **SUSPENSION** – A student is removed from his/her classes, by the Principal, because of the seriousness or repeated nature of inappropriate behavior. Suspension may be either in-school or out-of-school. Out-of-school suspensions will not exceed ten consecutive days. Suspension may range from one (1) to ten (10) consecutive school days. Any suspension over five (5) days is likely to occur only when a due process expulsion is pending.
17. **I.S.S. (IN SCHOOL SUSPENSION)** – Is provided as an alternative in some cases to out-of-school suspension. Assigned from one (1) to five (5) days in length, for serious and/or repeated infractions or problems. All work completed in (ISS) will be evaluated and given credit. Days absent from school will not count toward the length of time assigned to (ISS). **Note:** All school rules, tardy and truancy policies apply for in-school and after school discipline assignments.
18. **S.S (SUPERVISED SUSPENSION)**– The student will be required to report to a specific classroom to serve the suspension. Students will earn credit for work completed. Repeated assignments to this program may result in requirement to appear to the Marshall County Court building with a parent/guardian or parent/guardian designee. This program is a joint effort between Plymouth Community School Corporation and the Marshall County Circuit Court to provide a safe, supervised place for students on suspension. **Note:** All school rules, tardy and truancy policies apply to SS assignments.
19. **SUSPENSIONS AND EXPULSIONS (OUT OF SCHOOL)**
  - a. A student may be suspended, that is to say denied the right to attend school or take part in any school function, for a period of one (1) to ten (10) school days for repeated infractions or problems. Any suspensions over five (5) days will likely occur only when a due process expulsion is pending.
  - b. Parent/guardian phone call and notification of the probation department may be done.
  - c. **Students under suspension from school are prohibited from attendance or participation in any extracurricular activity during the suspension (including dances). Students under suspensions from school are not allowed on or within sight or close proximity of school property and/or school functions.**
20. **EXPULSION** – The student is removed from the school for the remainder of the current school semester or possibly up to two semesters.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

## **CODE OF CONDUCT**

## GENERAL MISBEHAVIOR

Including but not limited to display of affection, unprepared for class, disrespectful conduct, uncooperative behavior, disruptive behavior, use of vulgarity, profanity, dress code violations, possession of cigarette lighter or matches, abusive language, or presence in an unauthorized area, falsification of information (i.e., forged notes or calls), violation of computer policy, refusal to identify self to staff members, or cutting class.

**CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.**

## HARASSMENT

Verbal, written, ethnic, sexual or threatening remarks, or physical contact directed toward another student or a staff member. This also includes harassment to a school employee and/or student during non-school hours, which causes an interference with school purposes. It may involve name-calling, verbal taunts, notes, extortion, inappropriate touching which is sexual in nature and bullying.

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

**CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.**

## INSUBORDINATION

Refusal to follow a reasonable directive from a faculty or staff member (Failure to Comply).

**CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.**

## PHYSICAL AGGRESSION

Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.

**CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.**

## THEFT OF SCHOOL PROPERTY OR PRIVATE PROPERTY

Stealing or attempting to steal school or private property. Knowingly, possessing, transmitting, selling, or giving away of such property.

**CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.**

## TOBACCO USE

Personal use, providing to another person or possession of tobacco products (includes cigarettes, chew or other ~~tobacco~~ nicotine containing products) on or within sight or close

proximity of school property.

**CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.**

**GROUND FORS SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed in section A. 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 (including summer school);
- B. off school grounds at a school activity, function, or event; or
- C. traveling to or from school or a school activity, function, or event.

**A. STUDENT MISCONDUCT OR SUBSTANTIAL DISOBEDIENCE**

Every public school in Indiana must adopt and enforce the State guidelines IC 20-33-8 et seq., *Grounds for Suspension or Expulsion*. Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled includes, but are not limited to:

- 1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable 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 conveying or continued functioning of any school or educational function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other person to conduct or participate in an educational function.
- 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 that 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 from the student.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife/blade or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian 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 on 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 a controlled substance which is presented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Including such substances that contain chemical, which produce the same effect of illegal substances.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or stimulants of any kind, or any other similar over-the-counter products, including intoxicants of any kind.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
15. Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products, such as "vape pens," which allow the inhalation of a vapor that have not been prescribed by a physician.

16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
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.
23. Taking, recording, or 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 send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to 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 that could result in harm/damage to another person or the school environment/facilities/grounds.
27. Use or possession of gunpowder, ammunition, or an inflammable substance, including fireworks.
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 profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. Possessing or using a laser pointer or similar device.

29. Possessing or using on school grounds during school hours a WCD, a cellular telephone, or any other wireless/telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
30. Any student conduct rule the school Principal establishes and gives publication of it to all students and the parent/guardian in the Principal's school building.

## **B. BULLYING - IC 20-33-80.2**

1. Bullying is prohibited, and all laws and rules apply when the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation and when disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. Bullying is 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 intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - a. places the targeted student in reasonable fear or the student and his/her property in harm;
  - b. has a substantially detrimental effect on the targeted student's physical or mental health;
  - c. has the effect of substantially interfering with the targeted student's academic performance;
  - or
  - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. The parent/guardian or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, the parent/guardian, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation will engage students, staff and the parent/guardian in meaningful discussions about the negative aspects of bullying. The parent/guardian involvement may be through parent/guardian organizations already in place in each school.

## **C. POSSESSING A FIREARM OR DESTRUCTIVE DEVICE**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile

- by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is in an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - an antique firearm
  - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is
- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

#### **D. POSSESSING A DEADLY WEAPON**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of up to one calendar year.
  - The Superintendent may notify the appropriate law enforcement agency when a student is expelled under this rule.

## **E. UNLAWFUL ACTIVITY**

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

## **F. LEGAL SETTLEMENT**

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

## **DUE PROCESS RIGHTS**

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

## **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal in charge will make a decision whether or not to suspend. If a student is suspended, his/her parent/guardian will be notified, in writing, of the reason for and the length of the suspension.

## **THE APPEAL PROCESS**

The suspension may be appealed after receipt of the suspension notice, to the Assistant Superintendent. The request for an appeal must be in writing and made within two (2) days after notification.

During the appeal process, the student shall not be allowed to remain in school.

When a student is suspended, he/she may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. Two (2) suspensions for truancy or an expulsion may result in the revocation of the student's driver's license.

## **EXPULSION FROM SCHOOL**

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, he/she shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

## **NOTICE OF EXPULSION MEETING**

The student and/or the parent/guardian will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if

they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

## **APPEAL OF AN EXPULSION**

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

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## **USE OF DOG SEARCHES**

The Board has authorized the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers and/or student items or backpacks.

## **STUDENT SUGGESTIONS AND COMPLAINTS**

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

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

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

# SECTION V – TRANSPORTATION

## BUS TRANSPORTATION

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

In order to take advantage of bus service, students must be willing to accept and comply with the following general regulations and responsibilities as well as specific rules as set down by the driver.

1. Respect the person and property of others.
2. Obey all school rules while on the school bus.
3. Remain seated at all times.
4. Keep hands, arm, head, and belongings inside the bus.
5. Do not use profanity or obscene gestures.
6. No fighting, spitting, or throwing objects.
7. Obey the driver and other school employees at all times.
8. No eating or drinking on the school bus.

## VIDEOTAPES ON SCHOOL BUSES

The Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

## PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Discipline Code as outlined in Section 4 of the handbook and may be deprived of the privilege of riding on the bus.

# SECTION VI – WELLNESS

## WELLNESS STATEMENT

Plymouth Community School Corporation is well aware of the important role nutrition and exercise play in the educational development of children. In an effort to provide a healthy environment, please join with us in the promotion of a healthy and educationally sound life.

## NUTRITION

Complete nutritional information will be posted for food served at breakfast and lunch. We will also make available the calories needed for students involved with strenuous athletic practices so you can make informed choices concerning your meals. Once again, all foods served for breakfast and lunch will fall within the guidelines of the Federal Food Program.

Sharing foods and beverages with other students during mealtimes is discouraged because of food allergies and various diet restrictions. Also, please do not bring fast food, pizza, or soda pop to school for lunch. By Federal statute, we cannot compete with the food program.

While we know that it is important to celebrate our successes, we also know that food is not an essential ingredient in celebrations. Food-based celebrations shall be limited to the following:

- Grades Pre-K-6, four per year.
- Lincoln Junior High, one (1) homeroom celebration per semester and one (1) school-wide celebration per year.
- Other non-food celebrations may be held with the permission of the principal.
- Food items purchased pre-packaged from a retail store.
- During ISTEP, Principals shall do everything in their power to ensure that students do not start the test in a state of hunger. This is outside the number of food-based celebrations.

Items used in food-based celebrations should be either purchased from the school's food service or purchased pre-packaged from a retail store. During the time period of high stakes testing, we encourage all students to eat breakfast at home or at school. Schools may choose to give "better choice" snacks during testing breaks.

Vending machines, at certain schools, that contain drinks or foods that meet the "better choice" standards are accessible to students before and after school. Vending machines that contain food or drink that do not meet the "better choice" standards must be off 30 minutes before school starts and 30 minutes after school ends. Water machines are accessible at all times with the exception of the lunch period when water is available in the cafeteria.

Food or beverage fundraisers sold or distributed on school grounds intended for student consumption during the school day shall be limited to "better choice" items.

Foreign language classes may prepare and consume food as part of a cultural experience four (4) times per year.

## PHYSICAL ACTIVITY

Students should get thirty (30) to sixty (60) minutes of physical activity a day. You will get some physical activity at school; however, you will need to get most of the exercise out of school.

As you progress through your school years at PCSC you will be given opportunities to be

physically active during school through recess, physical education classes, and sports. We encourage you to participate in both these activities as well as developing an active lifestyle outside of school.

# **School Addendums to the PCSC Student Handbook**

# Elementary School

## Addendums

### Responsible Use of Technology

Elementary student devices--both iPads and MacBooks--will go home with student throughout the year in the event that school would be cancelled and we would conduct an eLearning Day. Students and families are encouraged to ensure the devices are used for school purposes but also properly cared for. Students and families are responsible for damages to devices.

### Student Records

Elementary students shall receive a standards-based report card at the end of each nine-week grading period indicating their progress based on Indiana's academic standards. The purpose of the standards-based report card is to indicate the extent to which students have acquired the necessary learning. In general, students are assigned scores of progress based upon assessment results and mastery of academic standards.

### Recess Policy

Elementary students will participate in at least one outdoor recess per day. Students need the fresh air and freedom of the playground. It is important that children come dressed for the weather. All students, except those who are kept in to complete academic work or those with written medical permission, will go outside for recess.

The following conditions are considered to determine if inside recess will be conducted:

- Rain or wet snow
- Ice or mud
- ~~Temperatures below 15 degrees or wind chill values below 10 degrees.~~
- Temperature or wind chill values below 15 degrees
- Temperature over 100 degrees heat index

Teaching assistants supervising recess may bring students inside if they determine weather conditions warrant it. If temperatures are between 91 and 99 degrees heat index, staff should monitor student activity closely.

# Riverside Intermediate School

## Addendums

### General Information

The front doors at Riverside open at 7:40 a.m. and the school day begins at 8:05, except on Monday when school begins at 8:35 a.m. due to late start. If students are not in their classrooms by 8:05 a.m. they are considered tardy. Students are able to eat breakfast before the start of school; only bus students are permitted to stay at breakfast past 8:05 in the event of late bus arrivals and will be given a pass to class until 8:15. School dismissal will be at 3:05 p.m. Monday through Friday.

### **Responsible Use of Technology**

Riverside student devices--MacBooks will go home with student throughout the year in the event that school would be cancelled and we would conduct an eLearning Day. Students and families are encouraged to ensure the devices are not only used for school purposes but also properly cared for. Students and families are responsible for damages to devices.

### **Student Records**

Riverside uses the following grading system:

A = Excellent achievement

B = Good achievement

C = Satisfactory achievement

D = Minimum-Acceptable achievement

F = Failure

I = Incomplete

P = Acceptable achievement

### **RIVERSIDE INTERMEDIATE SCHOOL GRADING SCALE**

<b>A+ = 100</b>	<b>B+ = 88-89</b>	<b>C+ = 78-79</b>	<b>D+ = 68-69</b>
<b>A = 92-99</b>	<b>B = 82-87</b>	<b>C = 72-77</b>	<b>D = 62-67</b>
<b>A- = 90-91</b>	<b>B- = 80-81</b>	<b>C- = 70-71</b>	<b>D- = 60-61</b>
			<b>F = 0-59</b>

### **Recess Policy**

Riverside students will participate in one outdoor recess per day. Students need the fresh air and freedom of the playground. It is important that children come dressed for the weather. All students, except those who are kept in to complete academic work or those who are not well enough to go outside, will go outside for recess. If a student is returning to school from an illness, he or she is allowed to stay inside for recess for two consecutive days upon parent request. Students who need to stay in for recess any further days should bring a doctor's note.

The following conditions are considered to determine if inside recess will be conducted:

- Rain or wet snow
- Ice or mud
- ~~Temperatures below 15 degrees or wind chill values below 10 degrees.~~
- Temperature or wind chill values below 15 degrees
- Temperature over 100 degrees heat index

Teaching assistants supervising recess may bring students inside if they determine weather conditions warrant it.

If temperatures are between 91 and 99 degrees heat index, staff should monitor student activity closely.

Students should abide by all school rules and expectations while participating in outdoor and indoor recess.

### **Absent Policy**

**5 unexcused absences** (as defined in Handbook) - a letter will be sent home with the student expressing the importance of attendance and documentation of unexcused days.

**7 unexcused absences** (as defined in Handbook) - a letter will be sent home with the student expressing the importance of attendance and documentation of unexcused days.

~~**8 unexcused absences** (as defined in Handbook) - student will receive a letter expressing the importance of attendance and documentation of unexcused days.~~

**9 unexcused absences** (as defined in Handbook) - a certified letter will be sent home expressing importance of attendance and documentation of unexcused days.

**10 unexcused absences** (as defined in Handbook) - the student will be placed on an attendance contract. Any unexcused absences thereafter, will result in consequences per the contract.

### **Tardy Policy**

**8 tardies** - parent will be contacted to inform them about the issue.

**10 tardies** - an after school detention will be assigned to the student.

**12, 14, 16, ... Tardies** - every two tardies, an after-school detention will be assigned to the student.

### **Perfect Attendance**

Perfect attendance is defined as a student being present from the beginning of the school day to the end of the school day for the year. Any absence or tardy, whether excused or unexcused, will count against perfect attendance.

### Catch-Up Cafe

Catch-Up Café was developed to address students who repeatedly fail to complete work. Participation by teachers is optional, but if administration support is called upon, all steps must be followed.

Procedures for students who fail to complete homework:

Failure to do work is NOT an option.

1. Catch-up Café will be held in Room 113. When students come to class without an assignment, they are assigned to Catch-up Café. This time is provided to complete the homework.
2. If the assignment is completed and turned in the next day, the student will receive credit.

1 <sup>st</sup> missing assignment	Teacher refers student to Catch-up Café
2 <sup>nd</sup> missing assignment	Teacher refers student to Catch-up Café and makes contact with parent via telephone or written notification.
3 <sup>rd</sup> missing assignment	Teacher refers student to Catch-up Café
4 <sup>th</sup> missing assignment	Teacher assigns detention and notifies parent, and submits a discipline record to the office via Google Form.
5 <sup>th</sup> missing assignment	Teacher refers student to Catch-up Café
6 <sup>th</sup> missing assignment	Teacher refers student to Catch-up Café
7 <sup>th</sup> missing assignment	Teacher refers student to Catch-up Café
8 <sup>th</sup> missing assignment	Notification to office for after-school detention assignment. <ul style="list-style-type: none"><li>• <i>Jane Doe has been assigned to the Catch-up Café eight times for failing to complete homework.</i></li><li>• Academic team creates an intervention plan</li><li>• Written contract between student, teacher, &amp; parent. Riverside Social Worker can provide assistance with developing intervention plan.</li></ul>

### Transportation

The expectation for students riding the bus is that they ride for the entire trip. This would mean that students board the bus at home, make the switch to the necessary bus at PHS and ride to their school. Subsequently, at the end of the day, students would board at their respective school and make a transition (if necessary) at PHS to the appropriate bus, in order for them to get home.

### Student-Athlete Guidelines

#### Philosophy

The athletic program at Riverside Intermediate is built on the spirit of friendly competition, sportsmanship, and conduct of the highest level. We realize that athletics is only one portion of the total educational process. We also realize that success is not measured in wins and losses but in the effort to perform to our highest potential, the sacrifice of self for team goals, and the degree of discipline displayed both on and off the court.

### Sports Physical

In order to participate in any Riverside Intermediate sporting event, (except for 5<sup>th</sup> grade intramural volleyball) the student-athlete must have a sports physical on file with the school nurse and athletic director. This form includes information that medically clears the participant and provides proof of insurance.

- ALL student-athletes must have a code of conduct card on file at Riverside Intermediate.
- Intramural activities do not require a physical form on file. (5<sup>th</sup> grade intramural volleyball)
- You do not need a physical on file to try-out for a sporting event. However, one must be on file in order to compete in practice and/or games, once “cuts” have been made.
- If a participant's' physical form and code of conduct are not on file, the athlete will be held out of practice and games, until this information is received by the school.

### Behavior/Discipline

If your behavior during school or at a sporting event warrants discipline from an administrator, teacher, or aide, your participation in athletics can be effected in the following ways:

- If a detention is given, you will sit 1 half during the course of a game, or 1 match during the course of a game.
- If a second detention is given, you will sit 1 game or 1 match game.
- If a third detention is given the student may be removed from the team.
- If you receive a ISS/OSS, a 1 game suspension will be administered.

### Athletic Practices

Practices at Riverside Intermediate are closed to the public. Please understand that we have a limited amount of time to work with our student-athletes and any distraction in the gymnasium during practice takes away from and influences instruction time.

- Participants are expected to be at every practice and game. If there is an emergency or illness, please contact Riverside Intermediate and/or your respective coach.
- Always be on time for practice/games and make sure someone is available for “pick-up” after every sporting event.
- Wear appropriate, sport-related clothing to practice and games.

### Academics

Riverside Intermediate student-athletes are students first and are provided the privilege of participating in extracurricular athletics.

- It is expected that our participants grades are kept at a “C” average or above. If a student's grade falls to an “F,” they will be given a two-week grace period to get that grade up. If after the two weeks, the grade still remains “failing,” the student will be asked to resign from their athletic responsibilities and devote their time and effort to their studies.
- Grade checks will be conducted at mid-term as well as at the end of each quarter.

### Athletic Contests

During games played at Riverside Intermediate, the “A” team will play first, followed by the “B” team contest. Please understand that some host schools deviate from this format. We will do our best to communicate any changes that might ~~come~~ occur.

- Students are expected to ride the bus to all away games.
- Students may ride home with a parent, if your parent signs you out after the game.
- Students may be allowed to travel home with a friend if a parental, handwritten note is delivered, providing permission to ride home with another “agreed upon” adult; text messages and phone calls will not be accepted as granted permission.

- Students will be asked to stay for both “A” and “B” contests to show support for their teammates.

### Sportsmanship

We expect that our student-athletes accept the responsibility and privilege of representing our school by acting in a manner that will create a positive attitude.

- Use appropriate language.
- Exercise self-control at all times.
- Respect the official's' judgment and interpretation of the rules.
- Be a positive role-model.
- Show respect to teammates, coaches, and competitors at all times.

# Lincoln Junior High School

## Addendums

### General Information

The front doors open at 7:30 A.M. The school day starts at 8:05 each day, except Monday, and school dismissal will be 3:05 each day. School will begin at 8:35 on Monday due to student late arrival. All students must park their bicycles in the racks located north of the Lincoln building. Bicycles must be locked at all times. Riding bicycles on the lawns is forbidden. After school walkers, should be off campus within reasonable time.

### Perfect Attendance

Perfect attendance is defined as a student being present from the beginning of the school day to the end of the school day for the year. Any absence or tardy, whether excused or unexcused, will count against perfect attendance.

### Virtual Day Attendance Policy:

Lincoln students have two days to complete their virtual day assignments. If students have difficulty because they need additional teacher direction, or if circumstances warrant, students will be given additional time.

When a virtual day has been announced LJH students must log into the Virtual Day Hub (available on at [www.plymouth.k12.in.us](http://www.plymouth.k12.in.us) in the LJH section) and fill out the attendance form for their 1st hour teacher.

Students who do not have internet access at home, must call the LJH attendance office (936-3113) to let them know that they do not have internet access.

### Transportation

The expectation for students riding the bus is that they ride for the entire trip. This would mean that students board the bus at home, make the switch to the necessary bus at PHS and ride to their school. Subsequently, at the end of the day, students would board at their respective school and make a transition (if necessary) at PHS to the appropriate bus, in order for them to get home.

### Tardy Policy

~~Students should be on time every time. Lincoln Junior High students are considered tardy if they have not arrived at school by 8:05. All students should be seated in their classrooms to avoid being counted tardy to class.~~

**~~Tardy interventions per nine weeks:~~**

~~1-2 tardies = student/teacher conference.~~

~~3-4 tardies = one day lunch detention (teacher assigned/contact parent)~~

~~5-6 tardies = three days lunch detention (teacher assigned/contact parent)~~

~~7-8 tardies = one day of after school detention (administrator assigned/parent contact)~~

~~9-10 tardies = two days of after school detention (administrator assigned/contact parent)~~

~~11-12 tardies = one class period of ISS (administrator assigned)~~

~~13 plus tardies = one day of ISS (administrator assigned)~~

~~Note: The interventions listed above are the number per class each nine weeks. (slate is cleared at the beginning of each new nine weeks).~~

**LJH Point-Based School-Wide Discipline Policy**

Each classroom teacher will establish and maintain their own set of classroom rules and expectations. If a teacher feels it is necessary, they may assign immediate consequences outside of the school-wide plan described below. Those consequences may include lunch detention, before/after school detentions with the teacher, or ISS for the class period. Building administrators, or a designee of an administrator, reserve the right to assign other consequences as they deem it appropriate and necessary. The point-based, school-wide discipline policy is as follows:

1. Students will accumulate points for inappropriate behaviors in each class.
2. Behaviors are divided into two tiers, based on the severity of the behavior. Each tier has a different set of consequences.
3. Points are tracked and monitored by all teachers through an electronic format.
4. When a student reaches 10 points, from one teacher or a combination of teachers, the student will be placed on the next "level" of the school-wide discipline policy. Each level has progressively increasing consequences.
5. At the end of each grading period, students points in Tier 1 will be reset. Tier 2 offenses, which are for more serious behavior issues, will not reset.

**Tier 1 Infractions and Point Values**

1. Failure to bring materials to class (not including homework). 1 point
2. Open container of food/drink in academic areas(excludes water bottles). 1 point
3. Tardy to class. 3 points
4. Unauthorized/Inappropriate use of headphones/earbuds in class or hallways. 3 points

5. Failure to follow class rules and teacher/school expectations: 3 points
  - A. Examples: disrupting the learning environment, sleeping during class, not completing in-class assignments, excessive talking during class
6. Unauthorized/Inappropriate use of an electronic device. 5 points

### Tier 1 Consequences

Level 1 = 1 day Closed Lunch + Teacher contacts parent/guardian

Level 2 = 3 days Closed Lunch + Teacher contacts parent/guardian

Level 3 = 5 days Closed Lunch + Teacher contacts parent/guardian

Level 4 = Office Referral and one detention on Tuesday/Thursday, Conference with Assistant Principal, and/or teachers and parents, parents contacted.

Level 5 = Office Referral and two periods of Tuesday/Thursday Detention, Conference with Assistant Principal, parents contacted by administrator + Teacher fills out LJH Discipline Referral

Level 6 = Office Referral and 1 day ISS. Parent/Guardian will be contacted by the administrator + Teacher fills out LJH Discipline Referral

Levels 7 and beyond = Office Referral as a habitual offender of Tier 1 infractions for each additional level. Parent/guardian will be contacted by the administrator + Teacher fills out LJH Discipline Referral. Consequences include: 1-5 days ISS, 1 or more days OSS/SS.

\*For all incidents of a dress code violation, the student will work in an isolated area unless/until clothing is changed.

### Tier 2 Infractions and Point Values

- |  |                    |
|--|--------------------|
| 1. Public Display of Affection                               | 4 points           |
| 2. Unauthorized/inappropriate use of an electronic device    | 5 points           |
| 3. Profanity/Obscenity                                       | 5 points           |
| 4. Insubordination/Failure to comply                         | 5 points           |
| 5. Inappropriate actions (depending on severity of incident) | 5 points/10 points |

*\*A 10 point offense is something that results in an immediate office referral. Examples include major disruptions to the learning environment, extremely inappropriate hallway behavior, extreme disrespect of staff members, etc.*

- |   |           |
|---|-----------|
| 6. Leaving class without permission/unassigned area | 10 points |
|---|-----------|

### Tier 2 Consequences

Level 1 = Tuesday/Thursday Detention assigned, Conference with Assistant Principal/Designee, parents contacted by Assistant Principal/Designee. + Teacher fills out LJH Discipline Referral.

Level 2 = 2 days of ISS, parent/guardian contacted by Administrator. + Teacher fills out LJH Discipline Referral.

Level 3 = 3 days of ISS, parent/guardian contacted by Administrator. + Teacher fills out LJH Discipline Referral.

Level 4 = 5 days of ISS, parent/guardian contacted by Administrator, suspension from attendance at after-school activities for remainder of nine weeks/semester/school year. + Teacher fills out LJH Discipline Referral.

Level 5 = Referral to the Principal/Assistant Principal as a habitual offender of Tier 2 infractions. Parent/guardian contacted by Administrator. Consequences include: additional days of OSS/SS, possible expulsion from school. + Teacher fills out LJH Discipline Referral.

\*For each incident of unauthorized/inappropriate use of an electronic device, starting when a student is placed on Level 1 for this infraction, the device will be held in the office for the remainder of the school day.

\*Major acts of misconduct, such as fighting or drugs, are not included in the school-wide discipline policy described above and are considered grounds for suspension/expulsion from school. The grounds for suspension/expulsion are listed in the Plymouth Community Schools Student Handbook.

\*The misuse of a student MacBook is also not included in the school-wide discipline policy described above, but such misconduct is described in the Responsible Use Policy and is covered by RUP Redirection Plan.

## **LUNCH/BREAKFAST PROCEDURES**

### ***Lunch***

No student is permitted to leave school grounds at noon. Each student has four alternatives for lunch:

- a. bring a sack lunch (milk available at school)
- b. purchase a hot lunch
- c. choose items from the ala carte line
- d. purchase a salad

Students will have their own meal accounts. Lunches can be purchased by using money from their accounts or by paying the cashier as they exit the lunch line. There is no limit to the amount deposited in their account. Prepayments will be accepted each morning at the breakfast cashier register or in the treasurer's office during the day. The entire amount presented for payment must be deposited; no change for checks or currency will be given at the cash registers. Students may check their account balance at any time in the treasurer's office. Students are not permitted to charge lunches. Parents/guardians may designate hot lunch only, if they wish. Students receiving free, reduced or prepaid lunches should take only the regular hot lunch, not ala carte. The computer will keep a record of what each student purchases. Each student going through the line must use a tray and set the tray down at the cash register. Students may go through the line only once.

## **Breakfast**

Students should eat breakfast immediately after arriving at school. Walkers should eat immediately and bus riders will go directly to breakfast upon arriving. Breakfast is designed for those students that do not have an opportunity to eat at home. Breakfast will only be served until 8:00.

## **LOCKERS**

Lockers are the property of Lincoln Junior High School, but are made available for the privilege of student use. Only school supplies and personal items, which are within the rules and guidelines of acceptable items at LJH, are to be kept in lockers. Lockers are available to students on the first day of school. Only school sponsored slogans, decorations, and athletic/academic team items may be placed on the outside of school lockers. Students are encouraged to use lockers at intervals, taking books and materials needed and to plan their passing time between classes effectively to keep from being tardy. Students are **not** to share their school and PE/athletic lockers.

The school reserves the right to inspect lockers and their contents to insure that the locker is being used in accordance with its intended purpose and to eliminate hazards, maintain sanitary conditions, attempt to locate lost materials, and to prevent use of the locker to store prohibited, dangerous and /or stolen items.

Students may not use their own locks. Any unauthorized locks will be removed without notice and destroyed. No graffiti, inappropriate pictures or drawings, writing, markings, stickers or beverages are allowed in the lockers. No glass containers are allowed, for safety purposes. Students are strongly encouraged to keep their locker shut and locked at all times and to **not** share their combinations with others.

The locker a student is assigned at the beginning of the year is the one the student is responsible for at the end of the year. Any damage that occurs will be the responsibility of the student originally assigned the locker. Any problems with a locker or lock should be immediately reported to the office.

## **PE and ATHLETIC LOCKERS**

Students are assigned lockers in the PE/Athletic locker rooms during the time that they are participating in a class or sport. Combination locks are provided for all students assigned a locker. **Lockers are required to be locked/secured all/anytime that the student is away from the locker, including during shower use.** Items such as cash, jewelry, expensive clothing, electronic equipment, and the like should not be stored in these lockers at any time. Students will be billed for lost locks. Students are responsible for the cleanliness of these lockers and the items and clothing placed inside. Periodic locker checks and Clean-out Days will be conducted throughout each semester. Students that take Wellness/Physical Education are required to purchase a shirt and shorts that are school issued for \$15.00. Students are expected to dress in their P.E. uniform and athletic shoe's each day.

## **Backpacks, Book Bags, Sport Bags, Purses, Computer Bags**

Students may carry books and materials to and from school in backpacks, book bags, sport bags, purses, and computer bags. All bags should be kept in assigned lockers during classes and the school day. School issued computer bags, are to be used to carry school computers throughout the school day.

## **ATHLETICS GUIDELINES**

Lincoln Junior High teachers and administrators invite all students to participate in our interscholastic athletic program. Participation helps our students become well rounded young adults. Many of the characteristics and values to become successful adults are reinforced through athletics. Our student athletes should be proud to represent our school and are considered outstanding assets to our school and community.

Participation in athletics requires a strong commitment from both students and parents. We ask that both honor that commitment by following school and team guidelines. All of our coaches have been asked to conduct a parent meeting at the beginning of each season to communicate the guidelines and commitments that are required to participate in each sport. We encourage parents to attend these meetings, and to communicate when a concern should arise. The concerns should first be brought to the coaches' attention at an appropriate time. If needed, always feel free to contact the Athletic Director, Ms. Gilbert, or an administrator.

### **Athletic Eligibility**

To be eligible for participation in Lincoln Junior High's athletic program, the athlete must be enrolled as a student in the Plymouth Community School Corporation. A student is considered a student when enrolled in a Plymouth Community School Corporation school for the entire school day or, according to an Individual Education Plan, has been recommended for a partial placement at a school within the corporation.

### **Academic Eligibility**

Eligibility is determined by both report cards and/or mid-term reports. Eligibility at the start of a season will be determined by the last report card or mid-term progress report that was issued.

**Full eligibility with no restrictions:** Students who pass all classes are eligible for participation

#### **Eligible with restrictions:**

Any student who has one (1) or two (2) failing grades on their report card or mid-term report is ineligible to participate in games. However, they may still practice with the team as long as they attend study table for two (2) hours per week. The athlete may regain eligibility after attending four (4) study tables and attaining passing grades in all classes. Athletes who do not regain eligibility after four (4) study tables, must attend two (2) additional study tables before grades will be rechecked. The cycle of two study tables will continue until the end of the season. When a student is classified ineligible, and there is not enough time remaining in the season for the status to change, a coach may elect to dismiss the student from the team. If the season of that sport ends while the student is classified ineligible, the coach and Athletic Director will determine if the athlete will receive an award in that sport.

#### **Ineligibility:**

Any student who has (3) or more failing grades on their report card or mid-term report is ineligible and will be released from the team. These students will be given an opportunity to participate in study table. This support will be provided with the hope that their grades will improve so that they can participate in athletics during the next sport season.

## ***Behavior Eligibility***

**Behavior:** Student athletes represent Lincoln Junior High School. Athletic participation is a privilege. It is recognized that principals, by the administrative authority vested in them by the Plymouth Community School Corporation, may exclude contestants from representing their school. Athletes are expected to adhere to all rules regarding behavior as outlined by the school handbook. Athletes are also expected to adhere to any team rules established by the coach or athletic department. Intentional acts of disrespect and/or the commission of an act which if committed by an adult would be a crime, will be basis for appropriate discipline.

Students who are assigned to in school suspension (ISS) will not be allowed to stay after school to participate in extracurricular activities for that day.

**Penalty:** A student guilty of a serious disciplinary infraction may be suspended for a portion of the sport season, or may be removed from participation in athletics for the remainder of the sport season; i.e. fall season, winter season, spring season. Any determination of a loss of eligibility due to poor behavior or a violation of school rules will be made by the Lincoln Junior High Administration. Parents will be notified of any behavior problem that jeopardizes the athletic eligibility of their student athlete.

**Attendance:** Student athletes are expected to make school attendance a priority. To be eligible for extracurricular activities that day, students must be in attendance by 11:00 A.M. and attend all afternoon classes. Exceptions to this would be a pre-arranged absence or an absence resulting from a school related function. Students with excessive tardies to school or class may be suspended from a team or placed on an athletic contract. Excessive tardies are defined as more than five (5) for a semester.

## **Team Rules**

Coaches have the authority to establish team rules that govern behavior and academic expectations. The athletic department encourages the cooperation between parents, athletes, coaches and teachers to ensure that athletes are maintaining high standards in the classroom. A coach may at any time require athletes to attend study table. Education is our first priority.

# Plymouth High School

## Addendums

### SECTION I – GENERAL INFORMATION

#### STUDENT ID CARDS

All students will be required to have an I.D. card. This card will be needed to attend extra-curricular activities. ~~and to use when paying for lunch in the cafeteria.~~ There is no cost for an original I.D. card. The fee for replacing your student I.D. is \$2.00. Students misusing or giving their I.D. to someone else may forfeit all privileges to attend extra-curricular activities. I.D. cards must be returned in the event the student withdraws from school for any reason. Replacement I.D. cards are available through the student services office.

#### PASSES

Students who are out of a class, study hall, or assigned area must have a hall pass. Failure to have a legitimate pass or misuse/alteration of a pass may result in loss of pass privileges and other disciplinary measures.

#### LOCKERS

Lockers are the property of Plymouth High School, but are made available for the privilege of student use. Only school supplies and personal items, which are within the rules and guidelines of acceptable items at PHS, are to be kept in lockers. Lockers are available upon student request through the main office.

Students are encouraged to use lockers at intervals, taking books and materials needed and to plan their passing time between classes effectively to keep from being tardy. Students are **not** to share their school and PE/athletic lockers.

The school reserves the right to inspect lockers and their contents to insure that the locker is being used in accordance with its intended purpose and to eliminate hazards, maintain sanitary conditions, attempt to locate lost materials, and to prevent use of the locker to store prohibited, dangerous and /or stolen items.

Students may not use their own locks. Any unauthorized locks will be removed without notice and destroyed. No graffiti, inappropriate pictures or drawings, writing, markings, stickers or beverages are allowed in the lockers. No glass containers are allowed, for safety purposes. Students are strongly encouraged to keep their locker shut and locked at all times and to **not** share their combinations with others.

The locker a student is assigned at the beginning of the year is the one the student is responsible for at the end of the year. Any damage that occurs will be the responsibility of the student originally assigned the locker. Any problems with a locker or lock should be immediately reported the office.

If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

#### PE and ATHLETIC LOCKERS

Students are assigned lockers in the PE/Athletic locker rooms during the time that they are participating in a class or sport. Combination locks are provided for all students assigned a locker for a small fee. **Lockers are required to be locked/secured all/anytime that the student is away from the locker, including during shower use.** Items such as cash, jewelry, expensive clothing, electronic equipment, and the like should not be stored in these lockers at any time. Students will be billed for lost locks. Students are responsible for the cleanliness of these lockers and the items and clothing placed inside. Periodic locker checks and Clean-out Days will be conducted throughout each semester.

## **WORK PERMIT AND STUDENT EMPLOYMENT**

Work permits must be obtained by students between ages 14 and 17 to be employed (exception: farm work). To apply for a permit, a student must obtain an "Intent to Employ" card from the main office at Plymouth High School. This card must then be filled out and signed by the student, parent/guardian, and employer. The intent to employ card, when returned to the school office, will be processed into a work permit. Processing time for a work permit normally takes one school day. State law allows the student to hold only one work permit at a time.

The guidelines shown in **Section IV (Student Conduct)** of this handbook need to be adhered to; otherwise, a probationary letter or a letter of revocation will be sent to the student and the employer. In certain cases the administration reserves the right to decide whether a work permit is issued. See Administrative Guidelines, Section 5895 for further details. This can be found on the Plymouth Community School Corporation Web-site at [www.plymouth.k12.in.us](http://www.plymouth.k12.in.us).

## **SECTION II – ACADEMICS**

### **END of COURSE ASSESSMENT OR ISTEP+ GRADE 10 EXAM INFORMATION**

Successfully passing End of Course Assessments in English 10 and Algebra I, as well as participation in the End of Course Assessment in Biology I is required to receive a diploma for students in the Classes of 2017 and 2016. Successfully passing the ISTEP+ Grade 10 Exam in English and Math, as well as participation in the Science portion is required for students in the Class of 2019. Requirements for the Class of 2020 will be defined in the near future. Not successfully completing these ECAs require students to:

1. Fulfill the requirements of the GQE Evidence-based waiver:
  - Take the ECAs in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the ECA.
  - Complete any extra help sessions offered each year by the school to prepare for the ECA retests.
  - Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
  - Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
  - Satisfy any other state and local graduation requirements.
  - Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work, or experiences.
2. Fulfill the requirements of the GQE Work-readiness waiver:
  - Take the ECAs in each subject area in which you did not achieve a passing score at least

- one time every school year after the school year in which you first took the ECA.
- Complete any extra help sessions offered each year by the school to prepare for the ECA retests.
- Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
- Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
- Satisfy any other state and local graduation requirements.
- Complete the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and, at least one career exploration internship, cooperative education, or a workforce credential recommended by your school.

Waiver standards for the ISTEP+ Grade 10 Test will be defined in the near future.

### **GRADUATION TYPES AND REQUIREMENTS FOR EACH CLASS**

The Indiana State Board of Education has course and credit requirements for earning a high school diploma. With these and local requirements, students will have the option of earning three diploma types:

- Core 40
- Core 40 with Academic Honors
- Core 40 with Technical Honors

The Indiana General Assembly has made completion of Core 40 a graduation requirement for all students beginning with those entering high school in fall 2007. The legislation includes an opt-out provision for the parent/guardian who determines that their student could benefit more from the General Diploma. The legislation also makes Core 40 a minimum college admission requirement for the state's public four-year universities beginning in fall 2011. Beginning with the Class of 2016, PE and ASPE will count towards the student's GPA. The following further requirements were put into place as well:

### **CORE 40**

For the **Core 40** diploma, students must meet these requirements:

<b>English and Language Arts</b>	<b>9 Credits</b>
	English 9, 10, 11, 12, Speech
<b>Mathematics</b>	<b>6 Credits</b>
	2 Credits: Algebra I 2 Credits: Geometry 2 Credits: Algebra II <i>Students must take a math or quantitative</i>

	<i>reasoning course each year of high school. 6 credits must be earned while IN high school.</i>
<b>Science</b>	<b>6 Credits</b>
	<p>2 Credits: Biology I</p> <p>2 Credits: Chemistry 1 or Physics 1 or Integrated Chem/Physics</p> <p>2 Credits: Any Core 40 Science Course</p>
<b>Social Studies</b>	<b>6 Credits</b>
	<p>2 Credits: US History</p> <p>1 Credit: US Government</p> <p>1 Credit: Economics</p> <p>2 Credits: World History/Civilization</p>
<b>Directed Electives</b>	<b>5 Credits</b>
	<p>World Languages</p> <p>Fine Arts</p> <p>Career/Technical</p>
<b>Physical Education</b>	<b>2 Credits</b>
<b>Health and Wellness</b>	<b>1 Credit</b>
<b>Electives*</b>	<b>7 Credits</b>  (Career Academic Sequence Recommended)
	<b>42 Total Credits Required</b>

CORE 40 WITH ACADEMIC HONORS - for the Classes of 2016, 2017, and 2018

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn a minimum of 47 credits.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.

- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - Complete AP courses (4 credits) and corresponding AP exams
  - Earn a combined score of 1750 or higher on the SAT critical reading, mathematics, writing sections with a minimum of 530 on each
  - Score a 26 or higher composite on the ACT and complete the writing section
  - Complete dual high school/college credit courses from the Priority Course List (6 transferable college credits)
  - Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit course(s) from the Priority Course List (3 transferable college credits)

## CORE 40 WITH TECHNICAL HONORS - for the Classes of 2016, 2017, and 2018

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn a minimum of 47 credits.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  - pathway designated industry-based certification or credential, or
  - pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - Any one of the options of the Core 40 with Academic Honors
  - Earn the following scores or higher on WorkKeys: Reading for Information - Level 6, Applied Mathematics - Level 6, and Locating Information - Level 5
  - Earn the following minimum scores on Accuplacer: Writing - 80, Reading -90, Math - 75
  - Earn the following minimum scores on Compass: Algebra - 66, Writing - 70, Reading 80

## COLLEGE READINESS PROGRAMS AT PHS

Students at PHS have several opportunities to potentially earn college level credits while still in high school. Doing so will save both TIME and MONEY when you reach the postsecondary level. We encourage you to consider the options carefully, noting your responsibilities for enrollment, payment, etc. The following is a summary of opportunities:

### **Advanced Placement Courses: Psychology, Spanish IV, Calculus, English 11 Honors, Statistics, AP Biology**

Advanced Placement (AP) courses are college level courses and require corresponding exams in May of the year the student is enrolled in the class. There is a cost factor for each exam for which the student is responsible, with a few exceptions (e.g. students who have free/reduced lunch status, students enrolled in courses for which the Dep’t of Education covers the cost, which is determined every year). The cost for the 12/13 school year was \$91; the cost for the 13/14 school year should be comparable. Students who earn a 3, 4, 5 on the cumulative standardized exam given in May could earn credits from their respective colleges of choice.

### **Advance College Project Courses (also known as ACP): English 12 Honors, Physics, Chemistry**

The Advance College Project (ACP) is a partnership between Indiana University South Bend and Plymouth High School. Students who enroll in the above named classes will have opportunity to apply for IU credit, if they qualify (junior/senior with a gpa of 7.0/12.0). The cost for the credits is \$25 per credit and must be paid to IUSB. Enrolling in IU courses will result in an official IU course transcript, and the student's IU grade will become part of his/her permanent college academic record. These classes are considered “dual credit” because students will earn both high school

and college credits simultaneously. Students are allowed to take the high school course for high school credits without applying for IU/college level credits.

**Ivy Tech Dual Credit Program: AP Biology, Honors Government, Honors Economics, Spanish III, Spanish IV, Psychology, Honors US History, Calculus, English 11 Honors, PLTW Intro to Engineering Design, PLTW Principles of Engineering, PLTW Digital Electronics, PLTW Computer Integrated Manufacturing, Advanced Speech and Communications.**

Plymouth High School has formed a partnership with Ivy Tech South Bend as well. Students who enroll in the above named courses will have opportunity to apply for Ivy Tech credit, if they qualify (meet prerequisite test scores on the PSAT or the Accuplacer Exam, to be administered in the Fall). There is no cost to the student for these credits. Enrolling in Ivy Tech courses will result in an official Ivy Tech course transcript and the student's grade will become part of his/her permanent college academic record. Students enrolled in AP courses that are also listed here will be able to work with their college of choice for best credit transfer (however, each will be expected to take the AP exam in May as part of the class). These classes are considered "dual credit" because students will earn both high school and college credits simultaneously. Students are allowed to take the high school course for high school credits without applying for Ivy Tech/college level credits.

**Advanced Life Sciences – Purdue University: ALS: Foods, ALS: Animals**

Students who enroll in the above named course will have opportunity to apply for Purdue University credit. The cost for the credits is \$25 per credit and must be paid to Purdue. Students will be required to take a Purdue final exam in order to earn the credits offered. Enrolling in Purdue courses will result in an official Purdue course transcript and the student's grade will become part of his/her permanent college academic record. These classes are considered "dual credit" because students will earn both high school and college credits simultaneously. Students are allowed to take the high school course for high school credits without applying for Purdue/college level credits.

**Vocational Courses – various institutions: Auto Technology, Building Trades, MCITP, Health Careers, Precision Machining, Early Childhood Education**

Students who enroll in the above named vocational courses will have the opportunity to apply for credits through various postsecondary institutions. Students will work with their respective teachers in order to follow the appropriate process. These classes are considered "dual credit" because students will earn both high school and college credits simultaneously. Students are allowed to take the high school course for high school credits without applying for college level credits.

## **NINE WEEK/SEMESTER GRADE CARD**

Grades are issued at the end of each nine weeks. Failure to complete work within the allotted time period will result in an incomplete grade. Students must complete all make-up work and turn it into the appropriate teacher within one calendar week after the end of a grading period. All work assigned must be completed. Special arrangements will be made when the student has an extended illness. The teacher also has the prerogative of deviating from the arithmetic average by a maximum of one letter grade (up or down) if there are circumstances of attendance problems, course requirements, grade direction trends, or student effort, which warrants this consideration.

Semester grades are the only grades included on the permanent record and used to determine a student's class rank. Semester grades are determined by doubling the percentage of the nine weeks percentage and adding to this the percentage of the final exam grade. The total percentage accumulated from the nine weeks grades and final examination grades are divided by five (5). If, after this division, the remainder is .5, round to the next higher number. If the decimal value is less than .5, it should be dropped. This percentage converted to a letter will be the semester grade.

Intentional Failure: It is important to know that if at any time there is evidence that a student assumes that he or she has obtained enough grade points for a semester credit by earning a passing grade of a D- or better, the teacher has the prerogative of submitting a grade "F" for lack of continued effort and/or achievement.

## HONOR ROLL

Semester Honor Roll and Distinguished Honor Roll are based on semester grades and are published at the end of each semester.

To be eligible for *Honor Roll*, students must be taking a minimum of 6 courses or credits, earn a g.p.a. of 3.333 or above, and have no grades lower than a C for the Semester. To be eligible for *Distinguished Honor Roll*, students must be taking a minimum of 4 courses or credits, earn a g.p.a. of 4.0 or above, and have no grades lower than a "C" for the Semester.

## CLASS RANK, VALEDICTORIAN AND SALUTATORIAN

Class rank is calculated at the end of each semester. Semester grades are assigned the following point values:

~~During the 2013-2014 School Year the PHS Faculty, parent representatives, student representatives, and the school board agreed to convert to a 4.0 GPA scale in order to best represent our students academic achievements to post secondary institutions and scholarship programs. During this conversion, no previously earned grades were changed, they were simply converted to the 4.0 scale inclusive of any honors bumps. This scale is in effect for the 2014-2015 school year and beyond as shown below.~~

	B+=3.333	C+=2.333	D+1.333	F=0
A=4.0	B=3.0	C=2.0	D=1.0	
A-=3.667	B-=2.667	C-=1.667	D-=.667	

Each student's grade points will be totaled and divided by the number of credits attempted where semester grades were earned. This figure will be the student's "grade point average" or "grade index."

~~Note: Students in the classes of 2015, 2016, and 2017 may earn a grade bump for Honors, Dual Credit and AP courses. For all Honors Dual Credit and AP courses, .333 of a grade point is added to the value of the grade displayed in these classes (A=4.333, A-=4.0, etc...). Students in the class of 2018 may earn a grade bump for Dual Credit and AP courses only.~~

The student who completes high school with the highest cumulative g.p.a. for 8 semesters will be class valedictorian. ~~The student who ranks second highest will be class salutatorian.~~ In the event of ties, plural awards for valedictorian ~~and salutatorian~~ will be given.

## COMMENCEMENT

Commencement is held following the completion of the senior year. The commencement program is a formal ceremony during which each and every member of the graduating class who wishes to participate receives equal recognition and attention. Students who wish to participate in the commencement program must have all outstanding debts and obligations owed to the Plymouth School Corporation paid in full or fulfilled prior to the beginning of the commencement practice. Attendance at the commencement practice is mandatory for all students planning to participate in the formal ceremony. Due to the formality of the program, student dress requirements are established and must be followed in order to participate. These dress requirements are

communicated to all members of the graduating class well in advance of the ceremony.

## **GUIDANCE DEPARTMENT/COUNSELING**

The Guidance Department is an important resource for high school students in planning their schedules, course selection, and college planning and career/job opportunities. The Guidance Department also holds the permanent records of each student. Plymouth High School has four guidance counselors, with students assigned based on the following criteria:

Mrs. Portteus (Director of Guidance): Students whose last names begin with A-K

Mr. Fishback: Weidner School of Inquiry Students

Mrs. Scheetz: Students whose last names begin with L-Z.

Ms. Marquardt (Social Worker):

Students should talk with the guidance counselor assigned to them, however for personal issues, students may talk with the guidance counselor of their choice. Students should sign up to see a counselor in the Guidance Department. The counselor will see students who sign up to see them at the earliest opportunity, during a study hall or SRT/Home Room if possible.

## **CAREER ASSISTANCE**

Plymouth High School students are encouraged to investigate jobs and careers, which will be meaningful and enjoyable to them for a lifetime. Interest surveys, aptitude testing, listing of jobs students are qualified for, job searches, scholarship availability, college programs, and college tours are all available through the career specialist.

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule will be handled by the student's guidance counselor. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a schedule change.

## **COURSE CHANGE POLICY**

**COURSE CHANGES FOR THE FOLLOWING YEAR:** Students may make changes in his/her course selections for next school year until the last day of the current school year. After this date, the master schedule will be finalized. Books and supplies are ordered based upon the students' requests for courses. Also student schedules and textbook rental forms are printed.

**COURSE CHANGES DURING AN ACADEMIC YEAR:** When school opens in the fall, the guidance counselors will change a student's class schedule without any penalty only to: (1) Correct any errors that have been made, (2) Balance class size, (3) Ensure that the student is meeting course and graduation requirements, and (4) Place the student in the appropriate course level based upon teacher recommendation and course difficulty.

If a student requests a schedule change for any other reason, no fee refund(s) will be given for dropped courses, and the student will be charged fees for added courses. All requests for schedule changes must be on an official SCHEDULE CHANGE FORM that can be obtained in the guidance office. The changes must be approved by the student's parent/guardian, a principal, and acknowledged by the teacher whose class is being dropped. Requests for schedule changes must be submitted to Guidance 5 days prior to the first day of each semester.

Once the semester has begun, it is too late to add new courses to a student's schedule. Schedule

changes made after the beginning of a new semester will result in the student receiving a semester WF grade in the class(es) being dropped.

### **EARLY BIRD PROGRAM**

Juniors and seniors may enroll in a college course(s) for *both* high school and college credit. This is a way for students to begin their college careers early. The course(s) enrolled in may not duplicate a course offered by PHS, **and cannot require alteration of the master schedule to accommodate college attendance.** The student and/or parent/guardian is responsible for all financial and transportation costs.

### **ALTERNATIVE SCHOOL**

The Alternative School is a voluntary program, servicing students in the Marshall County area, who are at risk of dropping out of school or are in need of an educational alternative due to unforeseen circumstances. The school provides a performance based alternative education environment to enable individuals to recover credits needed for graduation. Students who wish to enroll in Alternative School must meet several criteria to be considered. Priority is given to upper-class students who have demonstrated a good work ethic but require an alternative setting.

### **COLLEGE VISITATIONS**

Juniors and seniors may take a maximum of two days/visits per school year to colleges, vocational schools, or the military during school time. However, students are encouraged to schedule their visitations outside of class time if possible. Visitations are *not* to be taken immediately before or after a school vacation or during the last week of a grading period, unless otherwise approved by a principal.

Visitations must be approved through the Attendance Office as any other pre-arranged absence in order for these to be "excused." *Visitations do not count toward the limited 5 absences IF the student returns the prearranged absence and visitation forms.*

### **STANDARDIZED ADMISSIONS TESTS: THE SAT I AND THE ACT**

These tests are designed to measure knowledge and skills and are used to predict achievement in college. The test score may be considered along with other factors for admission to the college. We encourage our students to take BOTH tests at least one time, preferably during the junior year. Students can then see which test they perform best on in order to decide which one can or should be re-taken for a potentially higher score.

#### **THE SAT I**

For more information, see the Guidance Office or visit [www.collegeboard.org](http://www.collegeboard.org).

Published by the College Board, the SAT Reasoning Test is a measure of the critical thinking skills needed for academic success in college. Many colleges use it to determine admission eligibility. Each section of the SAT is scored on a scale of 200-800, and the writing section contains two sub scores. Plymouth High School is a site for the SAT administration in November and March.

#### **THE ACT**

For more information, see the Guidance Office or visit [www.actstudent.org](http://www.actstudent.org).

The ACT assesses high school students' general educational development and their ability to complete college-level work. Like the SAT, many colleges use it to determine admission eligibility. There are four multiple-choice tests covering the skill areas of English, mathematics, reading, and

science. It also has a Writing Test, which is optional, and measures skill in planning and writing a short essay. Plymouth High School is a site for the ACT in February.

## **ATHLETIC SCHOLARSHIP/NCAA REQUIREMENTS**

It is strongly recommended that any college-bound student athlete should take the CORE 40 curriculum. Students should request a copy of *The NCAA Guide for the College-Bound Student Athlete* from a counselor at the beginning of their senior year. This guide includes the "Initial-eligibility Clearinghouse Student Release Form," which can be found online at [www.ncaa.org](http://www.ncaa.org).

## **SHORTENED SCHEDULE**

Students requesting a less than full-day schedule (8 periods) must receive permission from a principal and must meet one of eight conditions:

- 1) Pregnancy;
- 2) Financial hardship;
- 3) A documented medical condition;
- 4) Recommendation of case conference committee or 504 committee;
- 5) A special educational opportunity;
- 6) Behavioral concern.

## **SUMMER SCHOOL**

- Summer school is held for six weeks during the summer. Classes meet from 8:00 a.m. to 1:30 p.m.
- Courses typically offered for the summer are: Speech, Geometry, U.S. History, U.S. Government, Economics and Credit Recovery English.
- To sign up for Summer School, complete the enrollment form at the bottom of the Course Selection Sheet. You will be officially enrolled when you pay your summer school fees. Enrollment will be on a first-come first-serve basis. Fees must be paid in May. All classes are subject to enrollment and will be considered only if they meet the required minimum number of students.

## **SENIOR AWARDS**

The annual Senior Awards Program is held each spring. Scholarships and awards sponsored by the school, colleges, and local clubs are presented and the top five percent of the seniors in scholastic standing are recognized.

## **ACADEMIC HALL OF FAME**

Seniors inducted to the Academic Hall of Fame will be honored at a reception with their parent/guardian and a permanent plaque and picture will be displayed in the main lobby. Minimum qualifications are as follows:

- Department chairperson will recommend the name of the student or students to the Academic Hall of Fame Committee if they meet minimum qualifications.
- Must be a graduating senior in good standing.
- Must have taken classes in the respective department for a minimum of **three years (1**

**trimester or 1 semester = 0.5 year).**

- Must have a minimum of an "A" average (3.7 value; not to be rounded) *in the respective department or curriculum* for their high school career. Dual Credit and Honors classes must be figured with the weighted grade.
- If it is necessary to use the final semester, the first nine weeks grades must be considered when predicting the semester grade.
- A student may be recognized in a maximum of *two* curriculums or departments.
- Each department may establish criteria above and beyond the minimum requirements.  
**Departments must submit these requirements no later than the last student day of the previous school year to be considered for the subsequent year.**
- No ties will be accepted. It is the responsibility of the departments to break any tie.
- **In the event that a student is selected for three or more departments, the principal will meet with the student. The student will be given his or her choice to select no more than two of those departments.**

### Departmental Guidelines

Department	Additional Requirements
Agriculture	none
Art	GPA(Art), Art Show Placement, Quality of artwork, # of Courses
Band	Served on PHS Music Leadership Team, character, and number of band courses taken
Broadcasting	The department has a mathematical formula which weighs higher level courses (each course is not weighed the same)
Business	none
Chinese	<b>Demonstrates a sincere passion for Chinese (future major, Chinese Club, extracurricular activities, travel board, tutoring, etc.) Preference given to students who take four or more years of Chinese.</b>
English	Dual-credit classes, SAT writing score, participation in writing club & contests
FACS	none
Industrial Technology	Preference given to students who have taken a broad spectrum from all areas of Ind. Technology classes (Construction Tech.; Manufacturing Tech.; Communications Tech.; & PLTW Engineering)
Orchestra	Required criteria: 7 semesters of Orchestra over 4 years; at least two years participation at the Group 1 level at Solo/Ensemble contest (this can be a solo OR an ensemble or combination of the two); at least one year participation in Pit Orchestra OR Variety Show.  Additional expectations that will be considered: number of music classes taken in high school (includes choir, band, orchestra, music theory, piano

	lab, guitar lab, TA or Peer Tutoring or any other music class that is offered); participation in Red Strings performances; character Leadership points; additional Solo/Ensemble participation (anything beyond one event); State Level Solo/Ensemble participation.
Student Publications	leadership, workmanship, creativity, journalistic principles
Math	Completes Calculus or Statistics. Dual-credit classes, student character, college-bound, etc.
Performing Arts	Two of three courses: theatre performance, production or speech with the exception of required speech
Physical Education	Leadership; Character; Ability to motivate others and make them better in the weight room.
Science	Completed one upper level Life Science and one upper level Physical Science
Social Studies	Demonstrates a sincere passion for Social Studies (future major, Academic Team, JSA, JSA officer, extracurricular activities, etc.) Preference given to students who take every Social Studies class offered, which recognizes the students that have prioritized Social Studies in their scheduling process over the course of four years. Preference given to students who take every Honors course in the department (Honors U.S. History, Honors Economics, Honors Government, AP Psychology), which rewards the students that have been willing to challenge themselves and put extra diligence into Social Studies curriculum
Spanish	Show a sincere passion for languages (travel abroad, utilizing the target language through community/school involvement and or tutoring)
Vocal Music	A minimum of 10 performance classes.

<b>WSOI Departments</b>	<b>Additional Requirements</b>
English WSOI	Dual-credit classes, SAT writing score, participation in writing club & contests
Math WSOI	Completes Calculus or Statistics. Dual-credit classes, student character, college bound, etc. Maximizes possible math credits available.
Science WSOI	Student must take all of the science courses that WSOI offers. Preference will be given to students

	who take AP/Dual Credit classes over those who do not.
Social Studies WSOI	Student demonstrates the desire to go beyond the expectations in projects. Demonstrates a sincere passion for Social Studies (future major, Academic Team, JSA, JSA officer, extracurricular activities, etc.) Preference given to students who take every Social Studies class offered, which recognizes the students that have prioritized Social Studies in their scheduling process over the course of four years. Preference given to students who take every Honors course in the department (Honors U.S. History, Honors Economics, Honors Government, AP Psychology), which rewards the students that have been willing to challenge themselves and put extra diligence into Social Studies curriculum

**SECTION III – STUDENT ACTIVITIES**

**CONFLICT POLICY**

Plymouth High School believes that it is important that students participate in a wide range of school-sponsored activities. Expanding extra-curricular and co-curricular programs has created the possibility for scheduling conflicts to occur.

By providing clearly defined guidelines, staff members, students, and the parent/guardian will be able to communicate with each other in an atmosphere of fairness and consistency. The following guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

- Scheduled State Athletic Association Tournaments and State Association Division of Student Activities Contests, including travel time, shall have preference. If a conflict exists between two of these types of activities, the student shall make the choice without penalty.
- Regularly scheduled games and major performances beyond those above shall be second priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
- The importance of the student's participation in the success of the total group's performance is the third priority. This shall be determined by the sponsors.
- A previously scheduled event on the office school calendar will take precedence over a calendar addition or a rescheduled event.
- Regularly scheduled games, performances and activities will take precedence over practices.

No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any student penalty assessed must be done with the approval of the principal. All decisions will be adhered to; however, if unusual circumstances do occur at a later date, the student may request a change by filing his or her request in writing to the sponsors and athletic director prior to the activity and/or athletic event.

**CLUBS AND ORGANIZATIONS**

Our clubs and organizations meet at various times: SRT, before/after school, and during

lunch.

## **Student Government:**

### **Student Council**

*Advisor:* Mrs. Plochow

The Student Council is organized to encourage and regulate PHS student activities and to promote the best interests of the school. The Student Council is composed of eight elected representatives from each class. Student Council elections are held at the end of the each school year. All members of the PHS Student Body are welcome to attend Student Council meetings after receiving written permission from a council officer or sponsor. The purposes of the PHS Student Council are to develop an appreciation and understanding of the responsibilities of membership in a democracy, unify all student organizations under one governing body, aid in the administration of the school, promote the student activities of the school, aid our community in a variety of community service projects and promote in all ways the best interest of PHS. All students are urged to contact their class representatives or officers to offer ideas, suggestions, or complaints.

### **Class Officers**

Class officers will be elected after student council elections. Student council members are not eligible to be class officers.

## **Student Clubs and Organizations:**

### **Academic Club**

*Advisor:* Mrs. McClellan and Mrs. Schmeltz

The goal of this club is to provide a meeting time for members of Spell Bowl and ASCE Bridge Bust participants with their sponsors, coaches or advisors. In having this meeting time, it is hoped that participation and improvement on these teams will occur. The club is open to all students with an interest in at least one of these teams and the desire to attend meetings during the months around the team's competitions. Dues are decided by the members and sponsors. All members of the Academic Club are expected to follow the rules of conduct as stated in the Student Handbook and specific guidelines as presented by the sponsors in order to participate in competition. PHS will provide transportation to all club activities and, when possible, pay for competition entry fees.

### **American Chemistry Society Chemistry Club**

*Advisor:* TBD

ACS Chem Club invites, motivates, and encourages high school students who are fascinated by the many ways that chemistry connects to their world. This club is open to any student that has an interest in chemistry. The main goal of this club is to provide a fun opportunity for students to broaden their knowledge of chemistry and to interact with other students who have a shared interest in chemistry. Activities will include performing chemistry experiments, talks about science related careers, an outreach to younger students, visiting science museums, and organizing a high school science fair.

### **Alpha Delta Rho**

*Advisor:* Mrs. Schmeltz

Alpha Delta Rho is a literary group open to Seniors, Juniors and select Sophomores who express interest and talent in the language arts. The club organizes, edits, and publishes *The Pilgrimage*, a

collection of student writings and artwork. The club encourages literary discussion, written expression, and offers a variety of special programs and trips.

### **American Field Services Club (AFS)**

*Advisor: Mrs. Gadziola*

American Field Services Club is an organization of high school students seeking to promote the cause of understanding different cultures. In addition to acting as a social group, the club helps sponsor the foreign exchange students during their stay at Plymouth High School. It also involves club members in student exchanges and other AFS events.

### **Art Club**

*Advisor: Mrs. Church*

This club is organized for students who wish to further their interests in art. Some of the activities include designing all of the basketball run-throughs, the annual Pumpkin Carve-In contest, field trips to museums, art shows, and art related businesses. The Art club also sponsors "The Starving Artists Art Shows" during the year and also the May Art Show in the spring. This club gives businesses a chance to display our art with the "Art on Loan" program. One does not have to be enrolled in art classes to be in the Art Club.

### **Business Professionals of America (BPA)**

*Advisors: Mr. Skirvin*

Do you want to meet new friends, test your business skills, travel, and have fun all at the same time? Business Professionals of America is the national vocational student organization for students interested in business and office occupations. This club is open to all students at Plymouth High School. Members will pay dues, participate in fundraisers, and may have the opportunity to travel to leadership conferences. Our motto, "Today's Students, Tomorrow's Business Leaders" is why our students have excelled at the district, state, and national level and have continued their success beyond high school.

### **Chinese Club**

*Advisor: Ms. Guan*

Chinese club is for students who want to learn about Chinese culture. All interested Chinese students currently taking Chinese or who have completed one year of Chinese are eligible to be members of Chinese club. During club meetings, students will have the opportunity to experience various aspects of Chinese culture. Students will be expected to help plan and participate in these activities. At the end of the year, students should have a better understanding of Chinese culture.

### **FFA**

*Advisor: ~~Mrs. Steele~~ Dr. Smith and Mr. Michel*

There are over 5,000,000 members in the fifty states and Puerto Rico. FFA activities encourage members to learn through active participation, to conduct and take part in public meetings, to speak in public, to solve their own problems, to finance themselves and to assume civic responsibility. In 1988 the official name of the organization was changed from "FFA: Future Farmers of America" to "The National FFA Organization" to reflect the growing diversity of

agriculture. Today, agriculture students/FFA members are the future biologists, future chemists, future veterinarians, future engineers and future entrepreneurs of America. The National FFA Organization is open to any student interested in agriculture and is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

### **Future Teachers (FTA)**

*Advisor: Mrs. Read*

The Future Teachers is a national organization with the goal of promoting interest in teaching as a career. Any high school student is eligible who has a sincere desire to learn about the profession of teaching and wants to develop in himself or herself those qualities of character and leadership that a good teacher should have.

### **H.E.A.R.T. Club**

*Advisor: TBD*

The H.E.A.R.T. Club (Home Economics Activities Related to Today) is an organization, which is designed to promote interest in Home Economics. The club is open to any student in school. Numerous community speakers/demonstrators are used. Some activities include quick crafts, cake decorating, personal grooming ideas, participation in homecoming, dances and parties. Fees are \$2.00.

### **HOSA**

*Advisors: ~~Mrs. Berg~~ and Mrs. Cartwright*

HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality healthcare to all people. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, post secondary, adult, and collegiate students enrolled in HSE programs. HOSA is 100% health care! HOSA is a powerful instructional tool that works best when it is integrated into the HSE curriculum and classroom. HSE instructors are committed to the development of the total person. Those who join the HSE-HOSA Partnership recognize the importance of providing students with training far beyond the basic technical skills needed for entry into the healthcare field.

### **Improv Club**

*Advisor: Mr. Connor*

Open group for all students which functions in a casual club capacity - they will meet semi-regularly to learn about improv and practice those games and skills in a low-pressure environment

### **Interact Club**

*Advisor: Mr. Wolfe*

Interact Club is Rotary International's service club program for young adults at the high school level and empowers students to serve in their communities and internationally with their Rotary Club sponsors. There are more than 10,700 Interact Clubs in 109 countries and geographical areas all working to promote international understanding through service projects benefiting those in their

community and world. Interact Club members have the opportunity to work side by side with community leaders and gain first hand knowledge of the importance of providing community service.

### **Global Discussion Club**

*Advisor: Mr. Hatcher*

The main goal of the Global Discussion Club is to inform students about what is taking place socially and politically within the United States and abroad, specifically discussing how these events affect the lives of everyone. The club is designed to help students form an intelligent viewpoint on political topics and to promote an intelligent exchange of ideas through debates, thought talks, and simulations. The club provides an outlet for students interested in politics, government, law, foreign affairs, and education to come together for discussion within an educational, but fun, environment

### **Key Club**

*Advisor: Mr. Grindle*

Key Club is an extension of Kiwanis and is an organization designed for students who desire to serve their community and peers. Key Club's history started in 1925 in the United States and has spread worldwide. Join an organization that connects students with others from around the world. Students may spend time helping children from Riley Children's Hospital. Dances may be planned at the school and for the elderly. Above all, there is an opportunity for personal growth by serving and helping others and learning organizational skills.

### **L.E.A.D.**

*Advisor: Mr. Skirvin*

All students interested in celebrating a drug and alcohol free lifestyle are welcome to join. L.E.A.D. stands for Leaders Eliminating Alcohol and Drugs in our society. The Plymouth Police Department and school officials combine efforts to share tangible means by which students may abstain from drug and alcohol use.

### **Multi-Cultural Club**

*Advisor: Ms. Guan and Mrs. Ippell*

This club includes students from all ethnic backgrounds and is involved in various activities that will raise the awareness of different cultures, their traditions, practices, and educational visions.

### **National Honor Society**

*Advisor: , Mrs. Gadziola, Mrs. Portteus*

The National Honor Society is one of the nation's oldest and most prestigious organizations for high school students. It was founded in 1921, and since 1945, thousands of dollars in scholarships have been awarded to senior members. To be eligible for consideration, each candidate must have spent at least a semester at PHS and be a member of the senior, junior, or sophomore class. Candidates shall complete a Student Activity Information Form. Selection will be based upon careful consideration of each candidate's scholarship, leadership, character, and service based on the following standards:

- 1. Scholarship: Candidates must have attained a grade average of 3.3.**
- 2. Character: Determined by teacher recommendations. It is measured in terms of integrity, behavior, ethics, and cooperation with both students and staff.**

3. **Leadership: Evidenced by the Student Activity Information Form.**
4. **Service: Candidates must show evidence of service in the community or school and after election, participate in a service project.**

National Honor Society candidates are *invited* to be selected. Selection is not a *right*. Membership is therefore a privilege, which is earned by the students who are of highest standards in academics, leadership, character, and service as determined by the PHS Faculty Council.

### **Pep Club**

*Advisor: ~~Mrs. James and Mr. Connor~~*

Pep Club consists of students who wish to cheer the school teams to victory. Officers are elected in April of the school year prior to their term in office. Members are required to attend home games, pep sessions, and meetings. All members must conduct themselves in a sportsmanship-like manner, which is a credit to the school.

### **PGSA**

*Advisor: Ms. Wezeman*

The PGSA is a meeting place for students of all sexual orientations, and it is also a support group for those looking for advice and acceptance. We will encourage each individual to be comfortable with his or her identity regardless of race, religion, socio-economic status, size, gender-identity, sexual orientation, or any other typically stereotyped trait. The PGSA is committed to dispelling fear and prejudice towards the GLBT (Gay, Lesbian, Bisexual, Transgender) community.

### **Prayer Club**

*Advisor: Mr. Beguin*

The Prayer Club is a student-led organization available to students who are committed to their faith in Jesus Christ. Its purpose is to provide an opportunity for students to pray, to help students apply their faith to their lives at school and to encourage each other in their relationship with God.

### **Robotix**

*Advisor: Rich Scheiber*

PHS Robotix is a club comprised of students who desire to enhance their understanding of math, science, and technology through robotics competitions. Students will work with community mentors to design, build, and test a robot design that will then be entered in a robotics competition. These competitions will promote sportsmanship and gracious professionalism.

### **SEED**

*Advisor: Mrs. McClellan*

SEED stands for Students Engaging in Environmental Development. It is a club that attempts to provide awareness of Environmental issues and information. Some of the activities that we do are recycling within the school and Green Lockers: recycling gently used school supplies at the end of

the school year and donating them to the community.

## **Spanish Club**

*Advisor: Mr. Button*

All interested Spanish students currently taking Spanish or who have completed two years of Spanish are eligible to be members of Spanish Club. Those students presently in Spanish classes are encouraged to join to maintain a firm correlation between club and class. The club holds regular meetings and sponsors a Christmas party, along with many other activities.

## **Speech and Debate Team**

*Advisor: Mr. McKenzie*

Speech and Debate Team is a competitive speaking activity for those interested in building communication skills. Speech and Debate Tournaments are typically held on Saturdays. The season begins in October and ends in March with the exception of the NCFL and NSDA (National Speech and Debate Association) National Tournaments for students who qualify or are selected. Students are expected to practice regularly with a designated coach.

The National Forensics League (NFL) is an honorary league designed to encourage the growth of competitive speech and debate. Students earn membership into this league by participation on the speech and debate team. This league records achievements for both speech and debate competition as well service speaking opportunities, honors students who excel, and sponsors the NFL National Speech Tournament.

## **Sunshine Society**

*Advisor: Mrs. James*

The purpose of this organization is to promote and inspire high ideals for high school girls, to help those in need, and to help make the school and community a better place in which to live. Sunshine Society is responsible for the Sweetheart Semi-Formal Dance in the fall. They also sponsor an Ideal Lady Banquet in the Spring for senior members to honor their mothers and the women who have played a big role in their lives. Throughout the year the Sunshine girls enjoy planning and participating in Sisterhood events as well as philanthropic activities. This is a fun and active group.

## **Varsity Club**

*Advisors: ~~Mr. Patrick~~ and Mrs. Kruyer*

The Varsity Club at Plymouth High School is made up of male and female athletes who have earned at least 2 varsity letters and participate on a minimum of 2 different athletic teams. Participation may include JV teams, team managers, or athletic trainers. The objective of this club is to encourage multiple sport participation and to promote the interests and accomplishments of all athletic teams to the school body. Activities will include (but not limited to) the following: Blood mobile set-up and workers and organization of "Rockpile Rowdies" fan club. A callout meeting will be held at the beginning of the year and a second callout will be held after the completion for the winter sports season.

## GENERAL DANCE INFORMATION

Dances are held upon the request of a club and the club sponsor with approval from the administration. Attendance at dances is limited to PHS students only. Junior High students or students out of high school (with the exception of PHS Homecoming alumni) are not allowed to attend dances.

*Students must have their school I.D. card to enter the dance, without exception.* All school rules apply for regular dances, including dress code. Students must arrive within 30 minutes at the start of the dance (with the exception of teams arriving late from an event) and once students leave the dance, they must leave campus and not return. Inappropriate touching, public displays of affection, or dancing in a way which could reasonably cause injury ("slam-dancing") or is provocative/sexually explicit is prohibited. PHS has an alcohol-detection device, which may be used if there is reasonable suspicion of alcohol consumption.

If a PHS student wishes to bring a guest from another high school to the formal dances (Prom, Sweetheart), a dance permission form must be obtained from the Principal/Designee at least **four** days in advance and returned to the principal/designee for approval.

Students who have been placed on an attendance contract or who have a disciplinary action resulting in a Wednesday School or Suspension within a one month time period prior to the date of either the Sweetheart Dance or Prom may be prohibited from attendance at either the Sweetheart Dance or Prom. If the student has purchased tickets to either event prior to the disciplinary action or issuance of an attendance contract the student will not be refunded for the cost of the tickets.

### PROM

Each Spring the junior class plans and prepares the Junior-Senior Prom. Traditionally, the seniors are invited as guests of the juniors. The junior class is responsible for raising funds to defray the cost of the Prom. The officers act as heads of the Prom. All junior class members are eligible to serve on the Prom Committee.

**Note:** Junior High students are not permitted to attend the Prom.

#### Typical Dress Code Expectation for Prom:

Any student that attends the Plymouth Prom is expected to abide by the following rules:

- Students must be in formal dress (formal dresses must be constructed in a manner that does not expose the midriff), a tuxedo or suit with collared shirt and tie, or dress pants with a collared shirt and tie. The dress shirt must be worn for the duration of the dance.
- No canes

Also, if you are bringing a guest that is not a Plymouth High School Student, you are responsible for this person following the dress code. If the dress code is not followed, please be aware that you and/or your guest will not be admitted into the Prom.

### SWEETHEART DANCE

The Sweetheart Dance is a semi-formal dance sponsored by the Sunshine Society. Dress for Sweetheart Dance is the same as for the Prom.

**Note:** Junior High students are not permitted to attend the Sweetheart dance.

### Athletics

### SUPPLEMENT USE

Plymouth Community School Corporation supports the development to their maximum abilities of all student-athletes in the classroom and on the playing field. In recent years, student-athletes have begun to use athletic supplements as a way to increase their athletic performance. PCSC believes that the use of these supplements is a decision that should be made by the athlete and their parent in consultation with their personal physician. Thus, PCSC does not allow the use of these supplements on school property at any time.

## **IHSAA ELIGIBILITY RULES**

Plymouth High School is a member of the IHSAA and follows established rules. To be eligible to represent the school in interschool athletics, students:

1. must be a regular bona fide student in good standing in the school represented;
2. must have completed 10 separate days of organized practice in said sport (with the exception of certain sports designated by the IHSAA) under the direct supervision of the high school coaching staff preceding the date of participation in interschool contests;
3. must have received passing grades in at least four (4) full credit subjects or the equivalent, **or be meeting the objectives defined in an established IEP**, during the last grading period except that the semester grades shall take precedence at the end of a semester and must be currently enrolled in at least four (4) full credit subjects or the equivalent;
4. must not have reached their nineteenth birthday before August 15 preceding the current school year;
5. must have been enrolled in their present high school last semester or at a junior high school from which the high school receives its students (a) unless entering ninth grade for the first time, (b) unless transferring from a school district or territory with a corresponding bona fide move on the part of the parent/guardian, (c) unless a ward of the court, orphan, reside with a parent/guardian with legal custody, the former school closed, former school is not accredited, transfer was pursuant to school board mandate, an error occurred in attending the wrong school, transfer from a correctional school, emancipated, or a foreign exchange student under an approved NASSP program. Students must have been eligible from the school from which they transferred;
6. must not have been enrolled in more than eight consecutive semesters beginning with 9th grade;
7. must be an amateur (have not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract);
8. must have had a physical examination between May 1 and the first practice and filed with the principal a completed Consent and Release Certificate;
9. must not have transferred from one school to another for athletic reasons as a result of undue influence or persuasion by any person or group;
10. must not have received in recognition of athletic ability any award not approved by the principal or the IHSAA;
11. must not accept awards in the form of merchandise, meals, cash, etc.;
12. must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than their school team (see Rule 15-1a)(exception for outstanding student-athlete IHSAA Rule 15-ab);
13. must not reflect discredit upon the school nor create a disruptive influence on the discipline, good order, moral or educational environment in the school;
14. Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in that sport as a prospective student-athlete. Graduates should refer to college rules and regulations before participating;

15. must not participate with or against a student enrolled below grade 9;
16. must not, while on a grade 9 junior high team, participate with or against a student enrolled in grade 11 or 12;
17. must, if absent 5 or more days due to illness or injury, present to the principal a written verification from a physician licensed to practice medicine a statement that they may not participate again;
18. must not participate in camps, clinics or schools during the IHSAA authorized contest season. Consult the high school principal for regulations regarding out-of-season and summer; and
19. Girls shall not be permitted to participate in an IHSAA tournament program for boys when there is an IHSAA tournament program for girls in that sport in which they can qualify as a girl's tournament entrant.

Note: This is only a summary of the IHSAA rules. Contact school officials for further information and before participating outside of your school.

#### FALL SPORTS

Boys Cross Country	Girls Cross Country	Girls Volleyball
Football	Boys Soccer	Girls Soccer
Boys Tennis	Girls Golf	Cheerleading

#### WINTER SPORTS

Boys Basketball	Girls Basketball	Cheerleading
Wrestling	Girls Gymnastics	
Boys Swimming	Girls Swimming	

#### SPRING SPORTS

Girls Track	Boys Golf	Girls Tennis
Boys Track	Baseball	Softball

Plymouth is a member of the Northern Lakes Conference (NLC). This conference, which was initiated in 1964, includes Concord, Goshen, Elkhart Memorial, Northridge, Northwood, Wawasee, and Warsaw. The member schools compete in ten sports for boys and nine sports for girls. Points are awarded to each sport according to the standing at the end of the season. The school with the highest number of points at the end of the year receives an "All-Sports" trophy.

The Kizer Awards are presented annually to the outstanding male and female senior athletes. These awards are permanent plaques donated by the service clubs of the community. Each year, the new recipients' names are engraved on the plaques which remain on display in the high school.

Athletics at PHS are governed under IHSAA rules and also on the Code of Conduct manual through the athletic department. Students and parents must familiarize themselves with both of these prior to participating in athletic programs. ***Athletes must have filed a physical form between May 1 and the first practice each school year in order to participate.***

## **CODE OF CONDUCT FOR PHS ATHLETES**

Plymouth High School believes athletics can be an integral part of a student's education. Values and lessons learned in athletic practice and competition certainly can be used to the student's benefit in his or her adult life. Plymouth High School further believes that athletics is a privilege rather than a right. High standards of conduct are expected for students participating in these activities.

The athletic phase of the total education program is an area in which leaders have a unique opportunity to instill desirable qualities, fair play, good sportsmanship, respect for others, respect for one's own health and physical well-being, development of leadership, group pride, teamwork, self-discipline and self-sacrifice.

Therefore, participants and their parents or legal guardian must be aware of the philosophy, rules and regulations under which they shall be given the opportunity to participate. Prior to participation, all students involved in athletic activities shall be required to file a form signed by parent or legal guardian and participant indicating that they have read and agreed to the rules and regulations which shall be enforced throughout the calendar year and they understand and agree to the random drug testing program. The signed code of conduct will be kept in the athletic office through the end of their athletic career. The term athlete is defined as a participant in any sport including team managers and others directly related to assisting athletes or coaches.

Those who choose to participate can expect to follow the general rules established below by the athletic department as well as additional rules and regulations established by each Head Coach pertaining to his/her specific team, provided they meet the following criteria:

1. They must be fair and reasonable as determined by the Athletic Department.
2. They may not discriminate where equal rights and regulations have been established.
3. Information on specific team rules must be given to the athletic director and will be part of the information supplied to the athlete and his or her parents or guardians.

Societal/Community values and current law today necessitate the need for Plymouth High School to maintain a fair and consistent written conduct policy for athletes. Acting in service to the community, Plymouth High School believes this policy is necessary to further the best interests of student athletes and their quest to develop self-discipline, accept responsibility, and make decisions to prepare for the adult world. Student athletes are respected and admired by a large segment of the student body and, in order to participate in athletics, are expected to hold themselves as good examples of conduct of sportsmanship and training. Realizing that athletes represent their school and student body, it is the athlete's obligation to strive to conduct themselves at all times in a positive manner

### **ELIGIBILITY AND GUIDELINES**

The policy will be administered by the Plymouth High School Athletic Director, Administration or designee and coaches. Athletes shall abide by the code from the time of signing until conclusion of their high school athletic career. (365 days per year – 24 hours a day).

A student who reflects discredit upon his/her school, or creates a disruption in the discipline, good order, moral, or educational environment of his/her school or school activities shall be ineligible to participate in athletics. Prohibited conduct that requires suspension of athletic eligibility includes, but is not limited to: (1) possession or use of tobacco in any form, (2) Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products, such as "vape pens," which allow the inhalation of a vapor that have not been prescribed by a physician, (3) possession or use of alcohol in beverage form, (4) illegal use or possession of a drug, depressant, stimulant, controlled substance, or use or possession of drug paraphernalia, (5) possession or use of illegal

performance enhancing drugs, (6) sexual harassment, (7) theft, (8) vandalism, (9) sexual violations, or (10) hazing. In school violations and individual discipline will be evaluated by the Administration to determine if situations warrant cases be forwarded to the athletic office.

## **PENALTIES**

In the event a student transfers from another school, Plymouth High School will adhere to IHSA standards of eligibility regarding code violations. ie - The receiving school will honor Code of Conduct violation from sending School in accordance with Plymouth High School Code standards.

### **1. FIRST OFFENSE**

(a) The violation will result in a suspension of 50% of the scheduled consecutive contests to include IHSA tournament of the student's sport or, if the student is not participating in a sport at the time of the violation, then the next sport the student participates in to be served immediately following the determination that a violation has occurred. An athlete may not participate in a sport just to satisfy a suspension in another sport. The 50% shall be computed from the total contests, and not contests remaining. Further, if the student commits the offense at a time late in the season when the 50% total cannot be fully implemented, the punishment shall be carried over pro-rata to the next sport and, if necessary, into the next school year.

(b) **COUNSELING** In accordance to the offense if the student athlete/parent/guardian agrees to participate in professional counseling through the: 1. Approved student assistance program at Plymouth High School, or 2. Counseling service covered thru individual insurance company and approved by the Plymouth Community School Corporation. The first code penalty can be reduced to 1/3 of the season. The student assistance program/counseling service will provide a written report detailing the student's attendance, progress and completion of the counseling program. Student/parent/guardian will sign a waiver for information as needed.

(c) **COOPERATION & HONESTY** If a student athlete/parent/guardian agrees to counseling and is honest and forthright about his/her involvement prior to (emphasis on prior to) or during investigation into said violation, the penalty can be reduced to 25% of the season's contests, at discretion of the Athletic Director, Administration or designee. If at a later date an athlete is found to have misrepresented his/her involvement in a violation, the athlete will serve the maximum suspension.

### **2. SECOND OFFENSE**

(a) For a second offense the student will be suspended from participating in any sport for one calendar year from date of suspension. However, if the student athlete/parent/guardian agree to participate in professional counseling through:

1. Approved student assistant program at Plymouth High School.

2. Counseling service covered thru individual insurance company and approved by the Plymouth Community School Corporation - the student will be suspended for one sports season. Further, if the student commits the offense at a time late in the season when the 100% total cannot be fully implemented, the punishment shall be carried over pro-rata to the next sport season and, if necessary, into the next school year. The student assistance program will provide a written report detailing the student's attendance, progress and completion of the counseling program. Student athlete/parent/guardian will sign a waiver for information as needed.

**3. THIRD OFFENSE** If a student commits a third offense, then he or she shall be ineligible from participation in athletics at Plymouth High School.

## **INVESTIGATING PROCEDURE**

Athletic Director with administrative assistance will respond systematically and professionally to possible student violations. We will strive to maintain a balance and sensitivity to the task at hand with regard to fact finding, questioning, etc.

Information that may be considered in determining a violation of this Athletic Code includes, but is not limited to: admissions or statements by students; written or oral statements of witnesses; police reports; tickets or citations; court records; and other information which may demonstrate that a violation of the Code occurred.

## **PROCEDURE PROCESS**

The following procedure will be followed to implement the rules:

The student will be suspended initially by the Athletic Director or designee, administrator and coach after consultation between these individuals. The Plymouth High School Athletic Director, Administration or coach should make the first contact by telephone to the parent or guardian. This will be followed by written notification from the Athletic Director. In the event no contact by telephone is possible, written notice shall be sent to the student's home address within 5 working days of the decision by certified mail.

Adopted – 1991 – Revised – July – 2006 – Revised – March 2009 - Revised May 2013-Revised May 2015

## **PHS DRUG TESTING POLICY**

### **PHILOSOPHY**

One of the greatest challenges facing society today is finding new and creative ways to control the increasing use of drugs and alcohol among students. Plymouth Community School Corporation recognizes the health risks and a danger associated with the use of unlawful, illicit drugs and alcohol and proposes the investiture of random drug testing to help control the temptation presented to many of our high school students. Drug testing at the high school level begins a long series of such tests that the students will encounter. Colleges presently drug test under the approval of the NCAA, and private industry and businesses drug test prospective and present employees.

Individuals under the influence of drugs and alcohol provide a threat to the safety and the health of themselves and to others participating with them. They risk destruction of various body organs, addiction, the threat of diseases contracted through the use of unsterilized paraphernalia, behavior modifications, and performance below their fullest natural ability levels.

Recognizing the drug counseling and therapy is most effective when an individual willingly acknowledges a problem and personally seeks help, any student who admits to a drug or alcohol problem before having been found in violation of the code will not be penalized by school personnel. This provision is only effective once. In such cases, the parents and the student will be referred to an agency for help.

The drug testing program will not affect the policies, practices or rights of Plymouth High School in dealing with any drug, alcohol, tobacco, or possession of an intoxicant of any kind, or use where reasonable suspicion is obtained by means other than random testing. ~~PHS also reserves the right to test any student athlete who exhibits cause or reasonable suspicion of drug, alcohol, tobacco usage, or intoxicant of any kind.~~

Plymouth Community School Corporation feels that drug testing is a fair and necessary way to discourage students from succumbing to societal temptations.

### **PURPOSE**

The four major goals of drug testing at Plymouth Community School Corporation include:

1. To identify students who may have a drug or alcohol problem.
2. To present students with a sound reason to counter the impact of negative peer-pressures.
3. To protect the safety of the participants in athletic contests.
4. To maintain the integrity of the athletic programs at PHS.

## **WHO WILL BE TESTED**

The testing program will include all participants, male and female, of interscholastic sports along with students who drive to school, participate in co-curricular activities (ie: band, choir, speech) and/or clubs.

Students who are 18 years old may voluntarily request to be tested.

Parents may request to have a child under the age of 18 tested by providing the school with a written consent form. The results of such a test will be given only to the parents or to the 18 year old student for the purpose of identifying a need for assistance.

### **Note:**

Plymouth Community School Administration shall have the authority to require any student (at any grade level) to submit to a drug search including a chemical test of the student's breath, saliva, or urine if the administration has reasonable suspicion that the student is using or is under the influence of alcohol, marijuana or any controlled substance (as defined by Indiana law). Additionally, the administration may subject items in such student's possession to a test in order to determine if those items contain drugs or alcohol. A student in possession of or under the influence of alcohol, marijuana, or any controlled substance is a violation of school rules and will be dealt with according to the Drug and Alcohol Policy and the Student Discipline Policy.

## **WHEN**

Testing may occur at any time during the year, including during conditioning, tryouts, Saturday practices, or meetings.

## **PROCEDURE**

- ~~1. Each coach/sponsor shall hold a mandatory meeting with his team to explain the dangers of drugs. All students will be presented with a copy of the drug testing program at the meeting and a discussion will follow. Each student will be asked to go through these meetings at least one time.~~
2. Each student athlete/participant shall receive a consent form. The consent form must be signed by the student athlete/participant **AND** his or her custodial parent or guardian before initial participation in any activity of the team or organization. Signature of the consent form binds the student athlete/participant to submit a urine sample to be tested for drugs, alcohol and tobacco usage when requested.
3. St. Joseph Regional Medical Center in Plymouth will conduct the testing and supervise the collection of the urine sample. (School officials will not be involved in this process unless requested.) The samples will be tested for alcohol, unlawful drugs, tobacco residue, and if necessary performance enhancing drugs known as steroids.
4. Each student will be assigned a number. The official list which contains the names that correspond to the numbers is confidential and will be kept at the high school athletic office. No one but the Athletic Director and school officials will have access to the list of names.
5. The numbers will be scrambled on the computer at St. Joseph Regional Medical Center. The selected numbers will be given to the Athletic Director or Assistant Principal. They in turn will inform the student athlete that their number was drawn. The student will then report to the drug testing site.
6. All communications and results will be numbers not names.

7. Although the number of individuals tested will not be consistent throughout the year, in most cases there will be 10 student athletes/participants tested periodically.
8. A student will be declared immediately ineligible if he/she refuses to be tested.
9. If a student who have been notified of the scheduled test is absent on the test day, and does not have an excused absence, he/she will be ineligible until the next test date.
10. If a student who has been notified of the scheduled test is absent on the test day and has an excused absence he/she will be tested on the next available test date. **If any student is taking over-the-counter drugs or prescription medicine, they should inform the test-givers!** This information will be given when the student athlete fills out the drug testing form.
11. If the results of any of the tests are positive, all results of that group will be held until a confirmation test has been conducted. The confirmation test will be conducted as soon as reasonably possible. If the confirmation test is negative, no further action will be taken regarding that particular test.
12. If a positive result is confirmed, the athlete/participant, parent, coach/supervisor will be notified immediately by phone and or registered letter.
13. If the student athlete/participant or parent would like for the remaining portion (if any) to be reanalyzed by another accredited testing facility, it must be done within 24 hours of the first notification. The student and his/her parents shall bear the cost of the second test.
14. All results of the testing program will be kept in the Athletic Department until the student graduates. All negative results will be sent to parents within 10 days by mail.
15. All results of the testing program will be destroyed when a student graduates. If a student transfers to another school after having been declared ineligible at PHS, the transfer form required by IHSA will state that the student was ineligible, but not the reason why.

## **PENALTIES**

Being a student athlete and participation of many activities offered at PHS is a privilege and not a right. With that in mind Plymouth High School feels that those students/athletes who cannot follow the rules of each sport or organization are voluntarily relinquishing the privilege to participate.

All positive results of tests of student athletes will be punished as provided in the Code of Conduct for Plymouth High School Athletes which is incorporated herein by reference.

All positive results of tests of students participating in extra/co-curricular activities or driving to school will be punished as provided below:

### **FIRST OFFENSE:**

A student participating in curriculum related or extracurricular activities shall immediately be suspended from participation in the next consecutive 20% of the events, functions, contests or other activities in which that student was to have participated in. This applies to each of the extracurricular and curriculum related activities in which he or she is involved. The 20% shall be computed from the total functions, events, contests or other activities for each such extracurricular or curriculum related activity for the school year involved and not from those remaining for that school year.\*

Student drivers shall have their privilege of driving to school suspended for 30 days.

Students shall be barred from attending school functions for 30 days whether or not they are athletes, drivers, or participants in extracurricular or curriculum related activities. Exception may be given allowing students to participate in practice and attend but not participate in interscholastic competition.

The penalties set forth in the section above, "First Offense," shall be cumulative so that the student participating in more than one sport or activity and/or driving shall incur the penalties set forth above as to each such thing in which he or she is involved.

## **SECOND OFFENSE:**

The student shall be suspended from attending any school function, participating in any sport, extracurricular activity, curriculum related activity and/or driving to school for 12 consecutive months.

### **Counseling Alternative related to "Second Offense"**

At the discretion of PHS, if a student successfully participates in the counseling program described below (the "Counseling Alternative") the penalties set forth under "Second Offense" above may be reduced so that the student is suspended for the next consecutive 50% of the scheduled functions, events, contests or other activities in which that student was to have participated, or in the case of student drivers, for 6 consecutive months. The 50% shall be computed from the total functions, events contests or other activities for each such extracurricular or curriculum related activity for the school year involved and not from those remaining for that school year. The penalties shall be cumulative.

### **Procedure:**

In the event that a student who has committed a second offense wishes to undergo counseling for drug and alcohol abuse, the student or the parent/guardian shall so inform the athletic director (if the student is an athlete) and/or the principal (if the student is a student driver or is participating in an extracurricular or curriculum related activity).

For the student to gain the benefit of the Counseling Alternative, his or her parent/guardian, the principal, and either (i) the athletic director and coach of the sport in which the student participates, or (ii) the sponsor of the extracurricular or curriculum related activity in which the student participates, or (iii) the athletic director, coach and sponsor if the student is involved in both athletics and extracurricular or curriculum related activities, (the group considering the request of the particular student to participate in the Counseling Alternative shall be referred to below as the "Advisory Council") must agree that the student be allowed to do so. In making this determination, the attitude of the student and his or her parent/guardian, the nature of the offense, and whether or not the behavior in question is of a kind customarily corrected shall be taken into account.

If the Counseling Alternative is so agreed upon, the student/guardian of the student shall be so notified in writing. Then the parent/guardian must, within 15 days of the date set forth upon such written notice, file written proof from a reputable, professional counseling service setting out the counseling objectives and the methods to be used. The counseling must be done in regular, reasonably frequent sessions for a minimum of 6 months. However, if a reputable counseling service, based upon their professional judgment, concludes that a counseling period of less than 6 months is all that is required in a particular case, then the counseling may continue for a period of less than 6 months as recommended by the counseling service. Further, each month the student being counseled shall furnish to the school a copy of his or her counselor's report evidencing a bona fide effort on the part of the student to correct the problem for which he or she is being counseled and to participate in the counseling program. In the event that the Advisory Council determines by a majority vote that the student does not in good faith participate in the counseling program, then the student's eligibility to participate in the counseling alternative and his or her eligibility for the resulting reduced penalty shall be terminated and the full one year suspension set forth under "Second Offense" above shall be enforced.

\* Students suspended from "participating in...events, functions, contests or other activities..." under the provisions for "First Offense" or for the Counseling Alternative provisions for "Second Offense" herein above shall nonetheless be allowed to participate in practices for their sport(s), extracurricular and curriculum related activities and, in the case of curriculum related activities, in school classes relating to their curriculum related activities.

### THIRD OFFENSE:

A third offense shall result in the suspension of all driving privileges to school and privileges of participating in any extracurricular activities, athletic, and/or curriculum related activities or attending school functions or activities for the remainder of the student's enrollment at Plymouth High School.

### MISCELLANEOUS PROVISIONS:

Students who test positive for nicotine and are 18 years of age or older shall not be subject to any penalties regarding extracurricular or curriculum related activities. Athletes, however, shall remain subject to all penalties relating to athletic participation despite their age.

Students who test positive on their drug test and would receive a grade based upon their participation in a curriculum related activity shall not be subject to any grade reductions. However, an alternative assignment or assignments will be provided to such students to compensate for any missed performances.

Once a student becomes eligible for drug testing and delivers to PHS an appropriately executed consent, he or she shall remain eligible for drug testing for the remainder of that year. **Any refusal to be tested will result in the forfeiture of that student's driving privileges to school and participation in any co-curricular related activities and/or extracurricular activities, including athletics.**

## SECTION IV – STUDENT CONDUCT

### TRUANCY

Truancy is defined under Indiana State Law as an absence from school without either the knowledge or consent of the parents/guardians or school official. Truancy violations are tracked throughout the year.

The term “**habitual truant**” is defined as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in (1) school year. Unexcused absence from school (truancy) is not acceptable. Habitual truancy can result in:

- a report to probation;
- a report to local authorities concerning lack of parent's/guardian's responsibility in providing proper care and supervision of a child.
- a report to the Bureau of Motor Vehicles regarding ability to obtain a driving permit or license.

The following are actions taken for truancy:

1st Offense	1 Wednesday School and meeting with an Administrator
2nd offense	1 day of In-School Suspension (ISS), Entry into Truancy Contract with Probation/Teen Court
3rd offense	1 day of Supervised Suspension (SS), Action on Truancy Contract through Teen Court

4 <sup>th</sup> offense	Further SS or Out-of-School Suspension (OSS) assignments
5 <sup>th</sup> offense	Further OSS and/or consideration for expulsion

### **P .L. 121 -DRIVER'S LICENSE INVALIDATION LAW**

Indiana **IC 20-33-2-11** prohibits the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, and motorcycle operator's endorsement or license, and invalidate a student's license or permit if the student (if less than 18 years of age) is under:

- at least a second suspension from school for the school year (S.O.S.S/O.S.S.);
- an expulsion from school due to misconduct;
- any student at least 13 years of age, but less than 15, who is a habitual truant will not be granted a driver's license until their 18th birthday; or
- has withdrawn from school will have their license invalidated until their 18th birthday.

The Bureau of Motor Vehicles shall invalidate the person's license or permit under the following guidelines:

- Second suspension from school-120 days.
- Expulsion from school-180 days.

### **SPECIFIC ATTENDANCE REQUIREMENTS**

Students having 1st period or last period study hall are expected to attend study hall as any other scheduled course.

Pregnant students will follow the existing attendance rules unless the school receives a written doctor's order recommending an extended leave of absence. At that time the school will investigate alternative educational options that may be required to continue educational services. Such students will be allowed up to 10 school days following the birth of the baby for recovery and post-natal care. Decisions regarding granting of credit will be made on a case by case basis.

### **TARDY POLICY**

Each teacher will determine and communicate his or her own classroom policy as to whether students are expected to be in their seat or in the classroom when the bell rings for the class to begin. 1 minute prior to the bell for class to begin, a four tone bell will sound. A student will be reported as tardy if he/she has not complied with this policy.

If a student arrives anytime after 7:55 a.m., or returns to school at any point during the day, the student must report to the Attendance Office to sign in. If arriving after 7:55, but before 8:30 a.m. a student is considered tardy to school. If arriving after 8:30 a.m., a student is considered absent for 1st period.

Tardies are cumulative, not by each class, and are based on each semester. Each student is permitted 2 tardies per semester without consequence, in order to allow for unusual circumstances. After a 3rd tardy, the following consequences may be implemented:

*(Tardy Policy)*

3 tardies	1 Lunch Detention
6 tardies	1 Detention
9 tardies	1 Wednesday School
12 tardies	5 lunch detentions; 2 of 5 may be removed under Tardy Incentive Program
15 tardies	2 detentions; 1 Wednesday School. All consequences may be removed under Tardy Incentive Program.
18 tardies	1 day ISS; 1 Wednesday School. The Wednesday school may be removed under Tardy Incentive Program.
21+ tardies	Consequences include multiple Wednesday Schools and/or lunch detentions; consequences may be removed under Tardy Incentive Program.

Discipline assignments may be initiated as follows: teacher-assigned (before school, after school, or during lunch); after school Detention (3:20 – 4:30pm); Wednesday School (3:20 – 5:30 pm); lunch detention (may be administered and served in ISS room). Note: a missed detention may result in a Wednesday School assignment and/or additional discipline assignments, such as further suspension and/or consideration for expulsion. A missed Wednesday School may result in up to 2-days of ISS and/or additional discipline assignments, such as further suspension and/or consideration for expulsion.

Additional consequences may include: dance denial, driving privileges revoked, denial of attendance from extra/co-curricular events, or other disciplinary consequence deemed appropriate.

**Hall Freezes**

Periodically, administrators will conduct school-wide checks to ensure all students are in class on time. Any student not in class by the time the bell rings will be sent to the main office. Each student will be immediately assigned a lunch detention and receive a notice for the lunch detention date. All students who serve a lunch detention are provided sack lunches in lieu of hot lunch.

**Heat Waves**

In addition to hall freezes, administrators will conduct school-wide checks to reward students for being in class on time. When a heat wave is announced, all students who were on time for class can enter their names into a drawing. Winners will be drawn by lunch hour and given a prize of some kind.

**PHS CODE OF CONDUCT**

**HONOR CODE**

The Honor Code was created to maintain an atmosphere of trust and individual responsibility for learning. Students are encouraged to develop trustworthy, independent, and honorable habits regarding their work.

Academic Honor violations include plagiarism of documents, records or papers, copying, cheating, misrepresentation of work or allowing others to copy one's work. This may also apply to gaining an unfair advantage when students are being evaluated via assignments, tests,

quizzes, papers or projects. Students are expected to do their own work at all times, unless otherwise instructed by their teachers.

**CORRECTIVE ACTION** (depending upon the seriousness of the act and a number of violations)

1st offense (per year): Loss of credit for the assignment, quiz, test, paper, or project and parent/guardian notification.

2<sup>nd</sup> offense: Receive a two-letter grade deduction for the current six-week grade, loss of credit for the assignment, parent/guardian conference, and referral to guidance staff.

3<sup>rd</sup> offense: Withdraw/Failure (WF) from the class for the semester, parent/guardian conference, and referral to guidance staff.

## **DAMAGE OF SCHOOL OR PRIVATE PROPERTY**

Causing or attempting to cause damage to school or private property. This includes damage to a school employee's property.

**CORRECTIVE ACTION**

1. Mandatory financial restitution.
2. Options (depending upon seriousness and act and number of violations):
  - a. Assignment of Wednesday School detention.
  - b. Suspension for up to 5 days, parent/guardian conference and referral to guidance staff.
  - c. Suspension with administrative recommendation to expel from school.
  - d. Referral to outside agencies.

## **FAILURE TO ATTEND DETENTION**

If a student does not serve his/her assigned detention within the time allowed.

**CORRECTIVE ACTION**

1<sup>st</sup> failure to appear: Assignment of 2 detentions or 1 Wednesday School.

2<sup>nd</sup> failure to appear: Wednesday School assignment(s) and/or suspension assignments

3<sup>rd</sup> and beyond: Further consideration for suspensions and/or expulsion

## **FAILURE TO ATTEND WEDNESDAY SCHOOL DETENTION**

If a student does not serve his/her assigned Wednesday School detention the following corrective actions may be taken.

**CORRECTIVE ACTION**

1<sup>st</sup> offense: 1 days I.S.S. plus rescheduling of Wednesday School

2<sup>nd</sup> and beyond: Further consideration for suspensions and/or expulsion

## **SECTION V – TRANSPORTATION**

### **VEHICLE REGISTRATION AND PARKING**

Driving to school is a privilege, not a right. Any student who does not follow proper safety and driving behavior or does not follow proper procedures for registering vehicles jeopardizes his or her

privilege to drive to school, as well as risks having the vehicle removed from campus at the owner's expense.

The following are rules and guidelines for driving to school:

- All students are to park in the NORTH LOT. This is Lot #5. Students are not to park in the East or West lots.
- All vehicles must be registered through the Attendance Office and a decal must be purchased and properly displayed on the inside of the passenger front window. Failure to properly display a decal will result in the vehicle being subject to removal and/or ticketed.
- Students are to enter and exit on Randolph Street. School buses always have the right-of-way and are the only vehicles to use the exit/entrance before and after school through the east gate or on Baker Street.
- Students are to park between the yellow lines.
- Students are to exit their vehicles immediately upon arriving at school.
- Only parent/guardian/relative are permitted to pick up students in the north lot after school. All others must pick up students at the main entrance. The east entrance (by Room 131) is **not** a drop-off or pick-up point for students before or after school!
- The speed limit on campus is 10 mph. No speeding or reckless driving will be tolerated.
- Students driving to school **MUST** park on campus, not at nearby businesses or on adjacent streets to the school.
- Students will be eligible for random drug-screening for the entire year, based on a signed registration card.

Any vehicle parked on campus is subject to search by school officials based on "reasonable suspicion" that contraband, dangerous items, a stolen item, or illegal items may be stored. Every effort will be made to have the student present when conducting a search. A principal may request a law enforcement officer to search a vehicle in accordance with proper search and seizure procedures. In addition, dogs may be used to search vehicles on campus as part of the Dog Interdiction Program.



Weidner SCHOOL OF  
**Inquiry**  
@ PHS

# Learner Handbook

~~2015-2016~~

2017-2018

**Co-Directors:**

Michael Delp & Jennifer Felke

**Weidner School of Inquiry @PHS**

1 Big Red Drive

Plymouth, IN 46563

(574) 914-4849

[www.plymouth.k12.in.us](http://www.plymouth.k12.in.us)

## “Trust, Respect, Responsibility”

This handbook is an addendum to the Plymouth High School Handbook and reflects the unique learning environment that exists within the Weidner School of Inquiry @PHS.

### Welcome from the Co-Directors:

The foundation has been laid for an amazing way to educate young people. We have an unparalleled learning space. We have a great mix of talented and dedicated facilitators who care very deeply for young people and their education. With hard work, purposeful collaboration, and constant communication, we hope that our small learning community at PHS will become a **special place** for all members (community, staff, facilitators, and learners) to learn and grow together.

**WSOI Communications:** As a small learning community, we value frequent and open communication with our school families. ~~You will receive a monthly email via “Mail Chimp” from Mrs. Flynn that will update you on the happenings and upcoming events in the school and individual classes.~~ We encourage you to email or call the facilitators directly should you have any questions or concerns regarding individual classes. Please direct communication to Mr. Fishback should you need course scheduling assistance. If you have any questions or concerns regarding other aspects of our learning community, please contact Mr. Delp or Mrs. Felke via phone or email. We welcome inquiry and would be more than happy to speak with you via email, phone, or in person.

### Contact Information:

The best way to reach the Weidner School of Inquiry faculty and staff outside of school hours is by email. If you try to reach us by phone and we’re unavailable, please leave a message and we’ll get back to you as soon as we can. As most facilitators move rooms during the day the best way to reach a staff member is through Mrs. Flynn, our Director of Communication, through the main school number: **574-914-4849**

Name	Role	Ext:	Email
Delp, Michael	Co-Director	1302	mdelp@plymouth.k12.in.us
Felke, Jennifer	Co-Director	1302	jfelke@plymouth.k12.in.us
Fishback, John	Director of Guidance	1303	jfishback@plymouth.k12.in.us
Flynn, Kelsey	Director of Communication	1301	kflynn@plymouth.k12.in.us
Connor, Dylan	Facilitator - American Perspectives & English 11		dconnor@plymouth.k12.in.us

Church, Haley	Facilitator - Bio/Art		hchurch@plymouth.k12.in.us
Davis, Carl	Facilitator - Global Perspectives & Economics		cdavis@plymouth.k12.in.us
Johnson, John	Facilitator - Chem/ <del>Food</del> Plant and Soil Science & <del>Physics/ Sports Marketing and Entertainment</del> Ag Tech and Mechinization		jjohnson1@plymouth.k12.in.us
Koops, Phil	Facilitator - Bio/Art Project Lead the Way - Bio Medical Engineering and Human Body Systems		pkoops@plymouth.k12.in.us
Masson, Grant	Facilitator - American Perspectives & Government/Dual Credit Government		gmasson@plymouth.k12.in.us
Mercer, Lisa	Facilitator - Global Perspectives		lmercerc@plymouth.k12.in.us
Michel, Scott	Facilitator - Chem/ <del>Food</del> Plant and Soil Science & <del>Physics/ Sports Marketing and Entertainment</del> Ag Tech and Mechinization		smichel@plymouth.k12.in.us
Moore, Lindsay	Facilitator - Algebra II, Dual Credit Pre Calculus, PLTW Computer Science		lmoore@plymouth.k12.in.us
Nordmann, Curtis	Facilitator - Algebra, Geometry, AP Stats		cnordmann@plymouth.k12.in.us
TJ Tippett	Facilitator - Algebra, Algebra II		ttippett@plymouth.k12.in.us
Tyree, Charlotte	Facilitator -English 12 and Dual Credit Speech		ctyree@plymouth.k12.in.us
Warren, Regina	Facilitator - English 11 AP Lang & English 12 Dual Credit		rwarren@plymouth.k12.in.us

## Office Hours

Our office is located in the main entryway to the Weidner School of Inquiry @PHS inside Plymouth High School. You can enter the school through door 7 of PHS between the high school and football field. Normal office hours are from 7:30 AM-4:00 PM, Monday-Friday. The office is closed on holidays.

<b>District Website</b>	<a href="http://www.plymouth.k12.in.us">www.plymouth.k12.in.us</a>
<b>School Website</b>	<a href="http://www.plymouth.k12.in.us/wsoi/">http://www.plymouth.k12.in.us/wsoi/</a>
<b>Facebook</b>	<a href="https://www.facebook.com/pages/Weidner-School-of-Inquiry-PHS/251924918189062">https://www.facebook.com/pages/Weidner-School-of-Inquiry-PHS/251924918189062</a>
<b>Twitter</b>	<a href="https://twitter.com/schlofinquiry">https://twitter.com/schlofinquiry</a>
<b>WSOI Blog: Learning, Connecting, Community</b>	<a href="http://wsoilearning.blogspot.com/">http://wsoilearning.blogspot.com/</a> We welcome community members who learn and connect with us to write blog posts. This includes but is not limited to students, parents, staff, organizations, experts we connect with etc. Please contact Mrs. Flynn if you would like to be a blog contributor.

## Program of Studies -

### Grade 9

WSOI Course Title	Transcripted Title(s)	Facilitator(s)	Semesters/Periods
Leadership Institute	Preparing for College & Careers Interactive Media	Jennifer Felke Michael Delp	2 semester - Integrated across curriculum
Global Perspectives	English 9 World History	Carl Davis Lisa Mercer	2 semesters - 1.5 periods
Bio/Art	Biology	Phil Koops	2 semesters - 1.5 period

	2D Art	Haley Church	1 semester - 1 period
Math (one of the following) Algebra I Geometry Algebra II	Algebra I Geometry Algebra II	Lindsay Moore Curtis Nordmann TJ Tippett	Algebra I -2 semesters-1 period Geometry -2 semesters-1 period Algebra II -2 semesters -1 period
	PHS - Passport Courses **		4 or 5 periods available

## Grade 10

WSOI Course Title	Transcribed Title (s)	Facilitator (s)	Semesters/Periods
American Perspectives *	English 10 US History (Dual Credit)	Dylan Connor Grant Masson	2 semesters - 1.5 periods
Food Science	Chemistry Plant Science(Dual Credit)	Scott Michel John Johnson	2 semesters - 1.5 periods
Math (one of the following) Geometry Algebra II Pre-Calc/Trig	Math 10 Geometry Algebra II Pre-Calc/Trig(Dual Credit)	Lindsay Moore Curtis Nordmann TJ Tippett	Geometry -2 semesters-1 period Algebra II -2 semesters -1 period Pre-Calc/Trig - 2 semesters - 1 period
Digital Portfolio	Interactive Media	Jennifer Felke	N/A - Integrated across curriculum
	PHS - Passport Courses **		5 periods available

## Grade 11

WSOI Course Title	Transcribed Title (s)	Facilitator(s)	Semesters/Periods
English - or - AP Language English	English 11	Dylan Connor Regina Warren	2 semesters - 1 period
Government -or - Dual Credit Government	Government	Grant Masson	1 semester - 1 period
Economics	Economics	Carl Davis	1 semester - 1 period
Ag/Physics	AP Physics <del>Sports Marketing and Entertainment</del> Ag, Power, Structure & Structure	Scott Michel John Johnson	2 semesters - 1.5 periods
Math (one of the following); Algebra II Pre-Calc/Trig AP Stats AP/Dual Credit Calculus	Algebra II Pre-Calc/Trig AP Stats AP/Dual Credit Calculus	Lindsay Moore Curtis Nordmann TJ Tippet	2 semesters -1 period
Digital Portfolio	Interactive Media	Jennifer Felke	N/A - Integrated across curriculum
	PHS - Passport Courses **		5 periods available

## Grade 12

WSOI Course	Transcribed Title	Facilitator (s)	Semesters/Periods
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Title	(s)		
Dual Credit Language English and/or English/Dual Credit Speech -	English 12	Regina Warren Charlotte Tyree	2 semesters - 1 period
Government -or - Dual Credit Government	Government	Grant Masson	1 semester - 1 period
Economics *	Economics AP Microeconomics	Carl Davis	1 semester - 1 period
Math (one of the following); Algebra II Pre-Calc/Trig AP Stats AP/Dual Credit Calculus	Algebra II Pre-Calc/Trig AP Stats AP/Dual Credit Calculus	Lindsay Moore Curtis Nordmann TJ Tippet	2 semesters -1 period
Digital Portfolio	Interactive Media	Jennifer Felke	N/A - Integrated across curriculum
	PHS - Passport Courses **		5 periods available

\*\*Passport courses are courses taken outside of the Weidner School of Inquiry. These can include elective courses in both the Fine and Performing Arts, Foreign Language, Family and Consumer Sciences, Business, and Industrial Technology departments at Plymouth High School.

\* Students may contract for an honors credit in these courses. Honors requirements are as follows.

## Weidner School-AP/Dual Credit Options

AP,Honors or Dual Credit are available in the following courses

1. ~~English 10-~~ US History (US Perspectives) - Dual Credit for US History
2. Precalculus-Trigonometry (Dual Credit)

3. Government (Dual Credit)
4. AP Physics (Dual Credit)
5. Advance Speech (Dual Credit)
6. Plant and Soil Science (Dual Credit)
7. Ag Tech and Power (Dual Credit)
8. AP Language - English 11 (Dual Credit)
9. English 12 (Dual Credit)
10. AP Calculus (Dual Credit)
11. AP Statistics
12. AP Microeconomics

**All credits earned in dual credit courses are subject to certain course requirements or prerequisites and may be subject to credentialing.**

Students are evaluated on the following learning outcomes in WSOI:

1. Knowledge and Thinking
2. Agency
3. Written Communication
4. Oral Communication
5. Collaboration

We encourage all Seniors to pursue honors credit for any of the above named courses. Honors options were dropped schoolwide for all Juniors, Sophomores, and Freshmen. Students must achieve a minimum of 80% in each learning outcome in each 9 week grading periods in order to receive honors credit for the honors classes.

The nature of the PBL learning environment creates opportunities for learners to revise, reflect, and improve their work. Adopting this growth mindset is essential to developing long lasting skills that support student achievement.

## **Weidner School Of Inquiry Course Descriptions:**

### **9<sup>th</sup> Grade**

#### **Global Perspectives: (English 9, World History)**

2 Semesters- 4 credits

This two block course fulfills English 9 and World History core requirements and uses language arts to explore historical events and their impact on our modern global world. This interdisciplinary humanities course integrates a comprehensive academic survey of World History with ninth grade English. In this course, students will complete complex and challenging projects that focus on the political, economic, and social events and issues related to the development of ancient cultures and civilizations. Their work will include reading short stories, poetry, non-fiction, novels, and drama related to the historic themes. They will write for a variety of purposes and audiences in a variety of formats.

#### **Leadership (Preparation for College and Careers, Interactive Media)**

2 Semesters - 2 Credits

Leadership addresses the knowledge, skills, and behaviors all students need to be prepared for success in college, career, and life. It fulfills credits in Interactive Media and Preparation for College and Careers. The focus of the course is the impact of today's choices on tomorrow's possibilities. Topics to be addressed include twenty-first century life and career skills; higher order thinking, communication, leadership, and management processes; exploration of personal aptitudes, interests, values, and goals; This course includes reviewing career clusters and Indiana's College and Career Pathways, in depth investigation of one or more pathways, reviewing graduation plans, developing career plans, and developing personal and career portfolios. A project based approach includes computer and technology applications and cooperative ventures between school and community.

### **BioArt (Biology, Introduction to 2-D Art, Interactive Media)**

2 Semesters - 3 Credits

This integrated course blends a comprehensive academic survey of biology with an introduction to art. In this course, students will create works of art that demonstrate an understanding of biological concepts. They will experience both laboratory and field work with an emphasis on an investigative approach to biological problems. From within the context of completing larger projects and artistic works, students will study ecology, cell and molecular structure, energy and metabolism, development and reproduction, and evolution. Students will create art in functional and non-functional two- and three-dimensional forms. Students will have creative experiences in art appreciation, studio, history, and criticism.

### **10<sup>th</sup> Grade:**

#### **American Perspectives (English 10, US History or Dual Credit US History)\***

2 Semesters - 4 Credits

American Perspectives is a 2-block course that blends language arts and history to provide students an in-depth look at how United States history emphasizes national development from the late nineteenth century into the twenty-first century. After a brief review of the early development of the nation, students study the key events, people, groups, and movements in the late nineteenth, the twentieth, and early twenty-first centuries as they relate to life in Indiana and the United States. Students use literary interpretation, analysis, comparisons, and evaluation to read and respond to representative works of historical or cultural significance appropriate for Grade 10 in classic and contemporary literature balanced with nonfiction. Students write responses to literature, expository and persuasive compositions, research reports, business letters, and technical documents.

### **ChemPlant Science (Chemistry I)**

2 Semesters - 4 Credits

#### **ChemPlant Science (Chemistry I, Plant and Soil Science)**

**Plant and Soil Science (Pending 3 Ivy Tech Dual Credits)**

2 Semesters - 4 Credits

ChemPlant Science is an integrated course that provides in-depth study of the application of science principles to scientific investigation of the various plant components and their functions. The course utilizes the scientific method to study scientific concepts and theories in the context of plant and soil science. Students are expected to achieve academic standards and competencies from chemistry,

biochemistry, biology, and some physics at the analysis, synthesis, and evaluation levels in this specialized area of study. Students develop critical reasoning, mathematical, and writing skills through a variety of higher-level learning strategies and laboratory experiments that require measuring, recording, graphing, and analyzing data; predicting and evaluating laboratory results; and writing laboratory reports. The course highlights the taxonomy of plants, the various plant components and their functions, plant growth, plant reproduction and propagation, photosynthesis and respiration, environmental factors affecting plant growth, diseases and pests of plants and their management, biotechnology, the basic components and types of soil, calculation of fertilizer application rates and procedures for application, soil tillage and conservation, irrigation and drainage, land measurement, cropping systems, precision agriculture, principles and benefits of global positioning systems, harvesting, and career opportunities in the field of plant and soil science. This course is recommended for all students, regardless of their career cluster or pathway, in order to build science proficiencies in chemistry, physics, and biology.

## **Interactive Media**

1 Semester - 1 Credits

Interactive Media standards are integrated across the entire New Tech curriculum. This program of study emphasizes the development of digitally generated or computer-enhanced products using multimedia technologies. Students will develop an understanding of professional business practices including the importance of ethics, communication skills, and knowledge of the “virtual workplace”. Individual and project based learning is emphasized. **This content and skills development will be assessed via each learner’s digital portfolio.**

## **Math Series: Single Period Classes**

### **ALGEBRA I A/B**

2 Semesters - 2 Credits

Algebra I provides a formal development of the algebraic skills and concepts necessary for students to succeed in advanced courses. In particular, the instructional program in this course provides for the use of algebraic skills in a wide range of problem-solving situations. The concept of function is emphasized throughout the course. Topics include: (1) operations with real numbers, (2) linear equations and inequalities, (3) relations and functions, (4) polynomials, (5) algebraic fractions, and (6) nonlinear equations.

### **Math 10**

2 Semesters - 2 Credits

Math 10 provides

### **GEOMETRY A/B**

2 Semesters - 2 Credits

Geometry students examine the properties of two- and three-dimensional objects. Proof and logic, as well as investigative strategies in drawing conclusions, are stressed. Properties and relationships of geometric objects include the study of: (1) points, lines, angles and planes; (2) polygons, with a special focus on quadrilaterals, triangles, right triangles; (3) circles; and (4) polyhedra and other solids.

## **ALGEBRA II A/B**

2 Semesters - 2 Credits

Algebra II is a course that extends the content of Algebra I and provides further development of the concept of a function. Topics include: (1) relations, functions, equations and inequalities; (2) conic sections; (3) polynomials; (4) algebraic fractions; (5) logarithmic and exponential functions; sequences and series; and (7) counting principles and probability.

## **PRE-CALCULUS/TRIGONOMETRY Dual Credit A/B**

2 Semesters - 2 Credits

Dual Credit Pre-Calculus/Trigonometry blends the concepts and skills that must be mastered before enrollment in a college-level calculus course. The course includes the study of (1) relations and functions, (2) exponential and logarithmic functions, (3) trigonometry in triangles, (4) trigonometric functions, (5) trigonometric identities and equations, (6) polar coordinates and complex numbers, (7) sequences and series and (8) data analysis.

## **HEALTH**

1 Semester - 1 Credit

This course provides students with the knowledge and skills of health and wellness core concepts, analyzing influences, accessing information, interpersonal communication, decision-making and goal-setting skills, health enhancing behaviors, and health and wellness advocacy skills.

WSOI students have the option of taking this graduation requirement as a passport class in a traditional classroom setting or take Gradpoint Health, an online curriculum that adheres to Indiana curriculum standards. Gradpoint Health is a web-based program students can work on independently. Only the pretests and post-tests require supervision, the majority of the work can be completed at the convenience of the student. Students have 182 weeks (1 semester) to complete the course.

## **WSOI LIFEPLEX PE**

1 Semester - 1 Credit

This course meets during SRT twice a week for approximately 35 minutes and meets all state requirements needed for issuing PE credits. This option allows students to earn their PE credits without having to take electives out of their class schedule. Students may enroll in one or two **semesters** based on how many credits they need. Students will be required to complete a physical assessment with LifePlex personnel prior to beginning the course. Students also have the option of taking PE in a traditional setting or through ASPE (sports/band).

## **11<sup>th</sup> Grade:**

### **English 11 A/B**

2 Semesters - 2 Credits

The English 11 course includes an emphasis on in-depth writing, extensive reading, and analysis of American literature. This course also includes a special focus on drama. Students are required to do at

least one research project per **semester**, sharing their findings in a variety of ways including through oral presentations. Students are required to document independent reading.

## **English 11 AP Language/ Dual Credit Honors A/B**

### **2 Semesters - 2 Credits**

#### **(ENGLISH LANGUAGE AND COMPOSITION, ADVANCED PLACEMENT)**

English Language and Composition, Advanced Placement, is an advanced placement course based on content established by the College Board. An AP course in English Language and Composition engages students in becoming skilled readers of prose written in a variety of rhetorical contexts, and in becoming skilled writers who compose for a variety of purposes. Both their writing and their reading should make students aware of the interactions among a writer's purposes, audience expectations, and subjects as well as the way generic conventions and the resources of language contribute to effectiveness in writing.

### **Physics of Sports**

#### **Advanced Placement/Dual Credit Physics I: Algebra-based, Sports and Entertainment Marketing 2 Semesters - 4 Credits**

This course will look at the physics of sports. Students will apply physics principles through the lens of athletes and their performance. Sports and Entertainment Marketing is a specialized marketing course that develops student understanding of the sport/event industries, their economic impact, and products; distribution systems and strategies; pricing considerations; product/service management, and promotion. Students acquire an understanding and appreciation for planning. Throughout the course, students are presented problem-solving situations for which they must apply academic and critical-thinking skills. Participation in cooperative education is an optional instructional method giving students the opportunity to apply newly acquired marketing skills in the workplace.

Physics 1: Algebra-based, Advanced Placement is equivalent to a first-semester college course in algebra-based physics. The course covers Newtonian mechanics (including rotational dynamics and angular momentum); work, energy, and power; mechanical waves and sound. It will also introduce electric circuits.

- Recommended Prerequisite: Algebra I or Integrated Mathematics I
- Credits: A 2 credit course, 1 credit per semester
- Counts as a Science Course for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas
- Qualifies as a Quantitative Reasoning course

## **Economics (Honors and Regular)**

### **1 Semester - 1 Credit**

*Economics* examines the allocation of resources and their uses for satisfying human needs and wants. The course analyzes the economic reasoning and behaviors of consumers, producers, savers, investors, workers, voters, institutions, governments, and societies in making decisions. Students explain that because resources are limited, people must make choices and understand the role that supply, demand, prices, and profits play in a market economy. Key elements of the course include study of scarcity and economic reasoning, supply and demand, market structures, the role of government, national economic performance, the role of financial institutions, economic stabilization, and trade.

## **Government & Dual Credit Government \***

### **1 Semester - 1 Credit**

United States Government provides a framework for understanding the purposes, principles, and practices of constitutional representative democracy in the United States. Responsible and effective participation of citizens is stressed. Students understand the nature of citizenship, politics, and governments and understand the rights and responsibilities of citizens and how these are part of local, state, and national government. Students examine how the United States Constitution protects rights and provides the structure and functions of various levels of government. How the United States interacts with other nations and the government's role in world affairs will be examined. A focus on American interactions with other nations, and the government's role in world affairs, will also be included. Using primary and secondary resources, students articulate, evaluate, and defend positions on political issues. As a result, they will be able to explain the role of individuals and groups in government, politics, and civic activities and the need for civic and political engagement of citizens in the United States.

### **Interactive Media - Integrated Across the Curriculum - 1 credits**

Interactive Media prepares students for careers in business and industry working with interactive media products and services; which includes the entertainment industries. This course emphasizes the development of digitally generated or computer-enhanced products using multimedia technologies. Students will develop an understanding of professional business practices including the importance of ethics, communication skills, and knowledge of the "virtual workplace".

### **College-Entrance Preparation**

#### **1 semester - 1 credit**

College-Entrance Preparation utilizes individual student score reports from the PSAT and/or the PLAN to prepare students for the SAT, ACT, the Accuplacer and Compass assessments. Based on these score reports, students will receive targeted instruction to strengthen their foundations in critical reading, writing, mathematics, and science (all sections of college admission and placement exams). As appropriate, the course will also encompass test taking strategies to prepare students for success on a high-stakes assessment. Course may also include college selection and application units, to best prepare students for overall college-readiness.

### **Echo Online Gradebook**

Weidner School of Inquiry learners will be evaluated on course content *as well as* the following learning outcomes across the School of Inquiry curriculum. Learning will be measured and reported via Echo, New Tech Network's learning management system (LMS) designed to support project-based learning (PBL). The Echo handbook and instructions are available on our website. If you would like a paper copy, please contact Mrs. Flynn. Grades can be accessed via Echo at <http://wsoi.echo-ntn.org> At the end of every grading period (every 9 weeks) Echo grades will be transferred to PowerSchool. These grades will be placed on each student's report card and transcript. If you have trouble accessing Echo please contact Kelsey Flynn Amy Mahan at 914-4849 or via email at [kflynn@plymouth.k12.in.us](mailto:kflynn@plymouth.k12.in.us)

## School Wide Learning Outcomes

Content and skill mastery are measured as a percentage of each individual course grade and percentages vary by course. All Weidner School of Inquiry learners are expected to grow and excel in the following areas:

Outcome	Description
Knowledge and Thinking	The ability to reason, problem-solve, make decisions, develop sound arguments, and create new ideas by using appropriate sources and applying the knowledge and skills of a discipline.
Collaboration	The ability to demonstrate effective communication, empathy, responsibility, initiative, and leadership in order to be a productive member of diverse teams.
Oral Communication	The ability to make meaning from verbal messages and effectively communicate content knowledge and thinking through oral interactions and presentations.
Written Communication	The ability to effectively communicate content knowledge and thinking in a written format using discipline appropriate organizational patterns and conventions.
Agency	The ability to reflect on the development of a growth mindset and purpose for learning as well as demonstrate self-monitoring, learning strategies, study habits, and active participation.

### Policies and Procedures:

The policies and procedures listed below are reflective of the unique learning environment of the Weidner School of Inquiry @PHS and are only in effect when students are in that learning environment.

### Off Campus Events

During the course of the school year learners at the Weidner School of Inquiry may travel off campus for project presentations or to partner with local businesses on projects. While students are off campus they are still governed by school district rules and regulations and are subject to the authority of school district officials. Learners may be restricted from attending these events and may be suspended from school for violations of school district rules and regulations.

### Professional Dress

It is an expectation that Weidner School of Inquiry learners dress professionally for presentations, interviews, business and community meetings that take place in or out of our school. Learners will have the opportunity to discuss and contribute to professional dress expectations. As a general guideline,

please consider the following:

<b>Clothing Item</b>	<b>Boys</b>	<b>Girls</b>
<b>Tops</b>	Button down collared dress shirt. A tie, sports coat, or even suit jacket would be even more professional but are not required.	Business casual blouse or nice sweater set.  A suit jacket would be even more professional but is not required.
<b>Bottoms</b>	Khakis, dress pants, belt (no jeans, athletic pants, sweatpants, shorts, etc...)	Khakis, dress pants, skirts (no jeans, athletic pants, sweatpants, shorts, etc...)
<b>Shoes</b>	Business casual shoes	Business casual shoes or dress sandals (no flip flops or slippers)

Learners will be notified in advance of which days are designated Professional Dress Days.

## **Behavior Guidelines**

At the Weidner School of Inquiry, our goal is to maintain a culture that promotes trust, respect, and responsibility. In our small learning community, both learners and facilitators have exceptional ownership of the learning experience and their school environment. Working on projects and in teams, learners are accountable to their peers and acquire a level of responsibility similar to what they would experience in a professional work environment.

## **Triple A Discipline Approach**

We recognize the need to have a discipline approach that has some structure, but we think it is important to remember that discipline needs to include a relational component. We will treat poor decisions and wrong choices as the learning opportunities that they are. In an effort to establish common vocabulary among staff and students, WSOI will be utilizing Triple A approach this year.

**Admit** - Our hope/expectation is that the learner will take ownership in their poor choice. Taking ownership of wrongdoing is sometimes very difficult to do. However, it is imperative that this step be the first of the three. In order to restore the relationship to its pre-conflict status, everyone involved must be willing to acknowledge and admit their role in the process.

**Apologize** - The second step is apologizing for the poor choice. The key to this step is sincerity. The sincerity of the apology will always be determined by the person who is receiving the apology. Like the Admit step, restoration is improbable if not impossible without the apology step. We will expect/coach forgiveness after a sincere apology. Restoration is only possible when both the apology and forgiveness are joined together with a respect for the other person or persons involved in the conflict.

**Amends** - The final step is making an amends for the poor choice. This will often include the question, "What can I do to make it up to you?" The amends have to be mutually agreed upon by both parties. Again we value a more relational approach in this step. Non-traditional options will be on the table,

but if this type of restorative action is not mutually consented upon, then a more traditional punishment will be used instead(i.e. detention, ISS, Wednesday, SS, Expulsion). We anticipate that this step may not be necessary in all situations, but it still should be offered as a sign of respect and sincerity. Traditional discipline steps are listed in the Plymouth High School handbook and will be followed in WSOI if the offense falls under the umbrella of the PHS disciplinary rules

We anticipate that there will be times that the person who committed the error in judgment is either unwilling to admit or apologize for the wrongdoing or both. If it is determined by the facilitators and directors that there is enough circumstantial evidence to override the learner's lack of ownership, the learner then will choose to forgo the option of the restorative Triple A approach and instead be subject to the course of action laid out in the PHS handbook.