

INTERMEDIATE STUDENT HANDBOOK CERTIFICATION

We _____ and _____
PRINT Parent/Guardian PRINT Student

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

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Please complete and return to the school office immediately. Thank you.

PHM ELEMENTARY SCHOOLS

STUDENT AND PARENT HANDBOOK

2008-2009

The staff at Penn-Harris-Madison is committed to leading our students towards the ownership of two very important lifelong skills – owning their own learning and owning their own behavior. Students are expected to know what skills and performances they must master and are constantly encouraged to do their “personal best.” Students are also expected to be good citizens. To do this they must understand and follow the behaviors and guidelines of our mini-society here at school. They must accept responsibility for both their learning and their behavior and the consequences – good or bad – that come with choosing to follow or ignore the school’s expectations.

This handbook has been developed to provide students and parents with an understanding of the school’s operating policies and procedures, which have been developed in accordance with the Penn-Harris-Madison School Corporation’s Policy and Procedure Manual. Parents are strongly encouraged to support the school’s efforts to build responsible, contributing students who will then become responsible contributing citizens of the 21st century.

The policies, procedures, and practices contained in this handbook are as complete as possible. From time to time, unanticipated situations may occur. Reasonable action will be taken to deal with these unanticipated situations.

School Name: _____

School Phone: _____

School Mascot: _____

School Motto: _____

School Colors: _____

This agenda belongs to:

Student Name: _____

Class: _____ **Room #** _____

Cover designs by Penn Visual Communications student: Ryan Deboer

www.phm.k12.in.us



Table of Contents: Elementary School Handbook

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.

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SECTION I

P-H-M District Goals

- Annually, all students will achieve proficiency in core academic areas as measured by state standards through multiple assessments.
- Annually, all students will demonstrate continuous academic progress through multiple assessments.
- All 10th grade students will demonstrate mastery of the proficiencies on the Graduation Qualifying Exam.
- Annually, expenditures will not exceed revenues as measured by the certified budget.

The staff at Penn-Harris-Madison is committed to leading our students towards the ownership of two very important lifelong skills – owning their own learning and owning their own behavior. Students are expected to know what skills and performances they must master and are constantly encouraged to do their “personal best.” Students are also expected to be good citizens. To do this they must understand and follow the behaviors and guidelines of our mini-society here at school. They must accept responsibility for both their learning and their behavior and the consequences – good or bad – that come with choosing to follow or ignore the school’s expectations.

This handbook has been developed to provide students and parents with an understanding of the school’s operating procedures, which have been developed in accordance with the Penn-Harris-Madison School Corporation’s Board Policies. Policies can be found on the corporation website at <http://www.phm.k12.in.us/>. Parents are strongly encouraged to support the school’s efforts to develop students as lifelong learners who demonstrate creativity, analytical problem-solving, and are engaged in positive social, emotional, and healthy life skills.

The policies, procedures, and practices contained in this handbook are as complete as possible. From time to time, unanticipated situations may occur. Reasonable action will be taken to deal with these unanticipated situations.

Mission of the District

Our mission is to provide an educational environment for students to reach their highest academic achievement. We will prepare them to be responsible, healthy contributing citizens who have acquired the skills to be lifelong learners ready to adapt to a changing world.

Mission of the School

Each elementary school has its own mission statement that may be obtained from the school office.

Equal Education Opportunity

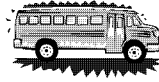
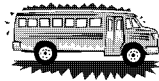
It is the policy of this Corporation to provide an equal education opportunity for all students regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation’s Compliance Officer listed below:

Nancy Nimtz
Assistant Superintendent
574-259-7941

The complaint procedure is available in the school office.

The complaint will be investigated and a response in writing will be given to the concerned person within 21 calendar 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.

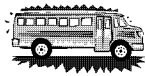


School Day

BELL TIMES
OFFICE HOURS
TRANSPORTATION



EARLY ELEMENTARY	DROP TIME	START BELL	DISMISSAL BELL	OFFICE OPEN	OFFICE CLOSED	KDG AM	KDG PM Drop Off	KDG PM
Bittersweet	7:40	7:55	2:20	7:00	3:30	7:55-10:20	11:50	11:55-2:20
Elm Road	7:40	7:55	2:20	7:00	3:30	7:55-10:20	11:50	11:55-2:20
Horizon	7:40	7:55	2:20	7:00	3:30	7:55-10:20	11:50	11:55-2:20
Madison	7:40	7:55	2:20	7:00	3:30	7:55-10:20	11:50	11:55-2:20
Mary Frank	7:40	7:55	2:20	7:00	3:30	7:55-10:20	11:50	11:55-2:20
Meadow's Edge	7:40	7:55	2:20	7:00	3:30	7:55-10:20	11:50	11:55-2:20
Northpoint	7:40	7:55	2:20	7:00	3:30	7:55-10:20	11:50	11:55-2:20
Prairie Vista	7:40	7:55	2:20	7:00	3:30	7:55-10:20	11:50	11:55-2:20
Walt Disney	7:40	7:55	2:20	7:00	3:30	7:55-10:20	11:50	11:55-2:20
LATE ELEMNTARY								
Elsie Rogers	8:25	8:40	3:05	7:30	4:00	8:40-11:05	12:35	12:40-3:05
Moran	8:25	8:40	3:05	7:30	4:00	8:40-11:05	12:35	12:40-3:05
MIDDLE SCHOOLS								
Discovery	8:50-55	9:05	4:00	8:00	5:00			
Grissom	8:50-55	9:05	4:00	8:00	5:00			
Schmucker	8:50-55	9:05	4:00	8:00	5:00			
PENN HIGH SCHOOL	8:05	8:25	3:17	7:30	4:00			



Modified Day

BELL TIMES



PBA Day
(2 1/2 hr. delay)

Weather Delay
(2 hr. delay)

EARLY ELEMENTARY	DROP TIME	START BELL	DROP TIME	START BELL
Bittersweet	10:10	10:25	9:40	9:55
Elm Road	10:10	10:25	9:40	9:55
Horizon	10:10	10:25	9:40	9:55
Madison	10:10	10:25	9:40	9:55
Mary Frank	10:10	10:25	9:40	9:55
Meadow's Edge	10:10	10:25	9:40	9:55
Northpoint	10:10	10:25	9:40	9:55
Prairie Vista	10:10	10:25	9:40	9:55
Walt Disney	10:10	10:25	9:40	9:55
LATE ELEMNTARY				
Elsie Rogers	10:55	11:10	10:25	10:40
Moran	10:55	11:10	10:25	10:40
MIDDLE SCHOOLS				
Discovery	11:20-25	11:35	10:50-10:55	11:05
Grissom	11:20-25	11:35	10:50-10:55	11:05
Schmucker	11:20-25	11:35	10:50-10:55	11:05
PENN HIGH SCHOOL	10:35-40	10:50	10:05-10:15	10:25
PENNWAY – Gr. 9/10	Regular Schedule	Regular Schedule	11:20-11:30	11:30
PENNWAY – Gr. 11/12	Regular Schedule	Regular Schedule	10:00	10:00

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

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

At Penn-Harris-Madison, students are expected to arrive at school prepared to learn. It is the responsibility of the student, with the support of the parent, to arrive on time and be prepared to participate in the educational program.

Student Well-Being

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

An emergency card must be on file in the school office for every student. Please complete the card that is a part of your first day packet and return it **immediately** to your child's teacher. Please keep this information current. If there is a change in telephone numbers or names of people to call in case of emergency, please inform the office or your child's teacher immediately.

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

Safety and Security

Secured Entrances

The Penn-Harris-Madison School Corporation is taking proactive measures to ensure the safety of our students and staff and the security of our educational facilities. Students and staff routinely practice fire drills, storm drills, Shelter in Place drills, and Code Blue drills. An emergency plan for all situations has been developed and communicated to staff and students.

During the school day, access to the building is limited to the use of the front door A. All other doors are locked and staff has been instructed not to open those doors to parents or visitors. **All parents and visitors must sign in and out at the office.** This allows us to know who is in the building at all times.

Visitors and volunteers must wear office-issued nametags while in the building. These nametags are available at sign-in and are collected at the time of departure. Staff has been instructed to question persons without the proper identification badge and to direct them to the office. Please help us to keep our school safe by following this simple procedure.

Video/audio recording equipment may be in operation in school buildings. All persons entering are potentially subject to the recording of their activities.

Injury and Illness

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

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

Emergency Drills

Students are expected to participate in a very serious manner during these drills. Parents/visitors in the building during a drill are expected to participate and should follow the directions of the nearest staff member in securing the building or locating the safe area for parents. ALL students are expected to report to the nearest teacher during any drill.

Fire Drills

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

Storm Drills

Storm drills will be conducted two times each spring and fall using the procedures prescribed by the State.

Code Blue Drills

A Code Blue announcement denotes a building lockdown. Students are to remain in their classrooms away from windows and doors. Students in the hallways should move to the nearest classroom and check in with the teacher. Doors should be locked if possible. Lights turned off and silence maintained. Drills will be conducted two times per year.

Shelter in Place

Shelter in Place denotes long-term county ordered containment. Drills are conducted each semester of the school year by announcement.

Emergency Closings and Delays

When severe weather closes or delays school before the school day begins, local radio and television stations announce that information. You may also check the PHM web site at www.phm.k12.in.us. Please do not call the school office for closing information. Parents and students are responsible for knowing about emergency closings and delays.

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

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. If a person wishes to confer with a member of the staff, s/he must call for an appointment prior to coming to the school in order to prevent any inconvenience. Appointments must be made 24-48 hours in advance. Students may not bring visitors to school without first obtaining written permission from the principal. There are periods during the year when student visitation is prohibited.

See Policy on Parent Visitors to the Cafeteria under Meal Service.

Volunteers

Volunteers play a very important role in the educational experience offered at Penn-Harris-Madison. Because of the importance of student safety, the Penn-Harris-Madison Board of School Trustees has a policy that requires Limited Criminal History checks on all volunteers *who are in regular direct contact with students. This includes volunteer coaches and volunteers who travel on trips with students.*

Prospective volunteers must fill out two forms: a Volunteer Intake Form and a permission form for a Criminal Background Check. These forms are available in your school's office or at the Educational Services Center. Both forms are also available on line at <http://www.phm.k12.in.us>.

A designated staff person at each school will run the background check on each individual and the information will be stored in a confidential manner. Current volunteers as well as new volunteers are required to undergo a background check.

SECTION II – GENERAL ENROLLMENT

Enrolling in the School

Students are expected to enroll in the attendance corporation in which they have legal settlement.

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

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities,
- or custody (if appropriate),
- proof of residency (no homeless child will be denied enrollment based on a lack of proof or residency)
- proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete within 30 days.

Scheduling and Assignment

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

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, guardian, or an authorized adult. Verifiable phone calls will also be accepted.

Students are required to report to the office to be signed out by parent, guardian or authorized adult.

Transfer Out of the School Corporation

If a student plans to transfer from Penn-Harris-Madison, the parent must notify the school. After it is determined that the fees have been paid, books and athletic equipment turned in, and the parents have signed appropriate withdrawal forms, and the student will be officially withdrawn from the school. School records shall be transferred upon request to the new school.

Immunizations

Each student should have the immunizations required by law or have a required 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 principal or the Health Office.

Immunization Requirements (I.C. 20-34-4-2)

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

- | | |
|--|-------------------------------|
| A. Diphtheria | B. Pertussis (whooping cough) |
| C. Tetanus | D. Measles |
| E. Rubella | F. Poliomyelitis (polio) |
| G. Mumps | H. Chickenpox |
| I. Hepatitis B for new enrollees and students in grades 9-12 | |

Additionally, every child who enters kindergarten or grade 1 shall be immunized against Hepatitis B and Chicken pox. After June 30, 2005 every child who enters grades 9 and 12 shall be immunized against Hepatitis B.

All students enrolled in a pre-school program must have two (2) doses of HIB. (Haemophilus Influenza Type B)

Emergency Medical Authorization

Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form, available in the school Health Office, must be filed with the respective building Health Office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the school Health Office.
- D. Medication that is brought to the Health Office will be properly secured. Medication must be brought to school directly by the parent, guardian or authorized adult. A two to four (2-4) week supply of medication is recommended.
- E. Students who may require administration of an emergency medication may have such medication stored in the school Health Office. However, if authorization for self-medication has been provided by the parent and physician the student may 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 parent, guardian or adult, eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Self-Administered Medication (for Emergency Medications ONLY)

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the school Health Office. Authorization must be filed annually. Forms are available in the Health Office. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

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

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

Non-Prescribed Medications

A Medication Permit form, signed by a parent or guardian, must be on file in the school Health Office. Use of non-prescription medicine must comply with school regulations. If you have questions call your local school office and speak to the health care aide.

Illness or Injury at School

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

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

It is often hard to know when to keep your child home from school when they are not feeling well. Here are a few guidelines:

- Fever of 100 degrees or higher: home until s/he has been fever free for 24 hours.
- Vomiting: home until s/he can keep food down and is free of symptoms for 24 hours.
- Diarrhea: home until s/he is free of symptoms for 24 hours.
- Pink eye (conjunctivitis): home until s/he has been on antibiotic eye medication for 24 hours.
- Strep Throat: home until s/he is fever free and has been on antibiotic for 24 hours.

- Chickenpox: home for one week after the first pox appears or all pox are dry and crusted.
- Unexplained rash, blisters, or draining sores: children should be seen by their health care provider for a diagnosis.

If you are ever in doubt, please call your health care provider for their recommendations. You can also call the school Health Office Staff with questions regarding school policy about illness.

Control 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 school community is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease 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.

Head Lice

Head lice are a common problem with school-aged children. It has nothing to do with cleanliness nor does it reflect poorly on you as a parent. Head lice can be controlled if given immediate and proper attention.

If head lice or nits are found in a child's hair, parents will be called to come and pick up their child and be provided with educational material. After treatment, the child will be allowed to return to school if no nits are visible within one inch of the scalp. Please contact the school office if your child contracts lice. Feel free to contact our Health Office Staff for assistance in understanding and handling the treatment process. Before you assume that your child is fully recovered, you should have every family member checked for nits. Our Health Office Staff can assist with this in the health care office. **Once your child is treated, a parent or guardian must bring him/her school to be checked in the Health Office before being sent to class.**

Hoosier Healthwise for Children

Hoosier Healthwise is an affordable insurance program offered by the State of Indiana for children from birth through age 18. Benefit packages cover a wide range of medical services and are available to families who meet income requirements. For more information contact the Health Office Staff.

Routine Screenings

The School Nurse facilitates routine screenings for students and, if appropriate, notifies parents of potential problems that may require further follow-up with a physician. The routine screenings include: vision screening for 1st and 3rd grade students and hearing screening for kindergarten, 1st, and 4th grade students. If you have questions or concerns, please call the Health Office.

Individuals with Disabilities

Special Education

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

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school office.

Americans with Disabilities Act – Section 504

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

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

Student Records

The teachers, counselors, Health Office, and administrative staff keep many student records. There are two (2) basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal by October 1 of that school year.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships; photographs; video tape; and other similar information and images.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Act (PPRA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. There are exceptions as provided in state and federal laws that may 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' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

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

Parents and eligible students may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school by October 1.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/policy/gen/guid/fpco/index

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

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

Non-Custodial Parents

A non-custodial parent, unless restricted by a court order, will be given access to all student records, progress reports, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. **The non-custodial parent is responsible for informing the teacher or the school office of his/her wish to receive copies of information related to the student's school activities or academic progress.**

The non-custodial parent may not visit with the student during the school day nor may the student be released to the non-custodial parent unless the custodial parent gives written permission.

A certified copy of the court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of the non-custodial parent.

Student Fees and Charges

Penn-Harris-Madison charges specific fees for many activities, services and courses. Such fees or charges are determined by the cost of materials, services, freight/handling fees, and add-on fees for loss or damage to school property. It is illegal for the school and staff to make a profit.

Fees for textbooks are due the first week of attending school. Preliminary fee statements are mailed in late summer prior to the opening of school. If you are unable to pay your fees within the first week of attending school, you must contact the School Treasurer to set up a payment plan. Textbook fees may be paid in full by check, cash, Mastercard, Visa, or on-line. All checks should be made payable to the school and returned to the school office. Anyone wishing to make payment via a credit card (Visa, MasterCard, Discover, or American Express) may come into the school office or pay on-line at www.certifiedpayments.net.

The State of Indiana has combined financial assistance for lunches and textbook fees. An Application for Free or Reduced Priced Meals and Other Benefits form is provided in your first day packet of parent information materials. Textbook assistance is also requested on this form and is considered at the time of review and approval for the lunch program. Individuals completing the form should make sure it is signed and returned to the School Treasurer within the first week of attending school. Parents are still responsible, however, for the portion of the textbook fees not reimbursed by the state as well as all supplemental fees.

Approved payment plans must be paid in full by February 1st. All uncollected fees may result in referral to a collection agency or an attorney for legal action.

Lost Textbooks or Library Materials

Students are responsible for textbooks issued to them and for library materials that they borrow. Lost or damaged books must be replaced at the student's/parent's expense.

Students using school property and equipment can be charged for excessive wear and abuse of the property and equipment. The charge will be used to pay for the damage, not to make a profit.

Student Fund Raising

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

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- No house-to-house canvassing is allowed by any student for any fund-raising activity.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Building Administration.

Student Valuables

Students should not bring (or even carry in their backpacks) toys or any other personal audio/video electronic equipment to school. This includes such items as Walk-Mans, CD/DVD Players, MP3 players, cameras, Game Boys, trinkets, trading cards, etc. If there is a special event where such items are allowed or necessary, you will get a **written notice** on such from your child's teacher or the principal. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Meal Service

Student Lunch Program

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$1.70. Choices are available for students. Menus are sent home monthly and are also posted on the P-H-M web site. **Please post your copy of the menu in a safe place so that you have daily access to this information.**

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

Students may pay for lunch in one of two ways - **cash** at the register or through our **debit card** system. As a convenience to parents and students, the Food Services Department has a pre-pay debit card system. Parents can deposit any amount into

these accounts with the account being debited upon use. Students have a swipe card (kept at the school and available daily) to use for each purchase.

When using the debit card system, parents can manage meal choices and purchasing privileges by specifying meal account or ala-carte account. The meal account only allows full meal purchases - ala-carte allows meals and snacks. If parents do not specify accounts, students are allowed to use debit cards on one snack per day. Meal prices are \$1.70 per day or \$8.50 per week for elementary students. Snacks range from \$.25 to \$.75 each.

Parents can make deposits into the debit accounts using a check, cash, or on line. Payments made with cash or checks must be in an envelope marked Lunch **Money/Your Child's Name** and turned in at the start of the school day. Parents can also deposit lunch money online through www.mylunchmoney.com. Deposits utilizing this service have a nominal cost of \$1.95 per deposit. Parents can also use this on-line service (**at no cost**) to check the balance of a child's lunch account and meal purchase history. Food Service is not allowed to carry negative balances on student accounts in the National School Lunch Program. Please make every effort to make certain your child's lunch account is current.

When a student forgets his/her lunch or lunch money s/he will be allowed to call home or have a basic lunch (peanut butter and jelly sandwich, fruit, and milk). Parents are responsible for the cost of the meal.

Cafeteria Procedures

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

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

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

Parent Visitors to the Cafeteria

Parents are welcome to occasionally stop in and have lunch with their child. Parents joining their children for meals are requested to abide by the Wellness Guidelines and not bring any fast food or other commercial foods into our school for their own consumption or the consumption of others. Please remember that we do not allow soda or carbonated drinks at school.

Recess

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

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

School board policy states that the building principal is responsible for determining if outdoor recess will occur. The decision may vary from grade to grade based upon the discretion of the principal. Conditions that are considered when determining if outdoor recess will occur are:

- Temperature – outdoors when temperature is zero or above including wind chill
- Length of time outdoors
- Conditions of the playground

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

Deliveries

Deliveries of flowers, invitations, balloons or special gifts should not be made to school. Not only do these actions distract students from learning, they may cause other children to wonder why they do not get the same attention on their birthdays. Family celebrations are not appropriate in the cafeteria of the school.

Volunteer Opportunities

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

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

In general, classroom volunteers are not scheduled to begin until late September or early October, when the fall assessments are completed and students have become accustomed to classroom procedures.

Lost and Found

Each school has a designated Lost and Found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Periodically throughout the year, unclaimed items will be given to charity.

Use of Telephones

Phone calls (cell or land line) should not be made or received during instructional time. The office will not interrupt teaching and learning to put telephone calls through to classrooms or individuals except in the case of emergency.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of administration.

SECTION III – ACADEMICS

Course Offerings

The following information contains a brief description of each area of the curriculum and the series/materials used to facilitate instruction. All areas of the curriculum have been or are in the process of being aligned to the Indiana Academic Standards. Parents may access a copy of the appropriate grade level standards at <http://www.doe.state.in.us>. Teachers will

provide additional information on grade level standards and curriculum expectations at the Parent Information Night meetings in early September.

Reading/Language/Writing Curriculum

Penn-Harris-Madison adopted the McGraw Hill Reading Program. This elementary reading/language/writing curriculum provides for a balanced literacy framework including word study (phonemic awareness, phonics, vocabulary study), direct instruction for reading comprehension and fluency, independent reading, writing, leveled/guided reading (small group instruction and novel studies), and handwriting. The spelling program provides for differentiated instruction to meet individual needs and integrate spelling skills into the existing curriculum areas.

The district uses the Indiana State Standards and the *Six +1 Writing* Traits to teach the art of writing to students. An overview and suggestions for helping your child develop writing skills is contained within a parent handbook, available for purchase, through the school office. You will receive more information on these resources at your Parent Information Night.

Mathematics Curriculum

In 1998 and again in 2004, Penn-Harris-Madison adopted a curriculum developed by the University of Chicago School Mathematics Project entitled *Everyday Mathematics*. *Everyday Mathematics* is a kindergarten through sixth grade curriculum that enriches the mathematical experiences of children. It builds on fundamental mathematical strands such as numeration and order, measures and measurement, operations (computation), geometry, patterns and sequences, algebra, and exploring data. The program incorporates the use of exploration, manipulative, and educational games as children become familiar with different mathematical concepts and skills. The program presents the concepts in a spiraling approach, revisiting the concepts repeatedly throughout the elementary grades, increasing information and proficiency at each level. The district's achievement scores in mathematics have improved greatly with the implementation of this curriculum. A resource book for parents, containing explanation of all the algorithms, vocabulary, and learning games is available for a small fee through the school office.

Social Studies Curriculum

In 2003, the Board of School Trustees adopted the elementary social studies curriculum developed and published by McGraw Hill, the same company that publishes our reading/language arts curriculum. This adoption will enable teachers to connect social studies materials to reading/writing learning activities.

Science Curriculum

Penn-Harris-Madison uses a hands-on approach to the teaching and learning of science. In 2005 a committee of teachers revised the grade level designation for various units of study. During the elementary years, students will explore: fabrics, solids and liquids, balance and motion, air and weather, measurement, landforms, magnetism and electricity, earth materials, and variables.

Physical Education Curriculum

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

Music Curriculum

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

Field Trips

Field trips are academic activities that are held off Penn-Harris-Madison grounds. There are two kinds of field trips:

- Trips within the district for instructional purposes; no parent permission slip required.
- Trips outside the district supporting co-curricular and extra-curricular programs, **parent permission required.**

On either type of trip:

- School rules apply to all trips.

- While the corporation encourages the student's participation in the off-school corporation grounds field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Student who violates school rules may lose the privilege to go on any trips.
- No student may participate in any school-sponsored out of district field trip without parental permission.

Student Evaluation

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

Evaluation Periods

Students shall receive a report card four times per year indicating their evaluation for each course of study for that portion of the academic term.

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

Promotion, Placement, and Retention

Students shall normally be promoted in accordance with their chronological age group and academic achievement. Retention is rare; there is no research to indicate that retention enhances student success. The building principal has the authority to determine student placement.

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, performing arts, citizenship, and volunteerism.

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

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

Individual classroom teachers (or teams of teachers) have the responsibility for developing a homework policy and for clearly communicating procedures to students and parents. In most cases homework will include daily shared or independent reading time and practice activities for math and spelling. The general time frames for homework (other than the shared or independent reading) assignments are: 10 minutes in grades K and 1; 20 minutes in grade 2; 30 minutes in grade 3; 40-50 minutes in grades 4 and 5. When older students are assigned a "long-term project," teachers will communicate specific expectations in advance of the due date.

If your child consistently needs more time to successfully complete daily homework assignments, it would be wise to confer with the teacher to determine whether your child has correctly communicated the teacher's expectations or whether the work is too difficult for your child.

Make-up Work

Parents may call or send an email message to request assignments for students who are absent. Classroom instruction/activities will not be interrupted for requests. Teachers will need time to collect materials and missed assignments. Make-up work will be available for pick-up late in the day in the front office or may be sent home with a sibling or friend. Ultimately, it is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. Teachers are not required to provide work in advance for students who miss school due to vacations or other scheduled absences.

Computer Technologies and Networks

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an Acceptable Use Policy (AUP) that defines the conditions under which the student may participate. Failure to abide by all of the terms of the AUP may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

Use of Internet (Related to Board Policy 7540)

STUDENT USAGE GUIDELINES:

It is important to remember that the use of the Internet is a privilege, not a right. Strict adherence to the provisions of the Acceptable Use Policy will ensure that Internet transmissions are consistent with the Corporation's standards of ethics and conduct. Penn-Harris-Madison will make available all Internet-related policies and procedures for review by all parents, guardians, school employees, and community members. Parents or legal guardians may request, in writing, alternative activities not-requiring Internet access. Denial of Internet Access Form is available in the school office.

In consideration for the Penn-Harris-Madison providing access to the technology system, the user and parents or guardians agree to accept all liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the user's violation of these terms and conditions. Penn-Harris-Madison makes no warranties of any kind, whether expressed or implied for the service it is providing.

1. All school use of the Internet must be in support of education and research and consistent with the mission of the Penn-Harris-Madison.
2. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
3. Passwords must be guarded and protected. Users must not share their password with anyone or let others use it.
4. Users shall not reveal their home address or phone number or the addresses and phone numbers of others. Users must be cautious in responding to unsolicited online contact.
5. School Corporation Internet resources and accounts may not be used:
 - a. To access another person's materials, information, or files without permission.
 - b. To access, upload, download, distribute, or transmit pornographic, obscene, abusive, or sexually explicit language or material.
 - c. To violate any local, state, or federal statute.
 - d. To vandalize, damage, or disable the property of another person or organization.
 - e. To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or citation.
 - f. For commercial or for-profit purposes.
 - g. For extensive personal and private business.
 - h. For product advertisement.
 - i. To access "chat rooms" and other forums which are devoid of any educational purpose.
 - j. To subscribe to or solicit information which incurs a cost.
6. Users shall not misrepresent other users on the network.
7. Sites that are blocked by school filters may not be accessed in any other way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

Student Assessment

To measure student progress, students will be tested in accordance with state standards and corporation policy. Unless exempted, each student will be expected to pass the ISTEP+ Test. NWEA Level Tests will be given to students twice a year to monitor progress and determine educational achievement/growth. These tests are used to help the staff determine instructional needs. In addition, classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved state standards.

With parental consent, speech and language evaluations, intelligence tests, individually administered achievement tests, and other special testing services are available to students who may be in need of additional services. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Student Services

Inclusion

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

Speech and Hearing

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

Youth Service Bureau

Youth Services Bureau is contracted to provide social and personal development training to students at critical points in their development and at particular times of crisis. Their services are available during the school day. Parents may request to speak or confer with the YSB counselor by a note or a phone call. Counselors are available at the elementary school two or more days per week.

Educational Assistance Team

The primary purpose of the Educational Assistance Team is to develop goals, instructional strategies and modifications to support teachers who have children experiencing academic and/or behavioral difficulties.

Behavioral Assistance Team

The primary purpose of the Behavior Assistance Team is to support teachers by gathering data to develop goals, instructional strategies, and modifications pertaining to children who are experiencing chronic behavior problems.

KinderClub Program

All incoming kindergarten students are screened prior to or at the beginning of the kindergarten experience. Some students demonstrate a need for early intervention in cognitive or motor skills necessary for a successful kindergarten experience. Penn-Harris-Madison currently designates intervention/remediation funds to operate the KinderClub program, which provides, at no cost to the parent, an extended day kindergarten program for students who demonstrate need for tutoring and extra practice to develop these skills. KinderClub also provides enrichment activities for students whose parents desire a full-day kindergarten experience for their child. This enrichment program is available for a reasonable fee. Additional information on program activities and registration are available from the KinderClub Director at 968-3481.

Kids Club

Kids Club is a before and after school care program for elementary students. There is a fee for this program and parents must register for services prior to student participation. Kids Club is not an "as needed/drop-off" childcare service. Kids Club students must be signed in and signed out by a parent when they enter and leave the building. More information on this program is available in the school office, on the web site (www.phm.k12.in.us), or from the Program Coordinator at the Educational Service Center phone number 258-9587.

SECTION IV - STUDENT CONDUCT

Attendance

School Attendance Policy

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

Excused Absences

Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- illness supported by a doctor's statement or notification from the parent;
- death or severe illness in the immediate family;
- religious holidays with prior administrative approval;

- medical and dental appointments;
- absence approved by the principal for good cause;
- special cases/circumstances approved in advance by the principal;
- statutory reasons as provided by I.C. 20-33-2-14 to 20-33-2-17. (These absences are exempt.)

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed physician.

Additional exempted absences as provided by Indiana Code 20-8.1-3-18 include:

- Service as a page or as an honoree of the Indiana General Assembly.
- Service on the precinct election board or as a helper to a political candidate on Election Day.
- In response to a subpoena to appear in court as a witness.
- Active duty with the Indiana National Guard for not more than ten (10) days in a school year.

Absence Codes	Present/Absent	Make-Up Work
Exempt	Counted Present	Work can be made up within a window of 2 times the number of days missed.
Excused	Counted Absent	Work can be made up within a window of 2 times the number of days missed.
Unexcused	Counted Absent	Work can be made up within a window of 2 times the number of days missed.
Suspended	Counted Present	Work can be made up within a window of 1 time the number of days suspended.
Truant	Counted Absent	Cannot make up work
Pre-Approved/ Excused Absences	Counted Absent	Work can be made up within a window of 2 times the number of days missed.

Parents must provide an explanation for their child's absence by no later than 10:00 A.M. on the day of the absence. When no excuse is provided, the absence will be unexcused. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

Excused absences must be verified, within 48 hours, by a note or phone call from the parent stating the date and specific reason for each absence. Consecutive days of absence (for serious or contagious illness or medical treatment) that are verified by a physician's excuse will be treated as one absence for the purpose of official parent warnings but will still be counted as individual days for the purpose of attendance records.

When an absence is not verified by a note or phone call, the absence becomes "unexcused" and is considered an unauthorized absence (truancy). When a student has a regular pattern of unexcused absences or trancies, or accumulated ten (10) excused absences, the parent may be required to submit a physician's note in order for the student to return to school. A referral to the C.A.S.I.E (Child Abuse Services Investigations and Education) Center, which has the authority of the Juvenile Justice Center, to investigate truancy cases, is made after the third incident of "unexcused" absence.

Tardiness

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

Student Behavior Standards

The Penn-Harris-Madison School Corporation maintains a safe and orderly environment. Students are expected to demonstrate Life Long Guidelines and Skills as a basis of their behavior. These Guidelines and Skills are taught and reviewed at various times throughout the school experience. Guidelines and Skills are posted in every building and teachers expect students to follow them on a daily basis. The Life Long Guidelines are: Truth, Trust, Active Listening, No put-downs, and Personal best. The Life Skills are: Integrity, Initiative, Flexibility, Perseverance, Organization, Sense of Humor, Effort, Common Sense, Problem-solving, Responsibility, Patience, Friendship, Curiosity, Cooperation and Caring.

Dress Code

While fashion changes, the reason for being in school does not. Students are in school to learn. Elementary school children should come to school dressed in clean, comfortable clothing that allows them to participate in the many types of activities that occur during the elementary school day. School dress is different than typical dress for the mall, a concert, a party or the beach. No dress code can itemize every item of dress that is unacceptable for school; however, there are certain guidelines for good decision-making about daily apparel. In all cases, students are to wear clothing that covers all parts of the body from neck to mid-thigh. Students may wear sleeveless clothing, but shoulders must be covered. All pants, slacks, jeans, skirts, and shorts shall remain at the top of the waist. At no time should any undergarments be visible. Student dress should reflect respect and pride in each individual student and the school community.

Any type of dress or personal grooming that disrupts the educational environment and is a threat to safety or health is prohibited.

Disruption - Any clothing that interferes with the educational atmosphere of the school is prohibited. This includes any variance from the guidelines listed above; clothing or jewelry that advertises alcohol, drugs, or tobacco; clothing or jewelry that promotes gang, cult, or racist activity. Pajama or lounge pants are not appropriate for school. Exotic makeup, hair dye, hair cuts is prohibited.

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

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

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

Please be sure that you send your child to school appropriately dressed. When there is a question about the appropriateness of a student's dress and appearance, parents may be contacted.

Students must have appropriate gym shoes to participate in Physical Education.

Care of Property

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

Possession of Electronic Equipment

The school supplies most electronic equipment necessary in school. Students should not bring (or even carry in their backpacks) toys, or any other personal audio/video electronic equipment to school. This includes walkmans, CD/DVD players, MP3 Players, cameras, Game Boys, trinkets, trading cards, etc.

Students may carry electronic communication devices as long as the device is turned off and not seen or heard during the school day. A device that is visible and/or used in any way including placing calls, taking photographs, or sending text messages will be confiscated and returned to the student at the end of the day. A second violation will result in the confiscation of the electronic device that will only be returned to a parent or guardian. Further disciplinary actions will be taken if the student continues to violate this policy. The school is not responsible for loss or theft.

Code of Conduct

Penn-Harris Madison Elementary Schools use the Lifelong Guidelines and Life Skills as the basis for its behavior code. These guidelines and skills are taught and reviewed at various times throughout the student's elementary school experience. Guidelines and skills are posted in every classroom and teachers all expect that children follow them on a daily basis.

The Lifelong Guidelines are:

Truth, Trust, Active Listening, No Put Downs, and Personal Best.

The Life Skills are:

Integrity, Initiative, Flexibility, Perseverance, Organization, Sense of Humor, Effort, Common Sense, Problem-Solving, Responsibility, Patience, Friendship, Curiosity, Cooperation, and Caring.

Violations of the Code of Conduct may be punishable by suspension, and, in rare case, expulsion. The word "school" refers to all corporation properties and activities.

1. Knowingly interfering with school purposes or inducing another student to do so;
2. Stealing or damaging school property or property of another person;
3. Knowingly causing bodily harm to another person;
4. Threatening another person with bodily injury;
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription and in compliance with "Use of Medication" Policy found in this handbook;
7. Possessing or providing an alcoholic beverage;
8. Consuming or being under the influence of a drug or alcohol except as authorized by prescription and in compliance with "Use of Medication" Policy found in this handbook;
9. Possessing, providing, or using tobacco or any tobacco product;
10. Failing or refusing to comply with directions of an adult supervising a class or school activity;
11. Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)
12. Materially altering any school document such as a hall pass;
13. Violating Indiana or Federal law;
14. Leaving a School activity or school property without prior approval of a teacher or supervising adult;
15. Academic dishonesty on an academic assignment such as a test or homework, or knowingly assisting another student in academic dishonesty;
16. Attempting or conspiring with another person to violate any student behavior standard;
17. Violating school policies and/or state and federal laws.
- 18. Harassing behaviors towards others.**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

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

- 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.
- **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 s/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 each building 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 the appropriate form available in the school office and a copy forwarded to the Nancy Nimitz, Assistant Superintendent.

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 protect the confidentiality of the student who files a complaint, encourage the reporting of any incidents of sexual or other forms of harassment, and/or protect the reputation of any party wrongfully charged with harassment.

19. Use of An Object As A Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. 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.

20. 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 s/he has been or is currently the victim of bullying should immediately report the situation to the building administration, 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 building 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.

19. Aggressive Behavior and Fighting

Penn-Harris-Madison Schools promote a safe and orderly environment for all students.

Any student found to be fighting on school grounds, on school buses, at bus stops or at school related activities will be subjected to disciplinary action. Also, the student in violation of this rule may be referred to the proper local law enforcement agency.

Students are encouraged to report incidents of aggressive behavior and fighting to the school administration.

The rules and provisions of the Student Code of Conduct shall govern student conduct. This Code of Conduct shall be reviewed periodically.

I.C.20-33-8-0.2, etseq; 20-27-10-2

Discipline

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

Two types of discipline are possible, informal and formal.

At Penn-Harris-Madison Elementary Schools, the teacher and the principal may involve students in setting reasonable and appropriate consequences for specific inappropriate behaviors. These consequences include, but are not limited to, timeout; isolation; written reflections about the situation; written or verbal apologies; loss of recess privileges; loss of transportation privileges; loss of social privileges in the lunchroom; exclusion from learning celebrations, field trips, or other special activities; before/after school detention; in-school suspension; and out-of-school suspension.

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 consequences match the severity of the incident.

Due Process Rights

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

Suspension from School

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 actions. 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 will be notified, in writing, of the reason for and the length of the suspension.

Search and Seizure

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. (I.C. 20-33-8-32)

If there is reasonable suspicion, the principal/designee may physically search the student or his/her belongings during a school activity.

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. All items must meet school guidelines.

SECTION V - TRANSPORTATION

Bus Transportation to School

The school provides bus transportation for all students. The bus schedule and route information is available by contacting the Transportation Center at 574-258-9565.

Students will ride only assigned school buses and will board and depart from the bus at designated bus stops. A change in a student's assigned bus route may be granted for a special need but is highly discouraged. A note from a parent must be submitted to the school stating the reason for the request and the duration of the change. If a student is going to a friend's house the friend's parent must also submit a note for verification. The school office and the Transportation Center must approve these changes.

Transportation will be provided for students to and from a maximum of two locations: home and one other site within the boundaries of the school the student attends. In the interest of keeping our students safe, we can no longer accommodate complex schedules involving multiple stops.

Bus Conduct

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

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

The following behaviors are expected of all students:

Bus Stop Conduct

Each student shall:

- conduct themselves in a safe, respectful and orderly manner at the bus stop;
- be on time at the designated loading zone 10 minutes prior to scheduled stop;
- take reasonable caution when walking on roadways;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the Transportation Center when their child will not be boarding the bus. Drivers will be unable to return a student home for any forgotten item. The bus will not wait.

On the Bus Conduct

It is the responsibility of all students to ride the bus in a safe manner. Any behavior that interferes with the safety of the bus operation will not be tolerated.

Each student shall:

- follow directions given by the driver at all times;
- remain seated and keep head, hands, arms, and legs inside the bus and out of the aisles while the bus is in motion;
- not be loud, boisterous, or use profanity;
- not litter in the bus or throw anything in or from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not consume food or beverages or play games, cards, etc.;
- not tamper with the bus or any of its equipment;
- not engage in harassment, bullying, or intimidation of other passengers or the driver.

Exiting Behavior

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

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

Security Cameras on School Buses

The School Board has authorized the installation of digital security cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a security camera, the digital recording may be viewed by the principal and/or the parent at the Transportation Center. The Principal may use this as evidence of the misbehavior.

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.

Walkers

In schools where students are permitted to walk or ride bicycles there must be a completed parent permission form on file in the school office. Please consult with the school office for specific details related to this policy. **The school corporation is not responsible for lost, damaged, or stolen bicycles.**

Parent Transportation

If you choose to drive your child to school, please plan to drop him/her off at the posted drop time so that they are ready for school at the start bell time. Please do not drop your child (except those registered to attend Kids Club) off prior to the posted drop time because adult supervision is not available until that time. **If your child misses the school bus and you bring him/her after the official start of school, you must accompany your child into the office and sign him/her in.**

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

Please do not park and leave your car unattended along the driveway at any time. If you must enter the building, park in the lot before doing so.

We take our responsibility for the safe dismissal of every child very seriously. Unless we have written directions to do otherwise, children will be required to board their assigned buses. You must sign an early dismissal book if you take your child prior to dismissal.

Kindergarten Midday Transportation/Car Pool Procedures

Kindergarten teachers will provide parents with explicit directions for dropping off and picking up children midday. It is important for kindergarten students to develop independence as they report to and from school. Therefore, parents are discouraged from walking students to their classroom. We have supervisory personnel assigned to monitor their movement to and from their parents' vehicles. Please do not exit your vehicle. School personnel will supervise your child's arrival to and from the building at midday.

Appendix 1: Simple 6™ A Writing Rubric for Kids

The Simple 6™ A Writing Rubric for Kids

CONTENT RUBRIC

Ask these questions:

0 / 1

_____ **STICK TO THE TOPIC:** Did you **stick to the topic**, or did you run away with some other idea?

_____ **LOGICAL ORDER:** Have you presented your thoughts in a **logical order** that included an inviting beginning and a strong conclusion?

_____ **INTERESTING WORDS:** Have you overused generic vocabulary, or have you gone back to look for opportunities to use **interesting words**?

_____ **DIFFERENT SENTENCE PATTERNS:** Have you tried to create interest and variety by using **different sentence patterns**?

_____ **DESCRIPTIVE SENTENCES:** Did you write **descriptive sentences** that made the reader aware of his senses?

_____ **AUDIENCE:** Did you write for a specific **audience**? Were you original, lively, or authoritative?

_____/ 6 TOTAL POINTS

©Kay Davidson, 2004

LANGUAGE CONVENTIONS RUBRIC

<input type="checkbox"/> SCORE 4 VERY GOOD	<input type="checkbox"/> SCORE 3 ADEQUATE	<input type="checkbox"/> SCORE 2 MINIMAL	<input type="checkbox"/> SCORE 1 POOR
<ul style="list-style-type: none"> There are few or no errors in: capitalization punctuation subj./verb agreement complete sentences spelling 	<ul style="list-style-type: none"> There are some errors in: capitalization punctuation subj./verb agreement complete sentences spelling 	<ul style="list-style-type: none"> There are many errors in: capitalization punctuation subj./verb agreement complete sentences spelling 	<ul style="list-style-type: none"> There are many serious errors in: capitalization punctuation subj./verb agreement complete sentences spelling

Appendix 2: Academic Honesty

When a student completes a paper, project, or any class work, the expectation is that the student did the work for which s/he is taking credit.

The point of a student completing an assignment is to find out what the student knows and what the student does not know. If a student circumvents that process, valid measurement does not take place and the student is unprepared for the academic expectations that s/he will confront in the future. In addition, cheating, fabrication, plagiarism, recycling, unauthorized sharing, or impeding is unfair to those students who do their own work.

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

The behaviors listed below apply to any student work completed in or out of the classroom.

- Cheating – giving, accepting, or taking help that is not approved by the teacher.
- Fabrication – making up information or quotes.
- Interference – includes (but is not limited to) stealing, changing, or destroying, another student’s work.
- Plagiarism – presenting someone else’s ideas or information as your own.
- Recycling – using part or all of a paper, a project or class work previously completed for a grade.
- Unauthorized Sharing – working together on any paper, project, or class work without approval of the teacher.

PRINCIPLES OF ACADEMIC HONESTY

It is the student’s responsibility to know what academic behaviors are acceptable and which are dishonest. Claiming ignorance of the rules or misunderstanding the assignment will not excuse students from the consequences of their actions. Therefore, students who rely on information provided by fellow students, parents, or tutors will be held to the standards and procedures set by their classroom teacher.

Assume all work is to be completed individually. Collaboration or the division of work among partners is not permitted, unless the instructor specifically states that cooperative work is acceptable.

Whether or not a student intends to deceive is irrelevant. The student’s mindset cannot be observed; consequently, the policy prohibits behaviors and actions that are academically dishonest. Students will face disciplinary punishments based on their behaviors, not based on what they intended to do.

Parents, tutors and peers may be consulted as resource persons, but they are not to complete assignments for students. Helping students by asking questions to clarify a student’s thought or by discussing concepts and ideas related to an assignment is appropriate; however, assistance beyond pointing out areas for improvement or asking questions reduces the level of student learning and is prohibited.

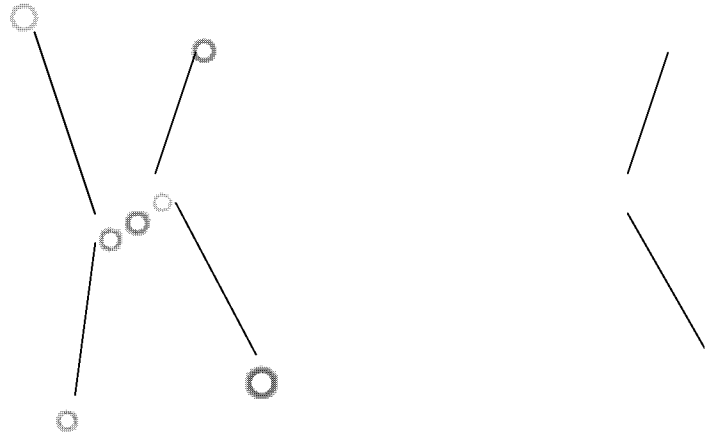
Appendix 3: PHM Planetarium 2008-2009 Special Project

“Let There Be Night”



THE UNIVERSE
YOURS TO DISCOVER

INTERNATIONAL YEAR OF
ASTRONOMY
2009



Constellation: Orion the Hunter

*(Soon to be Orion the “Hunted”
if we don’t act to preserve the night.)*

What: *Let There Be Night* is a science/math/art/geography project in which PHM students in grades K-8 measure the impact of light pollution on the night sky.

Why: By quantifying light pollution across the community, students can discover areas of concern and propose solutions that save money, energy, and the environment.

When: Mid-September to November 2008: Class instruction in the Planetarium.
March 2009: Two weeks of gathering data by observing Orion at night.

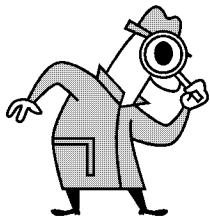
How: Data will be gathered by two methods:

1. All students will count the stars they see in Orion from their front/back yards, then compare that star count with selected star charts.
2. Some students will use Sky Quality Meters (SQMs) from their schoolyards to quantify the amount of sky glow overhead.

Each day in the classroom, the students will plot and discuss their results.

Conclusions:

In May 2009, designated students will share the data gathered from all the schools with the PHM School Board of Trustees.



Check it out at:

www.LetThereBeNight.com

