

# Elementary Student Handbook

~ for ~

Plymouth Community School Corporation  
Elementary Schools

Jefferson Elementary School  
Menominee Elementary School  
Washington Elementary School  
Webster Elementary School

Mr. Dan Tyree, Superintendent

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardians 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's 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 Principal. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

## **MISSION OF THE PLYMOUTH COMMUNITY SCHOOL CORPORATION**

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, Caring, High Expectations, Team Player, Integrity, and Enjoyment

## **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:

Assistant Superintendent  
574-936-3115

The complaint procedure is described on Form 2260 F8 which can be located at the Plymouth Administration Building, 611 Berkley, or by calling 936-3115.

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.

## **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.

Parent/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents/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. If, for some reason, this is not possible, the student should seek help from the Social Worker.

# **Table Of Contents**

## **SECTION 1 – GENERAL INFORMATION**

### **SCHOOL OFFICE HOURS**

School office hours are from 7:30 AM to 4:00 PM every day.

### **ENROLLING IN SCHOOL**

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

Students who are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents/guardians will need to bring:

- A birth certificate or similar document,
- Court papers allocating parent/guardian rights and responsibilities, or custody (if appropriate),
- Proof of residency, (no homeless child will be denied enrollment based on a lack of proof of residency),
- Social Security Number,
- Physical Examination,
- Proof of immunizations.

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

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Students whose legal settlement is not within the boundaries of the Plymouth Community School Corporation may complete the Non-Resident Student Admissions-Form to apply to be a transfer student.

### **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom. We believe that all classes should be balanced. This means that each classroom should include girls and boys from a variety of backgrounds, with a variety of ability levels, from a variety of neighborhoods, and with a variety of special needs and talents. Any questions or concerns about the assignment should be discussed with the Principal. Each spring, the parents/guardians may provide information concerning their child's educational needs in writing to the Principal. This information will be used in making classroom assignments for the next school year. The final decision for class placements rests with the Principal who considers both group and individual needs.

### **SCHOOL DAY**

The school day at all of the elementary schools begin at 8:15 a.m. School is dismissed at

3:00 p.m. Friday dismissal is at 2:35 P.M.

## **TIME SCHEDULE**

**7:45 AM** – Outside supervision begins. No student shall enter the building unless participating in breakfast program.

**7:50 AM** – Breakfast begins, and students may enter building by going to a designated area.

**8:05 AM** – Early Bell

**8:15 AM** – Late Bell – Children are to be in their seats.

**2:55 PM (Monday – Thursday)/2:25PM (Friday only)** – Busers are dismissed.

**3:00 PM (Monday – Thursday)/2:30PM (Friday only)**– Walkers are dismissed.

**3:10 PM (Monday – Thursday)/2:40PM (Friday only)** – Outside supervision ends. Students not picked up should report to the school office.

All children are to be out of the building by 3:15 PM except those whose teachers have requested their presence. The period between 3:00 PM to 4:00 PM is a time for conferences, teacher planning, and teachers' meetings. Also, children should not arrive at school before 7:50 AM unless they have a special activity scheduled with a teacher. **THERE IS NO SUPERVISION AT SCHOOL BEFORE 7:45 AM.**

## **EARLY DISMISSAL**

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

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$1.75. Prices are contingent upon board approval. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Lunches may be purchased by the day, week, or month. Purchases should be made by 9:00AM. We encourage all students, whether eating lunch in the cafeteria one day a week or every day, to pay for the day(s) they are eating hot lunch on the first school day of the week. This will save your child and the school extra time. Parents of children carrying lunches from home should remember that a good diet is an important part of a child's education. **PLEASE DO NOT SEND POP AS A DRINK.** Milk is available for purchase.

Financial assistance is available for qualifying families. Assistance can be applied for at any time during the school year.

No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

No food from area fast-food restaurants may be brought in as per policy.

## **BREAKFAST PROGRAM**

Each Plymouth Elementary School will be offering a Breakfast Program for all interested students for a fee of \$1.10. The Indiana Legislature passed a law which states that all schools that have a free and reduced lunch population of 25% or greater must offer a breakfast program.

## **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from one of the elementary schools, the parents/guardians must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents/guardians are encouraged to contact the school secretary for specific details.

## **STUDENT RECORDS**

Many student records are kept by the teachers, counselors, and administrative staff. 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 parents/guardians of the student restrict the information, in writing, to the principal. Directory information includes: parents/guardians and student name, address, and telephone number(s).

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 parents/guardians, 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 parents/guardians' 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 parents/guardians through the originator, and parents/guardians should keep copies of such records for their home file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents/guardians have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the 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.

Parents/guardians 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 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. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington D.C. 20202-5901

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

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

### **STUDENT FEES AND CHARGES**

The elementaries at Plymouth Community School Corporation charge 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 parents/guardians qualify 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 FUND-RAISING**

Students will be allowed to solicit funds from staff members and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

No student may participate in fund-raising activities off school property without the written consent of the student's parents/guardians.

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

No student may participate in a fund-raising activity conducted by a parent/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 jewelry, expensive clothing, electronic equipment (examples: game boys, IPods, and cell phones), toys, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **FIRE AND TORNADO DRILLS**

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

Tornado drills will be conducted once each semester using procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires.

### **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), WNDU-TV, WSBT-TV*

Parents/guardians and students are responsible for knowing about emergency closings and delays. Delays and closings will be posted on the Plymouth Truth blog website <http://plymouthin.blogspot.com/>. Parents/guardians and students will be notified via the School Reach telephone system. Please keep all contact information current so that the system notifies your family when there is a closing or delay.

### **VISITORS**

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and/or obtain a pass. Any visitor found in the building without signing in or without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to prevent any interruption of instruction. Students may not bring visitors to school without first obtaining written permission from the Principal.

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

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

### **LOST AND FOUND**

Students who have lost items should check the designated lost and found area in each school and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.**

Students are responsible for all textbooks and library books issued to them during the school year. Students and/or their families must pay for lost or damaged books. All monies collected are recorded by the secretary and paid to the proper fund for replacement purposes. If a lost book is found, money will be refunded.

### **STUDENT SALES**

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

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students may possess wireless communication devices (WCDs) in school, on school property, at after school activities and at school-related functions. WCDs include but are not limited to cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video, or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. WCDs are expected to be off during school hours (8:05am-3:05pm). The requirement that WCDs be powered off will not apply when the student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. Students may not use WCDs on school property or at school-sponsored activity to gain access and/or view Internet web sites that are otherwise blocked to students at school.

The use of WCDs in locker rooms and restrooms is prohibited at all times.

Possession of WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuses of this privilege.

**Wireless Communication Devices will be considered as in use if they are "on" or in sight during school hours.** Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or WCD. If the WCD is confiscated, it will be **released to the student's parent/guardian.** The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a WCD is responsible for its care. The elementary school and the Board are not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or WCDs brought onto its property.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal States exists.
- It is the "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation, that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of

or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.

- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, parents and students must be aware of the legal consequences should this occur in the Plymouth Community School Corporation.

### **ADVERTISING OUTSIDE ACTIVITIES**

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

### **CLASSROOM PARTIES**

It is a special opportunity to celebrate a birthday at school and we ask you to please keep the party favors simple. In the PCSC Wellness Policy, it states that no food should be brought into the classroom. In the policy, you will find some ideas on what you may send with your child on his/her birthday. If any questions, ask the classroom teacher. Also, large gifts, balloons, etc... cannot be transported on school buses for safety reasons.

If your child is planning a party at home, and not all the classmates are invited, please save the passing out of invitations for a more private setting. Mailing the invitations is encouraged. This procedure prevents heartaches.

### **STUDENT SUGGESTIONS AND COMPLAINTS**

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

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

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

## **SECTION II – HEALTH**

### **STUDENT WELL-BEING**

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

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

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

## **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission from the teacher to go to the nurse. 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.

## **IMMUNIZATIONS**

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

### ***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 Board of Health pertaining to adequate dosage and age:

	3-5 Year Olds	K	1	2	3	4	5	6	7	8	9	10	11	12
<b>DTaP/DTP/DT/Td</b>	4	5	5	5	5	5	5	5	5	5	5	5	5	5
<b>Polio</b>	3	4	4	4	4	4	4	4	4	4	4	4	4	4
<b>Measles</b>	1	2	2	2	2	2	2	2	2	2	2	2	2	2
<b>Mumps</b>	1	2	2	2	2	2	2	2	2	2	2	2	2	2
<b>Rubella</b>	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Hepatitis B</b>	3	3	3	3	3	3	3	3	3	3	3	3	3	3
<b>Varicella</b>	2	2	2	1	1	1	1	2	2	2	2	2	2	2
<b>Tdap</b>	-	-	-	-	-	-	-	1	1	1	1	1	1	1
<b>MCV4</b>	-	-	-	-	-	-	-	1	1	1	1	1	1	1

If your child has had the chicken pox disease, a vaccine waiver must be on file with the school nurse.

## **USE OF MEDICATIONS**

In those circumstances where a student must take any medication (prescription or non prescription) 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/Treatment Permit, Form 5330 F1, 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 accessed from [www.plymouth.k12.in.us/Wellness/forms/forms.html](http://www.plymouth.k12.in.us/Wellness/forms/forms.html). 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.
- 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 Medication***

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), 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.

***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 guardians during normal business hours.***

### **HEALTH ISSUES**

Is your child well enough to go to school?

It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. Children who come to school are expected, with few exceptions, to participate fully in school activities.

Here are some guidelines that might help in a parent's decision-making:

1. Fever: A fever of 100 degrees or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay home until he/she has not had a fever for 24 hours.
2. Vomiting: Diarrhea or Severe Nausea: These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.
3. Infectious Diseases: Diseases such as impetigo, pink eye with thick drainage, and strep throat require a doctor's examination and prescription for medication. Contacting the doctor or using the medicine as directed for the full recommended length of time are

necessary. Once the student has been on medication for 24 hours and is feeling well, he/she may return to school. Students with chicken pox may return to school when all the scabs are completely dried and no new lesions are developing (usually 5-7 days).

4. Rashes: Rashes or patches of broken, itchy skin need to be examined by a doctor if they appear to be spreading or not improving.
5. Injuries: If a student has an injury that causes continuous discomfort, the students should not attend school until the condition is checked by a doctor or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a doctor's excuse is required.

### **ILL CHILDREN**

If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you at home, we will call the emergency information you have provided.

### **INJURIES**

Basic First Aid is given for all injuries. In the event of a serious injury, you will be notified immediately. The nurse/Principal may call an ambulance to transport your child if necessary. Emergency numbers on your enrollment cards will be called in a situation where the school is unable to contact a parent.

## **SECTION III – ACADEMICS**

### **FIELD TRIPS**

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

Attendance rules apply to all field trips.

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

### **REPORT CARDS**

Students shall receive a standards-based report card at the end of each nine (9) week period indicating their grades and/or progress based on Indiana Academic Standards for each course of study for that nine weeks. The purpose of a report card is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades and/or marks of progress based upon test results and mastery of standards.

When a student appears to be at risk of failure, notification will be provided to the parents/guardians so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PROMOTION, PLACEMENT, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement;
2. potential for success at the next level;
3. emotional, physical, and/or social maturity.

### **HOMEWORK**

The assignment of homework can be expected. Homework is part of the student's preparation for the assessment tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

### **COMPUTER TECHNOLOGY AND NETWORKS**

All students at the elementary school must sign a form acknowledging appropriate use of school computers. Computers are an important education tool and useful skill for students. They are to be used for academic purposes and in conjunction with related business classes and assignments for other classes. Students are *not* to use staff member's computers.

*Computers are not to be used for games, personal e-mail, "Yahoo!" messengers and pagers, or chat rooms.* Violations regarding use of computers may result in students' being unable to use school computers.

## **COMPUTER GUIDELINES AND EXPECTATIONS**

The elementary schools are committed to use technology as a tool to prepare our students for future success. Network and Technology use is a privilege, not a right. This technology is property of the elementary school. This technology equipment and services are intended for educational and school business by promoting educational excellence, facilitating resources sharing, innovation, collaboration, and communication. When using this technology, all rules and policies apply. These rules include specified rules in this student handbook and the student network and internet acceptable use and safety agreement.

The following activities associated with technology are not permitted:

- Sharing your ID/password or using someone else's ID/password.
- Displaying, opening, sending, or creating offensive messages or pictures.
- Harassing, insulting, or attacking others via the technology
- Using the technology for non-school commercial purposes
- Electronic trespassing and/or violating copyright and licensing laws.
- Using the technology during class that is not consistent with class/school guidelines
- Damaging or attempting to damage hardware, software, or internet services
- Streaming audio or video for non-academic purposes (ex. listening/watching movies, television, radio, etc. via the internet)
- Utilizing proxy websites to access restricted information.

## **STUDENT ASSESSMENT**

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

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

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

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

Depending on this type of testing, specific information and/or parents/guardians' consent may need to be obtained. Plymouth Community School Corporation will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **ENGLISH AS A SECOND LANGUAGE PROGRAM**

English as a Second Language services are provided to foster both English language development and academic progress for those children not proficient in English. These services are provided through close cooperation between English as a Second Language staff and regular education staff and are based on grade level standards and curriculum. The development of content-based academic knowledge and linguistic skills is fostered through a variety of methods, including the use of a student's native language based on the individual student needs and grade level.

## **SPECIAL EDUCATION**

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

A student can access special education services only through the proper evaluation and placement procedure. Parents/guardians' involvement in this procedure is required. More importantly, the school encourages the parents/guardians to be an active participant. To inquire about the procedure, the parents/guardians should contact the school social worker or Principal. Plymouth School Corporation operates a program of inclusion for special education students.

## **AMERICANS WITH DISABILITIES ACT – SECTION 504**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student but 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(s). Parents/guardians who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the school counselor or Principal.

## **SPEECH SERVICES**

During the school year, the speech/language pathologist will conduct speech/language and hearing screenings. Speech screening will include all kindergarteners, new students, teacher referrals, administrative referrals, and case conference referrals.

Hearing screening will be conducted through state required mass screenings in grades kindergarten and fourth grade; teacher, administrative or case conference referrals; new students in our school system; and high risk students.

Should a student "fail" a screening, parents/guardians will be notified.

If the parents/guardians have an objection to this screening process, the office at your child's school should be contacted.

## **MUSIC-ART-PHYSICAL EDUCATION**

Every student, K-4, will experience what we call the special classes. Grades K-4 will have 40 minute time blocks of art, music, and P.E. Each student will have music and P.E. twice a week and art once a week.

## **RECESS POLICY**

It is the policy of the Plymouth elementaries that children go outdoors for recess. The fresh air and freedom of the playground are needed by the students. It is important that children come dressed for the weather. All children, except those who are kept in for additional work or those who meet our policy for staying in due to illness, will be sent out to recess. If your child is returning to school from illness, he or she will be allowed to stay in at recess for two consecutive days upon your request. Students needing to stay in beyond this period should bring a doctor's statement.

We use the following guidelines for staying inside:

1. rain or wet snow;
2. playground too muddy or too icy;
3. temperature 15 degrees or below or the wind chill factor below 10 degrees, or the discretion of the Principal.

Teacher aides supervising the playground may bring students in early if they determine weather conditions warrant.

## **WELLNESS POLICY GUIDELINES**

### **Elementary Wellness**

Plymouth Community Schools 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**

During breakfast and lunch, pictures of the foods being served will be posted. In addition, the food group, calorie content, and fat grams will be posted so you can apply what you learn in class. 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.

While we know that it is important to celebrate our successes, we also know that food is not an essential ingredient in celebrations. Schools may schedule ten (10) food-based celebrations per year. Six (6) should meet the standards established in “better choice” foods established by an Indiana Statute. Four (4) others may include foods that do not meet the “better choice” standard.

Items used in food-based celebrations should be either purchased from the school’s food service or purchased prepackaged from a retail store. During the week of ISTEP we encourage all students to eat breakfast at home or at school. Schools may choose to give “better choice” snacks during testing breaks.

#### **Physical Activity**

Students should get 30 – 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 or at recess.

You will be in physical education two days a week. During this time, teachers will help you get the types of physical activity you need to live a healthy life. In addition, teachers will provide daily activities that help with balance, hand-eye coordination, or just walking. These and other examples of physical activity will be integrated into the daily academic routine.

During recess, students are encouraged to be physically active by playing team games, running, or just walking. Participation in some physical activity will help you with your school work when you go back to class.

The school provides the use of playing fields and use of the swimming pool to community groups for youth activities.

**Monitor Your Wellness**

To monitor your own wellness, go to the following interactive web site. [www.mypyramid.gov](http://www.mypyramid.gov). Maybe your whole family can get involved! It is fun!

## **SECTION IV – STUDENT ACTIVITIES**

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

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as choir and Student Council.

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

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

No non-corporation-sponsored organization may use the name of the school or school mascot.

## **SECTION V – STUDENT CONDUCT AND ATTENDANCE**

### **SCHOOL ATTENDANCE POLICY**

It is imperative that students be in attendance each school day. Essential learning results from active participation in the classroom as well as other school activities, which cannot be replaced by individual study.

**Plymouth Schools complies with Indiana State laws (IC 20-33-2-6) stating that students between the ages of 7 and 18 are required by law to attend school. Indiana Code 20-33-2-27 Compulsory Attendance; parent responsibility a) It is unlawful for a parent/guardian to fail to ensure that the parents'/guardians' child attends school as required under this chapter.**

#### **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.

Each teacher will take attendance at the beginning of the school day.

**Students are expected to be in attendance all days when school is in session.** Inclement weather conditions are not acceptable reasons for being absent from school. The State of Indiana lists as the only legal excuse for absence from school:

- 1. Personal illness**
- 2. Death in the immediate family**
- 3. Doctor's excuse**
- 4. Observation of religious holidays**

### **STUDENT/PARENT RESPONSIBILITIES**

#### ***Informing the school-***

A student who is absent (even for one class period) must have a parent/guardian call the attendance office (936-3787) by 9 A.M. on the day of the absence. Parents/Guardians may call 24 hours per day. The attendance secretary attempts to contact parents/guardians of those students that have not made contact with the school. A note or notification must be received at the school within **two** days after the absence. If the unexcused absence falls at the end of a grading period, the note must be brought immediately upon return to school.

#### ***Leaving school-***

Students are to secure permission from the office prior to leaving school. Permission is granted by bringing a note from parents/guardians to the attendance secretary in the morning. No student will be released to a person other than a custodial parent/guardian without a permission note signed by the custodial parent or guardian. If a student needs to leave school prior to the regular dismissal time, he or she/parents/guardian should sign the sign-out sheet in the main office. Upon returning, they should sign the sign-in sheet. If leaving the school or returning to school after an appointment during the school day, **a student is required to return written documentation from the place the appointment was made (doctor, dentist, court, etc.)**

### ***Make up work-***

All school related work missed due to an absence must be completed. Work missed due to an absence should be completed within twice the number of days missed. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. Intentionally not attending a class may result in disciplinary action.

### ***Extra-curricular participation-***

A student who is unable to attend school is prohibited from participating in or attending extra-curricular activities or non-school functions the same day. This includes athletic events, programs, club activities, trips, and dances. Students must be in attendance by 11:00 A.M. and attend all classes thereafter to be eligible for extra-curricular activities that day. Any exceptions to this should be handled by the administration.

### ***Pre-arranged absence-***

A pre-arranged absence is ANY absence, which is planned or known prior to the absence. 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 in order for the absences(s) to be "excused":

- The parents/guardians must contact the attendance office before the absence stating the date(s) and reasons for the absence. A "Pre-Arranged Absence Request Form" must be completed and filed in the school office *prior to the absence*.
- If the absence is of a "spur-of-the-moment" nature, contact with the attendance secretary prior to the absence is still mandatory. Contact may be made by voice mail 24 hours per day if the absence was decided at the last minute.
- It is the student's/parent's responsibility to arrange make-up work with his/her teacher(s). The student should be prepared to turn in all assigned work the first day he/she returns to school from the absence, unless otherwise arranged by the teacher.
- Parents/guardians should understand that in the event this absence causes total absences to exceed the six (6) days of excused or unexcused absence from school those days exceeding will be considered "UNEXCUSED". They should accept full responsibility for the consequences involved with this type of absence.

Note: Pre-arranged absences will NOT be granted during ISTEP/ECA testing windows.

### ***Withdrawing-***

If a student plans to transfer from **school**, the parents/guardians must notify an administrator. School records shall be transferred within fourteen (14) days to the new school corporation. Parents/guardians are encouraged to contact the school secretary for specific details.

### ***Tardies-***

Students are expected to be in the classroom by the ringing of the bell at **8:05** a.m. Any child not in class is considered tardy and will be required to sign in at the office. Parents/Guardians must notify the school office by note, phone call or in person when a student is tardy. If a student arrives late to school and is not carrying a parent/guardian written note explaining the reason for the tardiness, the parent/guardian must come into the office. Parents need to provide their name, the child's name, the child's teacher, and reason for the tardy. This needs to be done each day the student is tardy. Failure to inform the school will result in the child's tardy counted as unexcused. Continued excessive tardiness may result in further consequences.

## **TYPES OF ABSENCES DEFINED**

### ***Excused Absences***

1. Medically excused illnesses with a physicians note
2. Death in the immediate family
3. Bona-fide religious holiday
4. Absence approved by the Principal for good cause
5. Service as a page or as an honoree of the Indiana General Assembly
6. Medical/Dental appointments with doctor's note. Students should return from appointments within reasonable time. Please do not take advantage of the time away from school.
7. Service on the precinct election board or as a helper to a political candidate on Election Day.
8. In response to a subpoena to appear in court as a witness
9. 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". After approval of this request, days absent from school will not count against the 6 day limit.
10. Administration consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

### ***Examples of excused absences that are subject to placement on an attendance contract:***

1. Personal illness without physicians note
2. Funeral of a friend
3. Family trips - These trips must be prearranged with the school administration.
4. Weather - If school is in session the student must be in attendance.
5. Administration consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

### ***Documented Absences***

The term documented indicates the school receives medical or legal documentation verifying student absence. (***Absences are considered documented only if the school receives medical or legal documentation verifying student absence.***)

### ***Undocumented Absences***

Undocumented Absences are defined as those absences for which there is no medical or legal documentation verifying a student's absence. A parent phoning the school for a child's minor illness is considered to be undocumented.

### ***Unexcused/Undocumented Absences***

An "unexcused/undocumented" absence results when the student:

1. Does not return parents'/guardians' verification within 2 school days of an absence.
2. Leaves the building without prior permission through the attendance office.
3. Student is truant.
4. Does not return a note from a doctor, dentist, or other appointment verification.

### ***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” under I.C. 20-33-2-11 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. Students who are truant will receive no credit for school work that is missed. 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.

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

Indiana Codes 9-24-2-1 and 20-8.1-3-17(2) prohibit 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.

### **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 will be notified by phone call or in writing when 3 unexcused/undocumented days have been accumulated for the year.
- A home/work visit may be made by an administrator when more than 3 unexcused/undocumented absences have been accumulated.
- A student will be placed on an attendance contract when 6 unexcused/undocumented absences have accumulated for a year. This contract is in effect once it is issued by the administrator.
- Once an attendance contract is initiated, provisions for disciplinary action may occur throughout the remainder of the school year, which may include:
  - Detention
  - ISS
  - SOSS
  - Further suspension from school
  - 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)

**A student who exceeds 12 excused/unexcused absences may be placed on an attendance contract at administrator discretion.**

### **ATTENDANCE CONTRACTS**

Each student is allowed a maximum of six (6) days of *unexcused/undocumented* absence for the school year. If the allowed six (6) per year is exceeded the student will be placed on an attendance contract for the remainder of the school year. An attendance contract states that students must follow all school policies and procedures, be in attendance for the remainder of the school year, and be monitored by the school nurse for determination of an illness. **Failure to comply with the contract will result in a referral to Probation and/or Prosecuting Attorney of Marshall County.**

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

However, in order to ensure the students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by the parents/guardians or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

### **STUDENT BEHAVIOR STANDARDS**

A major component of the educational program at the elementary 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 Behaviors***

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, or ethnic background;

6. complete assigned tasks on time and as directed;
7. help maintain a school environment that is safe, friendly, and productive.

### ***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.

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.

In an effort to preserve an educational and safe environment for students, the following guidelines are presented:

1. Clothing and materials with writing or pictures in reference to obscenities, profanity, alcohol, tobacco, weapons, violence, drugs, sex, sexual innuendoes are not permitted.
2. Heavy chains, pocket chains of any length, dog chains or spiked jewelry are not to be worn.
3. Gang-related dress or symbols are not permitted. Students are subject to suspension/expulsion for wearing and/or carrying gang-related items.
4. All hats or head coverings should be taken off when entering the building.
5. Undergarments are to be worn but are not to be exposed.
6. Clothing should be modest. 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. **The upper-body half of clothing must overlap with the lower-body half at the waistline area.**
7. Students may wear shorts/skirts of modest length. The following may be used as a guideline if there is question: the hem should be approximately at the fingertip when arms and fingers are extended.
8. Dress, unnatural hair style/coloring, or piercing that brings undue attention or is a possible safety concern to the wearer is prohibited.
9. No sagging pants. All pants should always remain at waist level as not to reveal any shorts, boxers, or underpants.
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 or shoes containing wheels are prohibited.

**Dress for Success everyday. Your school is determined to provide a learning environment that is free of distractions or disruptions to the educational environment. A dress code violation is a distraction and disruption to the educational environment. All student dress must be non-disruptive. REMEMBER, TO DRESS FOR SUCCESS!**

Corrective action will be taken when a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others. Corrective action includes: changing the clothing in question or the parents/guardians will be contacted to bring appropriate change of clothing. Student dress and appearance are ultimately up to the discretion of administration.

Students who are representing our elementary schools at an official function or public event may be required to follow specific dress requirements.

### ***Care of Property***

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents/guardians 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.

## **CODE OF CONDUCT**

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

1. on school property at any time;
2. during and immediately before and after any school activity at any location;
3. traveling to and from school or to and from a school activity.

***Violations of the Code of Conduct may be punishable by suspension or expulsion:***

### **A. Student Misconduct and/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 is 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 as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value 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 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 in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using or transmitting a controlled substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic

beverage, stimulant, depressant, or intoxicant of any kind. Including such substances that contain chemical, which produce the same effect of illegal substances including but not limited to Spice and K-2.

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.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school- related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. 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.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. “Sexting” or using a cell phone or other personal communication device to sent 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.
25. Engaging in pranks that could result in harm to another person.
26. Use or possession of gunpowder, ammunition, or an inflammable substance.

27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - 0 a. engaging in sexual behavior on school property;
  - 1 b. engaging in sexual harassment of a student or staff member;
  - 2 c. disobedience of administrative authority;
  - 3 d. willful absence or tardiness of students;
  - 4 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;
  - 5 f. violation of the school corporation's acceptable use of technology policy or rules;
  - 6 g. violation of the school corporation's administration of medication policy or rules;
  - 0 h. Possessing or using a laser pointer or similar device.
  
28. Possessing or using on school grounds during school hours a WCD, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
  
29. Any student conduct rule the school building principal establishes and gives publication of it to all students and the parent/guardian in the principal's school building.

## **B. Bullying**

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or 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;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school.
  
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any similar behavior or prohibited.
  
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. The student may also report concerns to a teacher or counselor who will be responsible for notifying an administrator. 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 are encouraged to 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 a 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 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.
- A biological disease, virus, or organism that is capable of causing serious bodily injury.

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

- The superintendent shall immediately 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. Gang Affiliation Behavior**

No person may engage in any activity for the purpose of defending any street gang, soliciting any student, staff member, or visitor for membership in an organized group of youth or adults, commonly known as "street gangs", drawing or displaying gang symbols on any surface or teaching others to "represent" or act like a gang member. No person may intimidate by violence or other means, or otherwise coerces any other person in any interaction related to a "street gang".

### **G. Sexual Harassment**

#### **A. Verbal:**

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation or third parties (visiting speaker, athletic team member, volunteer, parent/guardian, etc.).

#### **B. Non-verbal:**

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

#### **C. Physical Contact:**

Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced

sexual activity with a fellow student, staff member, or other person associated with the Corporation, or third parties.

Race / Color / Religion / National Origin / Age / Disability / Other Protected Forms of Harassment

- A. Verbal:
  - 1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
  - 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.
- B. Non-verbal:

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation or third parties.
- C. Physical Contact:

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation or third parties.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by the Principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the Principal. This form can be located at the Plymouth Administration Building, 611 Berkley, or by calling 936-3115.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

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

20. **Possession of Electronic Equipment**  
Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, “boom-boxes”, portable TV’s, electronic toys, pagers, cellular telephones, beepers or other paging devices, and the like without the permission of the Principal. Any forbidden equipment will be confiscated and disciplinary action will be taken.
21. **Use of an Object as a Weapon**  
Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.
22. **Knowledge of Deadly or Dangerous Weapons or Threats of Violence**  
Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
23. **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.

Any student who believes she/he has been or is currently the victim of bullying should immediately report the situation to the Principal or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

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

1. The standards of the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
  - a. to protect the physical safety of all persons and prevent damage to property;

- b. to maintain an environment in which the educational objectives of the school can be achieved;
  - c. to enforce and instill the core values of the Plymouth Community School Corporation and its school community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
- a. the nature and extent of any potential or actual injury, property damage, or disruption;
  - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - c. the willingness and ability of the student and the student's parents/guardians to participate in any corrective action;
  - d. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
  - e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

- a. a firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- b. a deadly weapon is defined as:
  - 1. a loaded or unloaded firearm;
  - 2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

## **DISCIPLINE**

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

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.

Two types of discipline are possible, informal and formal.

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

1. change of seating or location;
2. before-school, lunch-time, after-school detention;
3. in-school suspension;
4. removal from a class or activity.

### ***Detentions***

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one (1) day's notice. The student or his/her parents/guardians are responsible for transportation.

### ***Removal***

The teacher in charge of a class or activity may remove a student from a classroom or an activity when she/he poses a threat to a safe, orderly, and effective educational environment. Such removal may be from the classroom for an entire school day.

### ***In-School Suspension/In-School Discipline***

The In-School Suspension will be in session from 8:15 a.m. to 2:50 p.m. in the school office.

Each student shall arrive with sufficient educational materials to be busy during the day.

A student missing any portion of his/her assigned time in In-School Suspension may be given an additional day of suspension. Failure to timely serve In-School Suspension assignment(s) may lead to a suspension from school for a period not to exceed three (3) days. Any such suspension shall be in accordance with Corporation guidelines on suspension and expulsion.

The following rules shall apply to In-School Suspension:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

4. Students shall not be allowed to put their heads down or sleep.
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed.
7. Students shall not be allowed to use the telephone or to go to their classrooms without permission from the Principal.

### ***Formal Discipline***

Formal discipline removes the student from school. It includes suspension for up to ten (10) school days and expulsion for the remainder of a semester or longer.

### ***Suspension***

The Principal may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten (10) consecutive school days.

### ***Expulsion***

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) days.

## **EXPULSION FOR FIREARMS POSSESSION**

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

## **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 administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents/guardians 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, she/he 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.

### ***Expulsion from School***

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, she/he 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 parents/guardians 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 parents/guardians may appeal the Board's decision to the appropriate court.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions 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. 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.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, 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 is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not the materials they wish to display meet 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 and egress to the building.

## **SECTION V – TRANSPORTATION**

### **BUS TRANSPORTATION TO AND FROM SCHOOL**

The school provides bus transportation for all students who live farther than one (1) mile from school. The bus schedule and route is available by contacting the Transportation Director, Rick Scott, at 936-3115.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from the parents/guardians is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

### **BUS CONDUCT**

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

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

The following behaviors are expected of all students:

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

Each student shall:

1. On time at the designated loading zone is three (3) minutes prior to scheduled stop.
2. Stay off the road at all times while walking to and waiting for the bus.
3. Line up single file off the roadway to enter.
4. Wait until the bus is completely stopped before moving forward to enter.
5. Refrain from crossing a highway until the bus driver signals it is safe.
6. Go immediately to a seat and be seated.

It is the parents/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### **During the trip**

Each student shall:

1. Remain seated while the bus is in motion.
2. Keep head, hands, arms, and legs inside the bus at all times.
3. Not litter in the bus or throw anything from the bus.
4. Keep books, packages, coats, and all other objects out of the aisle.
5. Be courteous to the driver and to other bus riders.
6. Not eat or play games, cards, etc.
7. Not tamper with the bus or any of its equipment.

### Leaving the bus

Each student shall:

1. Remain seated until the bus has stopped.
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **VIDEOTAPES ON BUSES**

The School 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 Student Discipline Code and may be deprived of the privilege of riding on the bus.

# Code of Conduct for the Elementary Travel Intramural Program

Dear Parents and Athletes:

Thank you for choosing to participate on a Plymouth Elementary School athletic team. We pride ourselves in being the best we can be in the classroom as well as on the athletic field. To participate in a sport each student is required to abide by the following rules:

1. **Stay in good academic standing in the classroom.** A failing grade could result in removal from the team.
2. **Show good character in and out of the classroom.** If a student athlete is involved in inappropriate or unacceptable behavior, they can be removed from the team.
3. **Demonstrate good sportsmanship at practice and during games.**
4. **Participate in all practices and games.** Students should have a legitimate excuse from a physician and/or a parent for missing games or practices. Failure to do so might result in a student being held out of a game. If it is a continuous problem, it may result in removal from the team.

Your signature below states that you have read and plan to follow the rules of the Athletic Code of Conduct. With your hard work and determination we can make this a memorable season.

-----  
I have read and understand the Athletic Code of Conduct

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Adopted May 2009