

Plymouth Community School Corporation



Student Handbook 2026-2027

Plymouth Community School Corporation

Student Handbook 2025-2026



Administration Building

611 Berkley Street
Plymouth, IN 46563
(574) 936- 3115

Office Hours: 7:30am - 4:30pm
www.plymouth.k12.in.us



Jefferson Elementary School (K-4)
401 Klinger Street
(574) 936-2443



Menominee Elementary School (K-4)
815 Discovery Lance
(574) 936-2001



Washington Discovery Academy (K-4)
1500 Lake Avenue
(574) 936-4072



Webster Elementary School (K-4)
1101 South Michigan Street
(574) 936-2520



Riverside Intermediate School (5-6)
905 East Baker Street
(574) 936-3787



Innovation Academy at Lincoln (7-8)
220 North Liberty Street
(574) 936-3113



Lincoln Junior High School (7-8)
220 North Liberty Street
(574) 936-3113



Weidner School of Inquiry
1 Big Red Drive
(574) 914-4849



Plymouth High School (9-12)
1 Big Red Drive
(574) 936-2178

TABLE OF CONTENTS

INTRODUCTION

<u>Mission Statement</u>	4
<u>Core Values</u>	4

GENERAL INFORMATION

<u>Forward</u>	4
<u>Equal Education Opportunity</u>	4
<u>Handicapped Accessibility</u>	5
<u>Student Rights & Responsibilities</u>	5
<u>Emergency Closings & Delays</u>	6
<u>eLearning Days</u>	6
<u>Visitors</u>	8
<u>Transfer out of the Corporation</u>	8
<u>Early Dismissal</u>	8
<u>Withdrawal from School</u>	8
<u>Student Health & Safety</u>	8
<u>Student Assistance Program</u>	9
<u>Lockdown, Fire & Tornado Drills</u>	9
<u>Insurance</u>	9
<u>Meal Service & Procedures</u>	9

HEALTH

<u>School Nurse/Medical</u>	9
<u>Injury & Illness</u>	10
<u>Use of Medications</u>	10
<u>Self-Administered Medications</u>	11
<u>Communicable Diseases & Pests</u>	12
<u>Immunizations</u>	12

SPECIAL EDUCATION

<u>Americans with Disabilities Act-Section 504</u>	14
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STUDENT FEES & CHARGES

<u>Student Sales</u>	14
<u>Student Fundraising</u>	15
<u>Student Valuables</u>	15

PERSONAL PROPERTY

<u>Use of School Telephones</u>	15
<u>Personal Communications & Electronic Devices</u>	15
<u>Advertising Outside Activities</u>	15

ACADEMICS

<u>Student Records</u>	16
<u>ELECTRONIC & COMPUTER USAGE</u>	
<u>Responsible Use of Electronic Devices</u>	17
<u>STUDENT ACTIVITIES</u>	
<u>Clubs & Activities</u>	20
<u>ATHLETICS</u>	
<u>Title IX</u>	21
<u>ATTENDANCE</u>	
<u>Types of Absences Defined</u>	
<u>Truancy</u>	22
<u>Attendance Interventions</u>	23
<u>Parent/Guardian Notification of Absences</u>	24
<u>Medical Documentation of Absences</u>	24
<u>Pre-Arranged Absence</u>	24
<u>Make up Work Due to Absence</u>	25
<u>STUDENT CONDUCT</u>	
<u>Expected Behaviors</u>	25
<u>Responsibility Guidelines</u>	26
<u>Care of School Property</u>	26
<u>School Dress & Grooming</u>	26
<u>Student Rights of Expression</u>	27
<u>DISCIPLINE</u>	
<u>Code of Conduct</u>	28
<u>Grounds for Suspension or Expulsion</u>	32
<u>Bullying</u>	35
<u>Due Process Rights</u>	37
<u>Suspension from School</u>	37
<u>The Appeal Process</u>	38
<u>Expulsion from School</u>	38
<u>Notice of Expulsion Meeting</u>	38
<u>Search & Seizure</u>	38
<u>TRANSPORTATION</u>	
<u>Bus Transportation</u>	39
<u>WELLNESS</u>	
<u>Wellness Statement</u>	39
<u>SCHOOL ADDENDUMS</u>	
<u>Elementary Schools</u>	41
<u>Riverside Intermediate School</u>	42
<u>Lincoln Junior High School</u>	45

INTRODUCTION

MISSION STATEMENT

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

CORE VALUES

Commitment to Students

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

Caring

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

High Expectations

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

Team Player

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

Integrity

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

Enjoyment

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

GENERAL INFORMATION

FOREWORD

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

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Plymouth Community School Corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student

on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Dr. Jill VanDriessche
Assistant Superintendent
(574) 936-3115

Reports & Complaints of Harassing Conduct

Students, members of the Corporation community, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. Any administrator, supervisor, or other Corporation official who receives such a complaint shall file it with the Corporation's Anti-Harassment Compliance Officer(s) at his/her first convenience. Corporation employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

Members of the Corporation community or third parties who believe they have been unlawfully harassed by another member of the Corporation community or a third party are entitled to utilize the Board's complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of a reported act of bullying and/or harassment in accordance with the Policy 5517.01 - Bullying, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on "Protected Classes" (see definition on page 1), the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers who shall investigate the allegation in accordance with this policy.

HANDICAPPED ACCESSIBILITY

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

STUDENT RIGHTS & RESPONSIBILITIES

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

The parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and, as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents/Guardians are encouraged to establish constructive communication channels with their

child’s teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. It is the student’s responsibility to arrive on time and be prepared to participate in the educational program.

EMERGENCY CLOSINGS & DELAYS

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

- WTCA (1050 AM or 106.1 FM) and WZOC 94.3 FM
- WNDU-TV
- WSBT-TV
- WSJV-TV

The parents/guardians and students are responsible for knowing about emergency closings and delays.

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

eLEARNING DAYS

In 2022 the Indiana legislators passed a new bill giving each corporation the ability to have three eLearning days which are asynchronous. These days are used throughout the state for schools to conduct professional development with their staff members. During asynchronous days, teachers plan lessons that continue with skill development, but they are not as present with the students as they would normally be on a regular day. Many of our teachers will record a lesson students can access on Canvas, or they might post instructions for students to follow for the day. PCSC will have two of these planned days this year, the first on September 15, 2025 and the second on January 18, 2026 To comply with the new law, any eLearning days beyond three must be synchronous. This means teachers will follow a schedule and interact live with students usually by Google meets or Zoom meetings. We will have these types of days when the weather doesn’t permit us to come to school safely. Below are the schedules for classes that will be used by each learning level (K-4, 5-6, 7-8, and 9-12) on these weather related days.

K-4 Buildings (Jefferson, Menominee, Washington Discovery Academy, Webster)

10:00-11:00	Reading/Writing
11:30-12:00	K/1 Specials
12:00-12:30	2-4 Specials
1:00-2:00	Math

Riverside Intermediate School

Grade 5		Grade 6	
10:00-10:50	Block 1	10:00-10:50	Block 1
11:00 - 11:50	Block 2	11:00-11:30	Specials
12:20 - 1:10	Block 3	12:00-12:50	Block 2
1:20 - 1:50	Specials	1:00-1:50	Block 3

Lincoln Junior High School

eLearning Schedule for weather related closures:

Students will follow the below schedule. Students should login into their teachers Canvas pages at the specified times throughout the day. Classes will be meeting the entire scheduled time.

Period	Start Time	End Time
STORM Advisory	10:00	10:05
2	10:05	10:35
3	10:37	11:07
4	11:09	11:39
5	11:41	12:11
6	12:13	12:43
7	12:45	1:15

Plymouth High School

Students will check for assignments on the PHS eLearning Hub and then follow the schedule below. Students are expected to be in attendance during the entire class time. Attendance will be taken for each class.

Period	Start Time	End Time
1	10:00	10:22
2	10:27	10:49
3	10:54	11:16
5	11:21	11:43
6	11:48	12:10
7	12:15	12:37
8	12:42	1:04

VISITORS

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

TRANSFER OUT OF THE CORPORATION

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

EARLY DISMISSAL

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

- a written request signed by the parents/guardians, or
- a parents/guardians phone call requesting early dismissal, or
- the parents/guardians coming to the school office to personally request the release.

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

WITHDRAWAL FROM SCHOOL

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

STUDENT HEALTH & SAFETY

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

All students must have an emergency medical form completed, signed by their parents/guardians, and filed in the school nurse's office.

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

STUDENT ASSISTANCE PROGRAM

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

LOCKDOWN, FIRE & TORNADO DRILLS

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

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

Emergency lock down drills will be conducted once each semester as required by state law.

INSURANCE

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

MEAL SERVICE & PROCEDURES

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

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

HEALTH

SCHOOL NURSE/MEDICAL

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

Each school does not assume responsibility for treating injuries that occur at home or for diagnosing illnesses. The nurse will assist, however, whenever appropriate or possible.

INJURY & ILLNESS

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

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

USE OF MEDICATIONS

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

No medication will be given by the nurse or other school employee unless permission has been granted by the student's parents/guardians.

Medications prescribed for a student must be kept in the original container bearing the pharmacy label and number, with the student's name, date filled, physician's name and directions for use. The pharmacy will make an extra bottle and label for school, upon request.

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

SELF-ADMINISTERED MEDICATIONS

A student may possess and self-administer medication for chronic diseases (diabetes or asthma) or serious allergic reactions provided the student's parents/guardians and physician fill out the proper medical form. These forms can be found in the nurse's office.

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 Over-the-Counter Medications

Use of non-prescribed "over-the-counter" medications including herbal supplements/treatments must comply with school regulations and will only be given in accordance with the directions on the label. If a non-prescribed medication needs to be administered on a routine basis, a physician's order will be required.

Low THC Hemp Extract

Low THC Hemp Indiana law defines “low THC hemp extract” as a product:

1. derived from *Cannabis sativa* L., that meets the definition of industrial hemp;
2. that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and
3. that contains no other controlled substances

Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:

1. Parents/guardians has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. Product is in the original packaging and is UNOPENED;
3. Student’s health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
4. Product has been approved by: (1) the federal Food and Drug Administration or the federal Drug Enforcement Agency as a prescription or over the counter drug or (2) meets the packaging requirements of state law.

Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being administered.

Stock Medications

If a student is age 12 or older, the health office may supply and administer “stock medications” (some examples are Acetaminophen, Ibuprofen, Benadryl, and antacids) in accordance with the package directions based on a student’s age. An authorization to administer medication form must be on file in the health office or filled out in CAREDOX before medications can be administered. Forms can be found in the health office or at www.plymouth.k12.in.us.

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

COMMUNICABLE DISEASES & PESTS

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

Control of Non-Causal-Contact Communicable Diseases

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

persons in school unless there is definitive evidence to warrant exclusion.

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

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

US EPA AHERA

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

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver (which must be filled out and filed yearly). If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline of November 22, 2025. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

Immunization Requirements (I.C.20-34-42)

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

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

Grade	Required	Recommended
Pre-K	<ul style="list-style-type: none"> ● 3 Hepatitis B ● 4 DTaP (Diphtheria, Tetanus & Pertussis) ● 3 Polio ● 1 Varicella (Chickenpox) ● 1 MMR (Measles, Mumps & Rubella) ● 2 Hepatitis A 	<ul style="list-style-type: none"> ● Annual Influenza ● COVID 19
K-5th Grade	<ul style="list-style-type: none"> ● 3 Hepatitis B ● 4 DTaP ● 4 Polio ● 2 Varicella ● 2 MMR ● 2 Hepatitis A 	<ul style="list-style-type: none"> ● Annual Influenza ● Covid 19
6th-11th Grade	<ul style="list-style-type: none"> ● 3 Hepatitis B ● 5 DTaP ● 4 Polio ● 2 Varicella 	<ul style="list-style-type: none"> ● Annual Influenza ● ⅔ HPV (Human Papillomavirus) ● Covid 19

	<ul style="list-style-type: none"> ● 2 MMR ● 2 Hepatitis A ● 1 MCV4 (Meningococcal) ● 1 Tdap (Tetanus, Diphtheria & Pertussis) 	
12th Grade	<ul style="list-style-type: none"> ● 3 Hepatitis B ● 5 TDap ● 4 Polio ● 2 Varicella ● 2 MMR ● 2 Hepatitis A ● 2 MCV4 (Meningococcal) ● 1 Tdap 	<ul style="list-style-type: none"> ● Annual Influenza ● 2/3 HPV ● 2 MenB (Meningococcal) ● Covid 19

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

Hep B

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

DTaP

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

Polio

Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose.

Live Vaccines (MMR, Varicella & LAIV)

Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

Varicella

Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parental/guardian report of disease history is not acceptable.

Tdap

There is no minimum interval from the last Td dose.

MCV4

Individuals who receive the first dose on or after the 16th birthday only need 1 dose of MCV4.

Hep A

The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months. Two doses of Hepatitis A are recommended for grade K-12.

COVID 19 vaccine is recommended for all students five years of age and older, per CDC and FDA's Emergency Use Authorization. Review required after FDA full approval.

SPECIAL EDUCATION

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

AMERICANS WITH DISABILITIES ACT – SECTION 504

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

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

STUDENT FEES & CHARGES

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

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

STUDENT SALES

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

STUDENT FUNDRAISING

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 fundraisers:

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

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as cash, jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. Articles of considerable value

should be kept at home. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. All students should park their bicycles in the racks located at each school. Bicycles should be locked at all times.

Lost & Found

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

PERSONAL PROPERTY

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

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

USE OF SCHOOL TELEPHONES

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

Personal Communication Devices Policy

In accordance with Indiana law (IC20-26-5-40.7) the use and possession of personal communication devices during the school day is restricted to promote a focused and safe learning environment.

Definition

Personal communication devices include, but are not limited to:

- Cellphones
- Computers
- Smartwatches
- Tablets
- Gaming Device
- or similar electronic communication devices
- Earbuds/Headphones can be carried in backpacks to be used in class when needed for classroom activities or instruction as directed by the teacher.

Student Expectations

Students must keep all personal communication devices:

- **At home, OR**

- **In their vehicle, OR**
- **In their assigned locker and powered off OR**
- **In the school designated secure area**

Devices must remain stored and inaccessible during the school day from the start of the school day until the end of the school day based on each individual building's schedule.

Prohibited Use

- Devices **may not be used, visible, or accessible** during the school day.
- This includes **hallways, classrooms, restrooms, and lunch periods.**

Discipline for Violations

Please see the individual school addendums for specific consequences for each building level.

Exceptions

Exceptions will be made only as required by law, including:

- Medical needs supported by documentation
- IEP or 504 plan accommodations
- Approved educational or translation need

ADVERTISING OUTSIDE ACTIVITIES

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

ACADEMICS

Academic Honesty

Plymouth schools expect all students to act with honesty and integrity in their academic work. Cheating, plagiarism, and using someone else's work—whether it's from a friend, the internet, or an AI platform—undermines trust and is not allowed. Students are expected to complete and submit their own original work unless working on approved group projects.

Academic dishonesty includes, but is not limited to:

- Copying or sharing answers
- Plagiarizing written, artistic, or digital work
- Using AI or translation tools when not permitted
- Allowing others to copy your work or doing work for others

- Distributing or receiving test questions or answers

All work should reflect your own effort and learning. Violating these expectations can result in academic and disciplinary consequences.¹

STUDENT RECORDS

Basic student information--including grades and attendance--can be accessed online using our student management systems (i.e. PowerSchool and/or Canvas).

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

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

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

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

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

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

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA.

¹ [Summary of Board Policy po5500 done by ChatGPT](#)

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5901
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov and PPRA@ED.Gov

ELECTRONIC & COMPUTER USAGE

RESPONSIBLE USE OF ELECTRONIC DEVICES

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

Responsible Use

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

Prohibited Uses

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

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

holder.

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

Compensation for Loss/Damages

1. In the event an electronic device is lost, stolen or damaged, the individual student or staff member will be responsible for the cost of the repair and/or cost of replacement as determined by school administrators. Multiple instances of damage may result in the loss of device or other disciplinary actions.
 - a. The cost to replace an iPad is \$237
 - b. The cost to replace the charging block is \$19
 - c. The cost to replace the charging cord is \$19
2. Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device. Payment is expected right away. If parents cannot pay the total amount right away, a specific payment plan will be worked out with the school.
3. In addition all users (students and staff) may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The Corporation assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student Security

1. Users may not reveal personal information, including a home address and phone number, about

themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

2. Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. PCSC schools are closed campuses. PCSC retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a PCSC staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or group.
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
5. PCSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment. Students with email access should check email daily for school communications.

Technology Privacy

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

System Security

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

Personal Devices

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

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

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building Principal.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building Principal immediately. If a device is stolen, a report also should be made immediately with the School Safety Officer and/or local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student’s device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any

violations of Board policies/procedures or school rules.

6. Parents/guardians are responsible for supervising their child's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Terms of Use

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

Artificial Intelligence (AI) Use in Schoolwork

Artificial Intelligence (AI) has the potential to enhance learning, improve understanding, and support student growth when used ethically and responsibly. However, improper use of AI can undermine the learning process and academic integrity.

Students **may not use AI tools to complete schoolwork** unless they have **explicit permission** from their teacher. Unauthorized AI use is considered plagiarism and will result in disciplinary consequences per the Student Code of Conduct.

When approved by a teacher, AI tools may be used for:

- **Research Assistance** – Identifying sources, exploring perspectives, and generating research questions.
- **Data Analysis** – Recognizing patterns and interpreting large datasets.
- **Language Translation** – Assisting with language learning and comprehension.
- **Writing Assistance** – Supporting grammar, spelling, and sentence structure improvements.
- **Accessibility** – Helping students with disabilities access and understand content.

Students must **disclose and properly cite** any work created with AI assistance and explain how AI was used. Teachers will guide students in ethical AI use, ensuring it **enhances learning rather than replacing critical thinking and problem-solving**.

Any misuse of AI—including generating misleading content, violating intellectual property rights, or manipulating images of students or staff without permission—will result in disciplinary action. Repeated violations may lead to additional consequences.

As Peter Parker was wisely reminded by Uncle Ben, **“with great power comes great responsibility.”**

Students are encouraged to harness AI as a tool for learning, not as a shortcut to avoid it.²

Disclaimer

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

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

STUDENT ACTIVITIES

CLUBS & ACTIVITIES

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

Special notes:

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

Recognition of New Clubs & Organizations

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

1. Students should submit a written proposal during the school year prior to the start of club meetings, to the school administration that includes the following information:
 - a. Name of club or group
 - b. Faculty sponsor of club or group
 - c. Purpose of the club
 - d. Proposed activities
 - e. Expected educational outcomes/benefits
2. The Principal will review proposal
3. Meeting between principal, sponsor, and students
4. New club acknowledged at school board meeting

Field Trips

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

² [Summary of Board Policy po550 done by ChatGPT](#)

co-curricular or extracurricular activity.

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

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

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

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

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

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

ATHLETICS

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

TITLE IX

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

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

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

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

Student ID Cards

All students will be required to have an I.D. card. Students must be able to produce their PCSC student I.D. card within a reasonable time when asked to do so by a staff member. This card will be needed during lunch and to board the bus in the mornings and afternoons and for admittance to PHS athletic events. There is no cost for an original I.D. card. I.D. cards must be returned in the event the student withdraws from school for any reason. Replacement I.D. cards are available through the student services office.

ATTENDANCE

Regular attendance is essential for success in school. The characteristics of punctuality and dependability are personal habits that are respected in our society and therefore are part of the educational process. Indiana Law IC 20-33-2-6 states that students in grades K-12 or between the ages of seven (7) and eighteen (18) are required by law to attend school. Indiana Code 20-33-2-27 Compulsory Attendance states it is unlawful that any parents/guardians fail to ensure that their child attends school as required under this chapter.

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

TYPES OF ABSENCES DEFINED

Excused Absences

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

Unexcused Absences

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

Exempt Absences

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

1. Service as a page or as an honoree of the Indiana General Assembly
2. Service on the precinct election board or as a helper to a political candidate or political party on Election Day.
3. In response to a subpoena to testify in court

4. Serving with the National Guard for no more than ten (10) days
5. Serving with the Civil Air Patrol for up to five (5) days.
6. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7)
 - a. The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.
7. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2- 17.5)

For any of these exceptions a student shall not be recorded as absent from school.

Class Cuts

A class cut is defined as anytime a student misses at least one half of a class period without the permission of a school administrator, counselor, teacher, or parents/guardians. Permission to miss the class must be given prior to the class being missed.

Students who arrive at school more than halfway through their first hour class, or later, will be issued a "Late to School" code. If this late arrival is not excused by a parent for reasons beyond the student oversleeping, the student may serve an after school detention or other penalty.

TRUANCY

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

While we understand that parents/guardians are often busy during the day and may not be able to contact the attendance secretary at their student's school, if an absence is not excused within 48 hours the student will be marked as truant. In order to attempt to reduce the number of unexcused absences that are marked as truant Plymouth Community Schools takes the following actions to resolve unexcused absences prior to them being declared a truancy:

1. Contact with the parents/guardians made via email or phone call on the day of the absence.
2. Follow up phone contact within 48 hours of absence to check on absence status if contact is not made within the first day of the absence.

The following interventions may be put into place if an absence has not been excused within 48 hours.

Truancy Interventions

- 1st Unexcused Absence-Student meeting with administrator, parents/guardians Contact, Referral to Marshall County Probation for Information Only, and potential disciplinary action.
- 2nd Unexcused Absence-Referral to Marshall County Probation for Truancy Contract plus progressive disciplinary action.
- 3rd Unexcused Absence-Report to Marshall County Probation for Truancy Contract Violation plus progressive disciplinary action.
- 4th Unexcused Absence-Report to Marshall County Probation requesting court action, plus progressive disciplinary action to be served.

- 5th Truancy and Beyond-Report to Marshall County Probation. Supervised Suspension to be served at Marshall County Probation Office.

Habitual Truants

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

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

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

ATTENDANCE INTERVENTIONS

- Due to changes at the state level, attendance interventions will be put in place for any absences that occur, excused or unexcused.
- The school attempts to contact parents/guardians who have not made daily contact with the school as stated above for an absence.
- Parents/guardians may be notified when three (3) absent days have been accumulated for the year.
- Parents will be notified via a letter when a student has accumulated five (5) absences.
- Students will be placed on an attendance contract after seven (7) absences.
- While under an attendance contract the student may not miss school unless excused by a doctor, the school nurse, or a school administrator.
- Prior to the initiation of an attendance contract schools will attempt to intervene with the student to improve attendance. These interventions may include the following
 - Parent and student conferences
 - Home visits
 - Referral to counseling
 - Meetings with school based social worker
- Once an attendance contract is initiated, provisions for disciplinary action may occur throughout the remainder of the school year, which may include the following
 - School Issued Progressive Discipline
 - ISS
 - OSS
 - Expulsion
 - Referral to probation
 - Referral of the parents/guardians to the County Prosecutor for prosecution under Indiana’s Compulsory Attendance Law (IC 20-33-2-27)

PARENT/GUARDIAN NOTIFICATION OF ABSENCES

Whenever a student is absent, parent/guardian verification is required. A parent/guardians must call for each day the student is absent. A student who is absent for even one class period must have a parent/guardian notify the attendance office within two (2) school days after the student’s return to school. If parents/guardians verification is not received within two (2) school days, the absence may be considered "unexcused" and documented as a Truancy violation.

MEDICAL DOCUMENTATION OF ABSENCES

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

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

PRE-ARRANGED ABSENCE

A pre-arranged absence is ANY absence, which is planned or known prior to the absence. Pre-arranged absences **do** count toward the limit of seven (7) absences allowed. Any pre-arranged absence day in excess of these seven (7) is considered "unexcused."

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

1. The parents/guardians must contact the school office prior to the absence stating the date(s) and reason for the absence.
2. The student is required to pick up a "Pre-Arranged Absence Form."
3. This form must be completed and returned in a timely manner. It is the student's responsibility to arrange make-up work with his or her teachers. Work for any excused absence must be completed by a total number of school days equal to the number of school days missed. For example if a student misses 5 days, they should turn in all work by the end of the 5th school day after they return.

MAKE UP WORK DUE TO ABSENCE

PCSC highly encourages parents/guardians to arrange for all homework (including missing homework) for their student. While absent, students in grades 5-12 should check their teachers' Canvas page to get assignments each day.

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

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

Leaving School Grounds

All Plymouth schools operate on a closed campus policy and the schools discourage the release of students during school hours, except in an emergency or for a medical appointment. The school is accountable for students during the school day. If a student leaves school grounds, permission must be granted through the school offices. The office will notify the parents/guardians and then release the student.

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

STUDENT CONDUCT

Student Conduct

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

All students are expected to show respect for the law, school rules, and those in positions of authority. This includes treating others with kindness, respecting property, and acting with honesty and responsibility. Everyone in our school community should work together to create a positive and safe environment.

Classrooms should support learning by ensuring:

- Teachers can effectively teach all students.
- Every student has a fair chance to learn.
- Rules and consequences are fair and age-appropriate.
- Individual situations are handled with care and understanding.
- The Student Code of Conduct is followed consistently.³

EXPECTED BEHAVIOR

Each student shall be expected to:

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

RESPONSIBILITY GUIDELINES

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

1. Be courteous and polite to pupils, teachers and visitors.
2. Respect the rights and properties of others. This includes their desks, lockers, books, clothing, person, and feelings. The student will, through both words and actions, show respect to others.

³ [Summary of Board Policy po5500 done by ChatGPT](#)

3. Students are expected to conduct themselves in a wholesome and respectful manner while in school. Students are not to be holding hands (except at Plymouth High School where it is permitted), hugging, kissing, or showing affection.
4. Students should not be touching other students for any reason.
5. The student will not commit any act, which is potentially dangerous to him, herself, or others. Some examples are running, throwing objects, shoving, or snowballing. Students will not use or display profanity or obscenity in speech, writing, pictures, or dress.
6. The office is a place of business and should be reserved primarily for the use of school personnel. The telephone, therefore, should be used by students only in the case of emergencies and then only when given a pass by a teacher or Principal.
7. In a few circumstances, the behavior of students may be grounds for expulsion or other appropriate discipline even though the behavior takes place outside of school property and not directly in connection with any school activity. Such behavior would include causing damage to private property, stealing private property, or causing or attempting to cause physical injury to school personnel or members of their families. The behavior must have been triggered or motivated by something which occurred in the course of school activity, such as disciplinary action, reprimands, poor evaluations, or some similar factors arising directly out of school activity.

CARE OF SCHOOL PROPERTY

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

SCHOOL DRESS & GROOMING

Students are expected to wear clothing that is appropriate for school. This attire should not contain text or images that promote sex, drugs, alcohol, tobacco, gangs, vaping, weapons, contain profanity, present a safety issue, or cause a substantial disruption in the education function of the school. Students' feet should be covered with footwear. The final determination of the appropriateness of student dress will be determined by the administration of each school building.

Hats/Hoods: Hats and hoods must meet the aforementioned criteria. Additionally, students may wear hats and hoods in the hallway, but may only do so in class with teacher permission.

STUDENT RIGHTS OF EXPRESSION

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

A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

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

DISCIPLINE

CODE OF CONDUCT

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

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8 et. seq. a student may in some cases be removed from the classroom or the school as provided below.

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

All are responsible for:

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

School-Issued Progressive Discipline

Recognizing that the behavior of some students may interfere with school purposes or the educational function of the school corporation, school officials may find it necessary to discipline a student. In the event

and in accordance with the provisions of IC 20-33-8 et. seq., administrators and staff members may take the following actions of **School-Issued Progressive Discipline**:

1. STUDENT/ADMINISTRATOR AND/OR TEACHER CONFERENCE – A conference between a student violating school rules and a school staff member.
2. Parents/Guardians CONTACT – The parents/guardians is contacted by telephone, in person, or by letter to notify/discuss the behavior of the student. The parents/guardians shall be contacted in the following instances:
 - a. All suspensions. The parents/guardians of suspended students will be notified in writing. The notification will include the dates of suspension; describe the student’s misconduct, and the action taken by the Principal.
 - b. Lack of progress (academic) – offer opportunity for conference.
 - c. All referral forms – offer opportunity for conference.
 - d. All truancies – offer opportunity for conference.
3. FORMAL CONFERENCE – A formal conference is held with the student, his/her parents/guardians and one or more members of the school staff.
4. ATTENDANCE and BEHAVIOR CONTRACTS – A wide array of possibilities can be stated specifically with respect to a student’s behavior and what will happen if the contract is broken. The contract must be signed by a school administrator, student, and parents/guardians.
5. DETENTION – A student who violates a school rule may be assigned to detention (before or after school or during a student’s lunch period). **Note:** All school rules, tardy and truancy policies apply for in-school and after school discipline assignments.
 - a. Teachers may assign detentions for a variety of reasons. Detentions are served in the teacher’s room before or after school, during lunch or in the detention room by a supervising teacher. Students are expected to work on academic assignments. **Failure to serve detentions will result in more serious disciplinary action.**
 - b. Any school personnel have the authority to assign detentions or correct misconduct or misbehavior at any time. Students have the responsibility for notifying the parents/guardians, in advance, when he or she must serve a detention.
6. REARRANGEMENT of class schedule.
7. REFERRAL – Student Assistance Team or Student Assistance Program at Bowen Center.
8. RESTITUTION – Students will be required to pay, reimburse for loss or damage to school property, private property, etc.
9. SOCIAL PROBATION – When a student is placed on social probation, it may have various degrees of consequences. The student may be restricted in passing through the hallways and not allowed to leave classes during the course of the day. It may mean that a student may not attend any extra-curricular activities (sports, dances, etc.). The student may only be on school grounds during school hours, i.e. leave school property immediately at the end of classes and not return until the next day of classes, unless arranged otherwise with an administrator.
10. REMOVAL FROM CLASS OR ACTIVITY – A student who seriously disrupts a class may be removed from a class by the administration.
 - a. A teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. Students will be removed from class for disrupting or interfering with instruction of other students.
 - i. Teachers have the option of assigning detention time after school for the amount of time missed in class due to being removed.
11. ASSIGNMENT BY Principal to a special course of study or an alternative education program.

12. RESTRICTION of extra-curricular activities.
13. RESTRICTION OF DRIVER'S LICENSE AND/OR PERMIT – Upon the second suspension from school, or an expulsion from school due to misconduct, and in accordance with Indiana Code 9-24-2-4: students, under eighteen (18) years of age will have an invalidation of driving privileges submitted to the State Bureau of Motor Vehicles. This will prohibit the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit and motorcycle operator's endorsement or license. Further, any person at least thirteen (13) years of age but less than fifteen (15), who is a habitual truant will not be granted a driver's license until their eighteenth (18th) birthday.
14. REFERRAL TO OUTSIDE AGENCIES – A student engaging in serious misbehavior may be subject to referral to the Plymouth City Police, Marshall County Division of Family and Children Services, Marshall County Probation Department, or other outside agencies.
15. SUSPENSION – A student is removed from his/her classes, by the Principal, because of the seriousness or repeated nature of inappropriate behavior. Suspension may be either in-school or out-of-school. Out-of-school suspensions will not exceed ten consecutive days. Suspension may range from one (1) to ten (10) consecutive school days. Any suspension over five (5) days is likely to occur only when a due process expulsion is pending.
16. I.S.S. (IN SCHOOL SUSPENSION) – Is provided as an alternative in some cases to out-of-school suspension. Assigned from one (1) to five (5) days in length, for serious and/or repeated infractions or problems. All work completed in (ISS) will be evaluated and given credit. Days absent from school will not count toward the length of time assigned to (ISS). **Note:** All school rules, tardy and truancy policies apply for in-school and after school discipline assignments.
17. SUSPENSIONS AND EXPULSIONS (OUT OF SCHOOL)
 - a. A student may be suspended, that is to say denied the right to attend school or take part in any school function, for a period of one (1) to ten (10) school days for repeated infractions or problems. Any suspensions over five (5) days will likely occur only when a due process expulsion is pending.
 - b. parents/guardians phone call and notification of the probation department may be done.
 - c. **Students under suspension from school are prohibited from attendance or participation in any extracurricular activity during the suspension (including dances). Students under suspensions from school are not allowed on or within sight or close proximity of school property and/or school functions.**
18. EXPULSION – The student is removed from the school for the remainder of the current school semester or possibly up to two semesters.

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

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

General Misbehavior

Including but not limited to display of affection, unprepared for class, disrespectful conduct, uncooperative behavior, disruptive behavior, use of vulgarity, profanity, dress code violations, possession of cigarette lighter

or matches, abusive language, or presence in an unauthorized area, falsification of information (i.e., forged notes or calls), violation of computer policy, refusal to identify self to staff members, or cutting class.

CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.

HARASSMENT

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

BULLYING

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.

- a. Bullying is when someone repeatedly says or does mean things on purpose to hurt, scare, or make another person feel bad. It can happen in person, online, or through texts and messages. Bullying can be physical (like hitting), verbal (like name-calling), social (like leaving someone out on purpose with the intent of causing harm or isolating them socially), or online (like posting mean things).

CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.

INSUBORDINATION

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

CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.

PHYSICAL AGGRESSION

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

CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.

THEFT OF SCHOOL PROPERTY OR PRIVATE PROPERTY

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

CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.

TOBACCO USE

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

CORRECTIVE ACTION: School Issued Progressive Discipline may be applied.

GROUNDINGS FOR SUSPENSION OR EXPULSION

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

- on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- off school grounds at a school activity, function, or event; or
- traveling to or from school or a school activity, function, or event.

A. Student Misconduct or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule: Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - a. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - b. Setting fire to or damaging any school building or property.
 - c. Prevention of or attempting to prevent by physical act the conveying or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - d. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other person to conduct or participate in an educational function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way that could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the

reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife/blade or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract as defined by state law is not excluded from this rule if it is not administered by a school nurse as explained in the prescription medication section.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed on how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using or transmitting a controlled substance which is presented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Including such substances that contain chemicals, which produce the same effect of illegal substances.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or stimulants of any kind, or any other similar over-the-counter products, including intoxicants of any kind.

14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
15. Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products, such as “vape pens,” which allow the inhalation of a vapor that have not been prescribed by a physician.
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, or displaying and/or distributing pictures (digital or otherwise) video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
25. “Sexting” or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks that could result in harm/damage to another person or the school environment/facilities/grounds.
27. Use or possession of gunpowder, ammunition, or ~~an~~ a flammable substance, including fireworks.

28. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. Possessing or using a laser pointer or similar device.

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

30. Any student conduct rule the school Principal establishes and publishes for all students and the parents/guardians in the Principal's school building.

B. Bullying (IC 20-33-8-0.2)

Bullying is prohibited, and all laws and rules apply when the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation and when disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying is overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- a. places the targeted student in reasonable fear or the student and his/her property in harm;
- b. has a substantially detrimental effect on the targeted student's physical or mental health;
- c. has the effect of substantially interfering with the targeted student's academic performance; or
- d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

The parents/guardians or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate and support for victims and others impacted by the violation.

Educational outreach and training will be provided to school personnel, the parents/guardians, and students concerning the identification, prevention, and intervention in bullying. All schools in the corporation will engage students, staff and the parents/guardians in meaningful discussions about the negative aspects of bullying. The parent's/guardian's involvement may be through parents/guardians organizations already in place in each school.

C. Possessing a Firearm or Destructive Device

No student shall possess, handle or transmit any firearm or a destructive device on school property.

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

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any destructive device which is in an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- an antique firearm
- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

For purposes of this rule, a destructive device is

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

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

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

D. Possessing a Deadly Weapon

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

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

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of up to one calendar year. The Superintendent may notify the appropriate law enforcement agency when a student is expelled under this rule.

E. Unlawful Activity

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

F. Legal Settlement

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

DUE PROCESS RIGHTS

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

SUSPENSION FROM SCHOOL

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

THE APPEAL PROCESS

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

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

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

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

EXPULSION FROM SCHOOL

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, he/she shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case

and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

NOTICE OF EXPULSION MEETING

The student and/or the parents/guardians will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

Appeal of an Expulsion

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

SEARCH & SEIZURE

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

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

Use of Dog Searches

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

Student Suggestions & Complaints

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

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

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

TRANSPORTATION

BUS TRANSPORTATION

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

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

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

Videotapes on School Buses`

The Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. This footage, absent a specific incident, is randomly reviewed by the transportation department to ensure student safety.

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

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the discipline policy of the handbook and may be deprived of the privilege of riding on the bus.

WELLNESS

WELLNESS STATEMENT

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

Nutrition

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

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

Federal statute, we cannot compete with the food program.

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

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

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

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

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

Students may consume water, but it must be in a sealable bottle and not kept near their computer while open.

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

Physical Activity

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

As you progress through your school years at PCSC you will be given opportunities to be physically active during school through recess, physical education classes, and sports. We encourage you to participate in all these activities as well as developing an active lifestyle outside of school.

SCHOOL ADDENDUMS

ELEMENTARY SCHOOL ADDENDUMS

General Information

Front Doors open at 7:45 AM. Monday - Thursday Dismissal is at 2:50PM, Friday Dismissal is at 2:20PM. If students are not in the school by 8:00 a.m., they are considered tardy. Students wanting to eat breakfast should arrive by 7:45 a.m.

Responsible Use of Technology

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

Student Records

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

Recess Policy

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

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

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

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

RIVERSIDE INTERMEDIATE SCHOOL ADDENDUM

GENERAL INFORMATION

Riverside's doors open at 7:45 AM and dismissal is 3:00 PM Monday - Thursday and 2:30 PM on Fridays due to early release.

We offer breakfast to all students before 8 AM. By 8 AM, students must finish their breakfast and report to homeroom. Students who arrive at the building after 8 AM are tardy.

The exception to the above is our Grade 6 students who are in band, orchestra, and choir because their music class is 7:50 - 8:25 AM. Additionally, these students will be permitted to enter the building at 7:40 to eat breakfast before class.

Our focus at Riverside is *The Riverside Way*: Respectful, Responsible, and Ready to Learn. We educate and stress the importance of The Riverside Way in all areas of the school including, but not limited to the classroom, the hallway, the cafeteria, the restrooms, the bus, and the playground.

ATTENDANCE

Excellence in Attendance

Attendance is crucial to success in school. Riverside does not expect perfect attendance, but does expect for students to make every reasonable effort to be at school and we reward those with that commitment with our *Excellence in Attendance* Award. To earn this award, students must be present each day from the beginning of the school day to the end of the school day for the entire year with no more than 7 total absences. This is just under 2 absences a quarter.

Any absence or tardy that is excused will not count against the student's excellence in attendance, until the student exceeds 7 absences. After a student has missed a total of 7 days, the student will no longer be considered Excellent in Attendance.

Attendance Letters

In an effort to set students up for success, Riverside will send home attendance letters to notify parents/guardians of unexcused absences with the first notice occurring at 5 absences.

An attendance contract may be issued as soon as 7 unexcused absences.

Tardies

Students are expected to be in class at 8:00. Any student not in class at 8:00 will be counted as tardy. Tardies reset at the beginning of each semester.

8 tardies - Parents/guardians will be contacted to inform them about the issue.

10 tardies - Lunch Detention

13 tardies - Lunch Detention

16 tardies - After School Detention

19 tardies - After School Detention

Students who come to school between 8:00 and 10:29 will be considered tardy. Students who come in at 10:30 or later are considered absent for a half day. If proper documentation is given, the student will be coded as tardy-excused.

GRADING

Students earn grades at Riverside, which is a change from our elementary schools. Our letter grades are as follows:

- A = Excellent achievement
- B = Good achievement
- C = Satisfactory achievement
- D = Minimum-Acceptable achievement
- F = Failure
- I = Incomplete
- P = Acceptable achievement

Our grading scale is as follows:

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

OTHER INFORMATION

Assignment Notebooks

Students will be given an assignment notebook at the beginning of the school year. Replacement assignment notebooks will be issued at a cost of \$5.00.

Cell Phones

Cell phones are not permitted during the school day (7:55-3:00). They may be used before/after school, during after school activities (e.g. extra curricular activities); and/or at school-related functions. Cell phones must otherwise be away for the day, silenced and stored in lockers or backpacks.

Smart Watches

Students may be asked to remove and stow smart watches away during testing. Smart watches should not be used for texting purposes during the school day.

Hats & Hoods:

In the interest of safety during the school day, students are prohibited from wearing hats and hoods from 7:45 AM to 3 PM. .

Honor Code Violations

Riverside teachers may give students who plagiarize, copy, cheat, allow others to copy, or misrepresent

their work an opportunity to redo the assignment for a grade as determined by the teacher.

If a student violates our honor code on a second assignment or exam, teachers may choose to assign the student a zero grade.

If any honor code violation occurs, an office referral should be submitted and parents need to be notified.

PRIDE Traits

As part of our positive behavior intervention and supports (PBIS) program, Riverside focuses on the following PRIDE traits:

- Perseverance
- Respect
- Integrity
- Discipline
- Empathy

We focus on and teach these traits throughout the first semester (one trait each month). We recognize students for demonstrating these traits with a PRIDE card, which allows students to participate in an extra recess that month.

During each month of the first semester, one student per homeroom is recognized for exemplary behavior of that month's focus. Then during each month of the second semester, one student per homeroom is recognized for exemplary behavior for all PRIDE traits.

Recess Policy

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

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

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

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

Responsible Use of Technology

Other than school iPads, Riverside is a tech-free zone from 7:45 AM to 3PM. Students are to ensure that all personal electronic devices (cell phones, other tablets, smart watches) are put away and not in use during the school day. If these devices are used, then they will be taken to the main office for a parent/guardian to pick up.

Student iPads will go home with students throughout the school year in the event that school would be canceled and we would conduct an eLearning Day.

During extended breaks, students will leave their iPads at school. Devices should be powered off and stored in their homeroom classrooms to allow necessary updates to be completed. This includes Fall Break, Thanksgiving Break, Spring Break, and Summer Break. *Winter Break is excluded to accommodate potential e-Learning needs due to weather conditions.*

Students and families are encouraged to ensure the devices are not only used for school purposes, but also properly cared for. Students and families are responsible for damages to devices.

Transportation

Students must follow all rules set forth by the Transportation Department, as well as all school rules and expectations.

EXTRACURRICULAR ACTIVITIES

Athletics

Philosophy

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

Students have the opportunity athletic opportunities at Riverside:

1. Cross Country (Grades 5 & 6; Fall)
2. Girls Volleyball (Grade 6; Fall)
3. Boys Basketball (Grades 5 & 6; Late Fall)
4. Wrestling (Grades 5 & 6; Late Fall & Winter)
5. Girls Basketball (Grades 5 & 6; Winter)
6. Girls Intramural Volleyball (Grade 5; Spring)

Academics

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

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

Attendance

Student athletes are expected to make school attendance a priority. To be eligible for athletics/extracurricular activities that day, students must be in attendance by 11:00 A.M. and attend all afternoon classes. Exceptions to this would be a pre-arranged absence or an absence resulting from a school related function. Students with excessive tardies to school or class may be suspended from a program or placed on an athletic/extracurricular contract. Excessive tardies are defined as more than six (6) for a semester.

Behavior/Discipline

If a student's behavior during school or at a sporting event warrants discipline from an administrator, teacher, or aide, the student's participation in athletics may be affected. Coaches may suspend players for an amount of time.

Contests

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

- Students are expected to ride the bus to all away games.
- Students may ride home with their parents/guardians, if the parent/guardian signs the student out after the game.
- Students may be allowed to travel home with a friend if a parental/guardians handwritten note is delivered, providing permission to ride home with another “agreed upon” adult; text messages and phone calls will not be accepted as granted permission.
- Students will be asked to stay for both “A” and “B” contests to show support for their teammates.

Physical Exams

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

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

Practices

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

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

Sportsmanship

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

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

Clubs

Riverside wants all students to get involved and have a sense of belonging. Call-out meetings are shared with students through our school announcements.

We offer the following extracurricular clubs to students:

- Drama Club
- Lego League
- Robotics
- Science Club
- Service Club
- Spell Bowl Club
- Student Council
- Yearbook

LINCOLN JUNIOR HIGH SCHOOL ADDENDUM

General Information

The front doors open at 7:30 A.M. The school day starts at 7:55 each day and school dismissal will be 3:00 Monday-Thursday and 2:30 on Friday. The office closes each day Monday-Thursday at 4:00pm and 3:30pm on Fridays. Parent pick-up and drop-off is designated at the side of the building at Door #15. All students must park their bicycles in the racks located west of the Lincoln building. Students who do not have after school activities should be off campus as soon as possible. Students should be out of the hallways and be waiting by Door #15 to exit the building. Students should be exiting door 15 only. Bus riders should exit from door 12 or wait to be released from the cafeteria during inclement weather. Any student that has yet to be picked up after 3:15 will need to be picked up at Door #1.

Perfect Attendance

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

Technology

Cell Phones: Cell phones are not permitted during the school day (7:55-3:00). They may be used before/after school, during after school activities (e.g. extra curricular activities), and/or at school-related functions. Cell phones must otherwise be away for the day, silenced and stored in lockers.

Earbuds/AirPods: Headphones, air pods, and earbuds are prohibited during the day, with the exception of specific teacher permission. They should otherwise be stored in lockers.

Smart Watches: Used with discretion and for school-related purposes only. May be asked to be stowed away during testing.

iPads: iPads are school technology and should be used solely for academic purposes.

e-Learning Attendance Policy

Scheduled (asynchronous) eLearning days are known ahead of time (like teacher work days). Assignments will be posted on Canvas and teachers will be available at certain times to answer questions. Non-scheduled (synchronous) eLearning days are unknown ahead of time (due to weather). Students will need to join live Google Meets for their classes and are expected to actively participate for the duration of the class. Active participation at Lincoln looks like: logging in on time, responding to questions from peers or teachers in a timely manner and contributing to discussions. Failure to do so will result in the student's attendance code being changed to "ABSENT." Lincoln's eLearning schedule is below:

Period	Start Time	End Time
STORM Advisory	10:00	10:05
2	10:05	10:35

3	10:37	11:07
4	11:09	11:39
5	11:41	12:11
6	12:13	12:43
7	12:45	1:15

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

Asynchronous Attendance: When an e-Learning day has been announced, students must log into the e-Learning Day Hub (available at www.plymouth.k12.in.us in the LJH section) and fill out the attendance form for their STORM time teacher.

Synchronous Attendance: Attendance will be taken at the beginning of each Google Meet on PowerSchool.

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

Transportation

The expectation for students riding the bus is that they ride for the entire trip. This would mean that students board the bus at home and ride to their school. Subsequently, at the end of the day, students will board their bus at their respective school and remain on it until they get home, except in pre-arranged cases (clubs, sports, etc).

Buses are monitored and camera footage is viewed regularly. All school rules apply while riding the bus.

Tardy Policy

Every staff member's goal at Lincoln Junior High is to have students arrive to class on time and ready to learn. With that expectation in mind, the tardy policy aims to increase student achievement by reducing the amount of tardies and ensuring that students are arriving to class on time.

Hall sweeps and heat waves will be conducted regularly throughout the school year to encourage students to get to class on time.

Hall Sweeps: These are random sweeps that can be conducted at any time throughout the day in which we will instruct teachers to immediately close their doors when the bell rings and send any students in the hall without a pass to the Hub where they will receive an after school detention.

Heat Wave: These are random announcements that will be made to reward students who arrive to class on time. Once a *Heat Wave* announcement is made, students can write their name on a slip of paper to be entered into a drawing at the end of the day. Students will deliver the collected slips of paper to the office. Two eighth grade students and two seventh grade students will be selected, and winners will be called down to the office at the end of the day to select a prize

LJH Office Tardy Consequences

Tardies	Consequence
3	Warning/Trust Card Revoked
5	1 Lunch Detentions (Parent letter here)
10	2 Lunch Detentions
15	3 Lunch Detentions
20	1 Week of Lunch Detention, Parent conference
25+	Excessive Tardy Interventions

Student Dress Code Policy⁴

Students are expected to wear clothing appropriate for the school environment. Clothing or appearance that interferes with teaching and learning, causes a safety concern, or creates a substantial disruption is not permitted. These expectations apply to all students, regardless of gender.

Students **MUST** Wear:

- A shirt with fabric on the front, back, and sides under the arms.
 - Shirts may not have oversized armholes that extend below the armpit or down to the waist.
 - Pants/jeans or equivalent bottoms (e.g., skirts, leggings, sweatpants, dresses, or shorts).
 - Footwear must be worn at all times. Students may not walk around barefoot or in socks only.
-

Students **MAY** Wear:

- Hats or hoods in hallways (in classrooms only with teacher permission).
 - Religious headwear.
 - Athletic clothing.
 - Clothing with commercial or athletic logos.
 - Ripped jeans, as long as undergarments are not visible.
-

Students **CANNOT** Wear:

- Clothing that includes:
 - Profanity, sexual content, or violent imagery.
 - References to alcohol, drugs, vaping, tobacco, or other controlled substances.

⁴ This policy was developed by using ChatGPT to help blend existing dress codes from multiple schools into a cohesive policy.

- Hate speech targeting protected groups.
 - Gang or weapon references.
 - Visible undergarments.
 - Midriff-baring shirts.
 - Bathing suits (unless required for a school activity).
 - Any attire that presents a safety risk or disrupts the educational environment.
-

Dress Code Enforcement:

If a violation occurs:

1. If a student is violating the dress code, the staff member will ask the student to change into other clothing (e.g., sweater or jacket).
2. If unavailable, the student may be referred to Student Services for school-appropriate clothing.
3. Parents/guardians may be called to bring appropriate attire.

Failure to comply or repeated violations may result in after-school detention or other disciplinary actions.

Lunch/Breakfast Procedures

Lunch

No student is permitted to leave school grounds during lunch. Each student has four options for lunch:

- bring a sack lunch (milk available at school)
- purchase a hot lunch
- purchase a grab-and-go lunch
- purchase a salad

Students will have their own meal accounts. Lunch can be purchased by using money from their accounts. There is no limit to the amount deposited in their account. Prepayments will be accepted each morning at the front desk in the main office during the day. The entire amount presented for payment must be deposited; no change for checks or currency will be given. Students may check their account balance at any time at the front desk in the main office.

Parents/guardians may designate hot lunch only, if they wish. A la carte items are not included for students receiving free or reduced lunches. The computer will keep a record of what each student purchases. Each student going through the line must use a tray and set the tray down at the cash register. Students may go through the line only once and may only purchase one lunch per school day.

Breakfast

Students should eat breakfast immediately after arriving at school. Breakfast is designed for those students that do not have an opportunity to eat at home. Breakfast will only be served until 7:50. Breakfast will not be served on two hour delay days.

Lockers

Lockers are the property of Lincoln Junior High School, but are made available for the privilege of student use. Only school supplies and personal items, which are within the rules and guidelines of acceptable items at LJH,

are to be kept in lockers. Only school sponsored slogans, decorations, and athletic/academic team items may be placed on the outside of school lockers. Students are encouraged to use lockers at intervals, taking books and materials needed and to plan their passing time between classes effectively to keep from being tardy. Students are **not** to share their school and PE/athletic lockers or combinations. Students should keep their locker **shut** and **locked** at all times.

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

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

Wellness and Athletic Lockers

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

Students that take Wellness will have a school-issued shirt and pair of shorts. Students are expected to dress in their P.E. uniform and athletic shoes each day.

Backpacks, Sport Bags, Purses

Students may carry books and materials to and from school in backpacks, book bags, sport bags, purses, and computer bags. All bags should be kept in assigned lockers during the school day. Clear or transparent backpacks may be used and may be brought to classes at teacher discretion

Extracurricular/Athletic Guidelines

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

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

General Eligibility

To be eligible for participation in Lincoln Junior High School's athletic or extracurricular program, the student must be enrolled as a student in the Plymouth Community School Corporation. A student is considered a

student when enrolled in a Plymouth Community School Corporation school for the entire school day or, according to an Individual Education Plan, has been recommended for a partial placement at a school within the corporation.

Athletics: Football, Volleyball, Cross Country, Wrestling, Basketball, Cheerleading, Soccer, Golf, Track

Extracurriculars: Robotics, eSports, Academic Team, Pep Club, Bio Anatomy Club, Speech & Debate, Red Storm Readers, FFA, Medical Detectives, School Musical, Spell Bowl, Student Council, Jazz Band

Academic Eligibility

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

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

Eligible with restrictions:

Any student who has one (1) or two (2) failing grades on their report card or mid-term report is ineligible to participate in games/competition. The student will be assigned Directed Studies, where they will have time to work on missing assignments and/or raising their grades. The student may regain eligibility after attaining passing grades in all classes. If a student is classified ineligible, and there is not enough time remaining in the season for the status to change, a coach/sponsor may elect to dismiss the student from the program. If the season ends while the student is classified ineligible, the coach and Athletic Director will determine if the athlete will receive an award in that sport.

Ineligibility:

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

Behavior Ineligibility

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

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

Penalty: A student guilty of a serious disciplinary infraction may be suspended for a portion of the season, or may be removed from participation in athletics/extracurriculars for the remainder of the season; i.e. fall season, winter season, spring season. Any determination of a loss of eligibility due to poor behavior or a violation of

school rules will be made by the Lincoln Junior High Administration. Parents/guardians and coaches/sponsors will be notified of any behavior problem that jeopardizes the eligibility of their student.

Attendance: Student athletes are expected to make school attendance a priority. To be eligible for athletics/extracurricular activities that day, students must be in attendance by 11:00 A.M. and attend all afternoon classes. Exceptions to this would be a pre-arranged absence, an absence resulting from a school related function, or by coach discretion. Students with excessive tardies to school or class may be suspended from a program or placed on an athletic/extracurricular contract. Excessive tardies are defined as more than six (6) for a semester.

Program Rules

Coaches/sponsors have the authority to establish program rules that govern behavior and academic expectations. The Lincoln Junior High Administration encourages the cooperation between parents/guardians, students, coaches/sponsors and teachers to ensure that students are maintaining high standards in the classroom. A coach/sponsor may at any time request student participation in Directed Studies. **Education is our first priority.**

PLYMOUTH HIGH SCHOOL ADDENDUM

GENERAL INFORMATION

STUDENT ID CARDS

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

PASSES

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

LOCKERS

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

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

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

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

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

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

PE and ATHLETIC LOCKERS

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

cleanliness of these lockers and the items and clothing placed inside. Periodic locker checks and clean out days will be conducted throughout each semester.

WORK PERMIT AND STUDENT EMPLOYMENT

Work permits must be obtained by students between ages 14 and 17 to be employed (exception: farm work). As of July 1, 2021 work permits are now issued by the hiring employer for students.

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

ACADEMICS

PLYMOUTH HIGH SCHOOL GRADUATION REQUIREMENTS (Cohorts 2026-2028)

The Indiana State Board of Education adopts course and credit requirements for earning a high school diploma. Students have the option of earning an Indiana Diploma with the following designation(s):

- General;
- Core 40;
- Core 40 with Academic Honors (AHD); or
- Core 40 with Technical Honors (THD).

To earn an Indiana Diploma, students in the graduating classes of (2026-2028) must:

- Meet course and credit requirements; and
- Complete a Graduation Pathway (as offered by the school).

Course and Credit Requirements

The Indiana General Assembly makes completion of the Indiana Diploma with Core 40 designation a requirement for all students. The law includes an opt-out provision for parents who determine their students could benefit more from the Indiana Diploma with General Designation. Core 40 is also a minimum college admission requirement for the state’s public four-year universities.

PHS must offer students the opportunity to earn any diploma designation approved by the State Board and cannot require students with a disability to complete locally required credits that exceed state credit requirements to earn a diploma, unless otherwise required as part of the student’s IEP.

For the Core 40 Diploma: 41 credits (local requirement of Speech)

English/ Language Arts	8 credits
	English 9-12 Speech
Math	6 credits (in grades 9-12)
	2 credits: Algebra I or Integrated Math I
	2 credits: Geometry or Integrated Math II
	2 credits: Algebra II or Integrated Math III
<i>Students must take a math course or a quantitative reasoning course each year in high school</i>	

Science	6 credits
	2 credits: Biology I
	2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics
	2 credits: Any Core 40 science course
Social Studies	6 credits
	2 credits: U.S. History
	1 credit: U.S. Government
	1 credit: Economics
	2 credits: World History/Civilization
Directed Electives	5 or more credits
	World Languages
	Fine Arts
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 or more credits (College and Career Pathway courses recommended)

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

- Complete all requirements for Core 40.
- Earn a total of 47 credits.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - Earn two of the following:
 - A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 - 2 credits in AP courses and corresponding AP exams,
 - Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.**
 - Earn an ACT composite score of 26 or higher and complete written section

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

- Complete all requirements for Core 40.
- Earn a total of 47 credits.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 - Pathway designated industry-based certification or credential, or
 - Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.

- Complete one of the following,
 - Any one of the options (A - E) of the Core 40 with Academic Honors
 - Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.

Graduation Pathways

1) High School Diploma	Meet diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills <i>(Students must complete at least one of the following.)</i>	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: <ul style="list-style-type: none"> • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience.
3) Postsecondary-Ready Competencies <i>(Students must complete at least one of the following.)</i>	<ul style="list-style-type: none"> • Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR • ACT: College-ready benchmarks; OR • SAT: College-ready benchmarks; OR • ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR • State- and Industry-recognized Credential or Certification; OR • Federally-recognized Apprenticeship; OR • Career-Technical Education Concentrator: Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR • AP/IB/Dual Credit courses: Must earn a C average or higher in at least three courses

PLYMOUTH HIGH SCHOOL GRADUATION REQUIREMENTS (Cohorts 2029 and beyond)

For Indiana Diploma: 42 credits

English/ Language Arts	8 credits 2 credits: English 9 1 credit: Communications-focused course (i.e. Speech) 5 additional English credits
Math	7 credits 2 credits: Algebra I (i.e. Integrated Math I) 1 credit: Personal Finance 4 additional math credits (i.e. Integrated Math II, Pre-Calculus, etc)
Science, Technology	7 credits 2 credits: Biology I

and Engineering	1 credit: Computer Science 2 additional science credits 2 STEM-focused credits (i.e. advanced math, technology-based CTEs)
Social Studies	5 credits 2 credits: U.S. History 1 credit: U.S. Government 2 credits: World Perspectives (flexible options including advanced world language or world-focused social studies courses)
Physical Education	1 credit
Health and Wellness	1 credit
Personalized Electives	12 credits Students are encouraged to utilize the new readiness seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses such as CTE, performing or fine arts, and world languages.
College and Careers	1 credit Preparing for College and Careers (completed during 8th grade)

Readiness Seals

Students must complete a Readiness Seal in addition to the requirements listed under the Indiana Diploma. Students may earn multiple Seals.

Enrollment Seal	<i>Honors Seal</i>
	<ul style="list-style-type: none"> ● Complete at least four World Language and six Social Studies credits. ● Complete at least eight Math credits <ul style="list-style-type: none"> ○ Algebra I, plus Geometry, Algebra II and Pre-Calculus, or any advanced math credits aligned to their course of study. ● Complete at least six Science credits <ul style="list-style-type: none"> ○ Biology I, plus Chemistry and Physics, or any advanced lab science credits aligned to their course of study. ● Earn a C or higher in all courses and earn a cumulative B average. ● Complete one of the following/; <ul style="list-style-type: none"> ○ Earn four credits in AP, IB or Cambridge courses and take corresponding exams ○ Earn six college credits ○ Score a 1250 on the SAT or a 26 on the ACT

	<ul style="list-style-type: none"> ○ Earn 2 of the following: <ul style="list-style-type: none"> ■ At least 3 college credits ■ 2 credits in AP courses and take corresponding exams ■ 2 credits in IB courses and take corresponding exams ■ 2 credits in Cambridge courses or take corresponding exams
	<p>Honors Plus Seal</p>
	<p>Earn the Honor Enrollment Seal PLUS</p> <ul style="list-style-type: none"> ● Earn a credential of value that may include: <ul style="list-style-type: none"> ○ Associate’s Degree ○ Technical Certificate ○ Indiana College Core ○ AP Scholar with Distinction ○ Cambridge AICE Diploma; or ○ IB Diploma ● Complete at least 75 hours of WBL (may include multiple experiences that are paid, unpaid, on-site, or simulated) ● Demonstrate skill development in the following areas: <ul style="list-style-type: none"> ○ Communication ○ Collaboration ○ Work Ethic
<p>Employment Seal</p>	<p>Honors Seal</p>
	<ul style="list-style-type: none"> ● Complete one of the following: <ul style="list-style-type: none"> ○ A market-driven credential of value aligned to a specific occupation ○ 3 courses in a Career and Technology Education (CTE) Pathway ○ An approved Career Preparation Experience aligned to Indiana’s CSA program; or ○ An approved locally created pathway ● Complete 150 hours of WBL (may include multiple experiences that are paid, unpaid, on-site, or simulated) ● Demonstrate skill development in: Communication, Collaboration, and Work Ethic ● Meet attendance goal <ul style="list-style-type: none"> ○ At least one school year with no more

	<p>than 3 days of unexcused absences; or</p> <ul style="list-style-type: none"> ○ At least 150 hours of WBL experience with no more than 3 days of unexcused absences
	<p>Honors Plus Seal</p>
	<p>Earn the Honors Employment Seal PLUS</p> <ul style="list-style-type: none"> ● Earn a market-driven credential of value that may include <ul style="list-style-type: none"> ○ Associate Degree ○ Technical Certificate ○ Indiana College Core; or ○ Advanced Industry Certificate ● Complete additional WBL (total of 650 hours in one or more experiences) that may include: <ul style="list-style-type: none"> ○ Pre-Apprenticeship ○ Modern Youth Apprenticeship ● Demonstrate skill development in: Communication, Collaboration, Work Ethic, and any additional skills determined locally
<p>Enlistment and Service Seal</p>	<p>Honors Seal</p>
	<ul style="list-style-type: none"> ● Complete one of the following: <ul style="list-style-type: none"> ○ Introduction to Public Service course or approved locally-created equivalent <ul style="list-style-type: none"> ■ Emphasis on developing an awareness of the physical standards and character required for service ○ One year of JROTC in high school ● Achieve a score of 31 on the ASVAB and complete one of the following: <ul style="list-style-type: none"> ○ All three components of the Career Exploration Program ○ A Career Exploration tool approved by IDOE ● Meet attendance goal <ul style="list-style-type: none"> ○ At least one school year with no more than 3 days of unexcused absences ● Demonstrate skill development in Communication, Collaboration and Work Ethic <ul style="list-style-type: none"> ○ Externally verified through a mentorship experience with current

	military personnel, veterans, or other public safety professionals
	Honors Plus Seal
	<p>Earn the Honors Enlistment Seal PLUS</p> <ul style="list-style-type: none"> ● Complete one of the following: <ul style="list-style-type: none"> ○ Achieve a score of 50 or higher on the ASVAB ○ Enrollment in ROTC at the collegiate level ○ Acceptance to a service academy ● Demonstrate excellence in leadership through one of the following: <ul style="list-style-type: none"> ○ Completion of at least 100 hours of public service ○ Holding a leadership role in a co/extracurricular activity; or ○ Completion of two seasons of a team-based physical sport or activity

COLLEGE READINESS PROGRAMS AT PHS

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

Indiana College Core (ICC):

The Indiana College Core is a block of 30 credit hours of general education college-level coursework that transfers seamlessly among all Indiana public colleges and universities. Students need to complete courses in six domains. Plymouth High School partners with Ivy Tech Community College to meet the criteria for the Indiana College Core.

- Domain: Written Communication (3-6 credits)
 - AP Language and Composition (must earn a 3 or above on corresponding exam)
 - ENG 111: English Composition (ITCC)
- Domain: Speaking and Listening (3-6 credits)
 - 101: Fundamentals of Public Speaking (ITCC)
- Domain: Quantitative Reasoning (3-15 credits)
 - Math 136 College Algebra/Pre-Calculus A (ITCC)
 - Math 137 Trig with Analytic Geometry/Pre-Calculus B (ITCC)
 - Math 211 Calculus I (ITCC)
- Domain: Scientific Ways of Knowing (3-15 credits)
 - IU/ACP BIO L 100 Biology
 - AP Chemistry (must earn a 3 or above on corresponding exam)
 - PHYS 101 Physics (ITCC)
- Domain: Social and Behavioral Ways of Knowing (3-15 credits)
 - HIST 101 Survey of American History I (ITCC)

- HIST 102 Survey of American History II (ITCC)
- AP Psychology (must earn a 3 or above on corresponding exam)
- AP Microeconomics (must earn a 3 or above on corresponding exam)
- POLS 101 - Intro to American Gov & Politics (ITCC)
- Domain: Humanistic and Artistic Ways of Knowing (3-15 credits)
 - ENGL 206 Intro to Literature (ITCC)
 - SPAN 101 Spanish Level I (ITCC)
 - SPAN 102 Spanish Level II (ITCC)
 - AP Spanish - Spanish IV (must earn a 3 or above on corresponding exam)

*Plymouth High School students need to complete a total of 30 credits from the courses listed above to be eligible for the PHS Indiana College Core (ICC). In Ivy Tech dual credit courses. The remaining 15 credits may be a combination of AP, IU, and Ivy Tech courses listed above for the PHS Indiana College Core (ICC).

Advanced Placement Courses: AP Psychology, AP Spanish Language and Culture, AP English Language and Composition (English 11), AP Statistics, AP Microeconomics, AP 2D Art, AP 3D Art, AP Calculus BC, AP European History, AP Chemistry, AP Drawing

Advanced Placement (AP) courses are college level courses and require corresponding exams in May of the year the student is enrolled in the class. There is a cost factor for each exam for which the student is responsible, with a few exceptions (e.g. students who have free/reduced lunch status, students enrolled in courses for which the Dept of Education covers the cost, which is determined every year). Students who earn a 3, 4, 5 on the cumulative standardized exam given in May could earn credits from their respective colleges of choice.

Advance College Project Courses (also known as ACP): Biology II

The Advance College Project (ACP) is a partnership between Indiana University South Bend and Plymouth High School. Students who enroll in the above named classes will have the opportunity to apply for IU credit, if they qualify (junior/senior with a GPA of 7.0/12.0). The cost for the credits is \$25 per credit and must be paid to IUSB. Enrolling in IU courses will result in an official IU course transcript, and the student's IU grade will become part of his/her permanent college academic record. These classes are considered "dual credit" because students will earn both high school and college credits simultaneously. Students are allowed to take the high school course for high school credits without applying for IU/college level credits.

Ivy Tech Dual Credit Program: Physics, Honors Government, Spanish III, Honors US History, Calculus, Pre-Calculus, Trigonometry, Advanced Speech and Communications, Food Science, Agriculture, Technology and Power, Animal Science, Principles of Agriculture, Principles of Industry 4.0, English 12 Honors.

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

Career and Technical Education (CTE) Courses – various institutions: Auto Technology, Building

Trades, Health Science, Precision Machining, Early Childhood Education, Welding Technology, Aviation Flight, Aviation Operations, Emergency Medical Services (a.k.a. EMT), Fire and Rescue, Veterinary Science, Education Professions, Culinary Arts, Criminal Justice, Entrepreneurship, Cosmetology, Information Technology Operations, and Digital Design.

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

NINE WEEK/SEMESTER GRADE CARD

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

Semester grades are the only grades included on the permanent record and used to determine a student's class rank. Semester grades are determined by weighting the grades from each quarter and the semester final exam, if one is given. Each quarter grade will be weighted 40% with the final exam, if given, weighted at 20%. If no final exam is given, each quarter grade will be weighted at 50%. **Note: Some courses use a total point system and do not follow the 40%, 40%, 20% weighting of grades. These classes are most often taken as a dual credit course or a credit recovery course.**

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

GRADING SCALE:

A.....93-100	B+...87-89	C+...77-79	D+...67-69	F.....59 and below
A-.....90-92	B.....83-86	C.....73-76	D.....63-66	
	B-....80-82	C-....70-72	D-....60-62	

CLASS RANK, VALEDICTORIAN AND SALUTATORIAN

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

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

Each student's grade points will be totaled and divided by the number of credits attempted where semester grades were earned. This figure will be the student's "grade point average" or "grade index." Note: For all AP, ACP, and Dual Credit Courses, 1/3 (.333) of a point is added to the value of the grade displayed (A: 4.333, A-:

4, etc.).

PHS ranks students using a QUARTILE SYSTEM:

- 0% - 25% - 1st quartile
- 25.6% - 50% - 2nd quartile
- 50.6 - 75% - 3rd quartile
- 75.6 - 100% - 4th quartile

At the end of 8 semesters, the VALEDICTORIAN STATUS will be determined by reviewing the student(s) with the highest cumulative GPA, and carrying that out to two places beyond the decimal, rounding up to the nearest 100th. All students with the top GPA will be deemed Valedictorian of the class. In years where there are multiple Valedictorians, no Salutatorian will be named; in years where there is a single Valedictorian, one or more Salutatorians may be named.

In years where there are multiple Valedictorians, qualified students will submit a speech ahead of commencement time and a committee will award the right to give the Commencement Address.

In addition, students will be honored for academic success and the end of their high school careers by using a CUM LAUDE PROCESS:

- Summa Cum Laude: 4.0 and above
- Magna Cum Laude: 3.8 - 3.9
- Cum Laude: 3.5 - 3.7

These designations will be placed in the Commencement Program and on each student's final transcript.

COMMENCEMENT

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

SCHOOL COUNSELING DEPARTMENT

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

- Mrs. Awald (Director of Guidance): Traditional students whose last names begin with A-K
- Mrs. Bradley: Traditional students whose last names begin with L-Z.
- Mrs. Stauffer: WSOI Students
- Ms. Marquardt: Social Worker
- Ms. Stiles: College & Career Coordinator

For academic issues, students should work with the school counselor assigned to them, however for personal

issues, students may talk with the school counselor/social worker of their choice.

CAREER ASSISTANCE-The Go Center

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

Students may receive additional help in exploring college and career options from Ms. Stiles in the PHS Go Center.

SCHEDULING AND ASSIGNMENT

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

COURSE CHANGE POLICY

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

Requests for schedule changes submitted to the School Guidance Office prior to the first day of each semester will be given more consideration, since the class hasn't begun yet. If you do meet the criteria to request a schedule change, please email your school counselor and provide the best contact number to reach you in case a phone call is necessary. If a schedule change is requested, the student should follow their current schedule until notified by the guidance department that their schedule has been changed. *Please note, A REQUEST FOR A SCHEDULE CHANGE IS JUST A REQUEST. NOT ALL REQUESTS MAY BE GRANTED.

ADDING A COURSE

PHS high school students may add a course to their schedules during the first five school days of each semester only. Students may not add a year-long or semester-only course after this date.

DROPPING A COURSE for the 1st Semester

PHS high school students may drop a course until the end of the 2nd week of the course during the first semester. After the 2nd week of the course in the first semester, a student will be required to complete the course and the grade earned will appear on the student's academic record.

DROPPING A COURSE for the 2nd Semester

PHS high school students may drop a course until the end of the 1st week of the course during the second semester. After the 1st week of the course in the second semester, a student will be required to complete the course and the grade earned will appear on the student's academic record.

Also, please keep in mind that PHS high school students must have at least 6 courses per semester. Students need to be enrolled in and pass at least 5 out of 7 courses to be eligible for co-curricular and extracurricular activities in school. Free periods, such as study hall and teacher aide, do not count towards the 6 courses because the students do not earn a credit/grade for these free periods.

PHS high school students are only permitted to have one free period per semester. A study hall and a teacher aide are both considered to be free periods, so students would not be permitted to have both-

ALTERNATIVE SCHOOL

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

Admission to the alternative program is based on a student meeting at least **ONE** of the **following IDOE state requirements:**

- The student intends to withdraw or has withdrawn before graduation and there has been documentation of drop out predicating behaviors.
- The student has failed to comply academically **AND** would benefit from instruction offered in a manner different from the traditional school. Failure to comply academically is defined by being at least 1 semester behind in credits.
- The student is a parent or expectant parent **AND** is unable to regularly attend the traditional school.
- The student is employed and the employment is necessary for support of the student's family and it interferes with a part of the instructional day.
- The student is a disruptive student with a documented history of frequent disruptions despite repeated attempts in the traditional school to modify behavior with a progressive disciplinary program.

COLLEGE VISITATIONS/JOB SHADOWING

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

Visitations must be approved through the Attendance Office as any other pre-arranged absence in order for these to be "excused." *Visitations do not count toward the limited 10 absences IF the student returns the pre-arranged absence and visitation forms.*

STANDARDIZED ADMISSIONS TESTS: THE SAT AND THE ACT

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

THE SAT

For more information, see the School Counseling Office or visit www.collegeboard.org.

Published by the College Board, the SAT Reasoning Test is a measure of the critical thinking skills needed for academic success in college. Many colleges use it to determine admission eligibility. Each section of the SAT is scored on a scale of 200-800, and the writing section contains two sub scores. Plymouth High School is a site for the SAT administration in August and March. In 2023 the state of Indiana made the SAT part of the diploma process in Indiana. Due to this change, in the spring of every year students in the junior class take the SAT during the school day.

SAT Preparation

To prepare students for the School Day SAT PHS gives two formative SAT tests to students in the 9th, 10th, and 11th grades. These tests are given during the school day in September and January and are used by staff to identify areas of improvement that students will need to make prior to the SAT. Additionally, Sophomores and Juniors will take the PSAT during October. This test will not only give students the ability to practice the SAT it is also the National Merit Scholarship Qualification Test.

THE ACT

For more information, see the School Counseling Office visit or www.actstudent.org.

The ACT assesses high school students' general educational development and their ability to complete college-level work. Like the SAT, many colleges use it to determine admission eligibility. There are four multiple-choice tests covering the skill areas of English, mathematics, reading, and science. It also has a Writing Test, which is optional, which measures skill in planning and writing a short essay. Plymouth High School is a site for the ACT in February.

ATHLETIC SCHOLARSHIP/NCAA REQUIREMENTS

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

SHORTENED SCHEDULE

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

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

SUMMER SCHOOL

- Summer school is traditionally held each summer. Specific times/dates will be established and announced in April of each school year
- You will be officially enrolled when you pay your summer school fees. Enrollment will be on a first-come first-serve basis. Fees must be paid in April.

SENIOR AWARDS

The annual Senior Awards Program is held each spring. Scholarships and awards sponsored by the school,

colleges, and local clubs are presented and the top five percent of the seniors in scholastic standing are recognized.

ACADEMIC HALL OF FAME

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

- Department chairperson will recommend the name of the student or students to the Academic Hall of Fame Committee if they meet minimum qualifications.
- Must be a graduating senior in good standing.
- Must have taken classes in the respective department for a minimum of **three years (1 semester = 0.5 year)**.
- Must have a minimum of an "A" average (3.7 value; not to be rounded) *in the respective department or curriculum* for their high school career. Dual Credit and Honors classes must be figured with the weighted grade.
- If it is necessary to use the final semester, the first nine weeks grades must be considered when predicting the semester grade.
- A student may be recognized in a maximum of *two* curriculums or departments.
- Each department may establish criteria above and beyond the minimum requirements. **Departments must submit these requirements no later than the last student day of the previous school year to be considered for the subsequent year.**
- No ties will be accepted. It is the responsibility of the departments to break any tie.
- **In the event that a student is selected for three or more departments, the principal will meet with the student. The student will be given his or her choice to select no more than two of those departments.**

Departmental Guidelines

Department	Additional Requirements
Agriculture	none
Art	GPA(Art), Art Show Placement, Quality of artwork, # of Courses
Band	Served on PHS Music Leadership Team, character, and number of band courses taken
Broadcasting	The department has a mathematical formula which weighs higher level courses (each course is not weighed the same)
Business	none
Chinese	Demonstrates a sincere passion for Chinese (future major, Chinese Club, extracurricular activities, travel board, tutoring, etc.) Preference given to students who take four or more years of Chinese.
English	Dual-credit classes, SAT writing score, participation in writing club & contests. If there is no SAT writing score or writing contest, consider AP writing score on AP English Lang exam.
FACS	none
Industrial Technology	Preference given to students who have taken a broad spectrum from all areas of Ind. Technology classes

	(Construction Tech.; Manufacturing Tech.; Communications Tech.; & PLTW Engineering)
Orchestra	<p>Required criteria: 7 semesters of Orchestra over 4 years; at least two years participation at the Group 1 level at Solo/Ensemble contest (this can be a solo OR an ensemble or combination of the two); at least one year participation in Pit Orchestra OR Variety Show.</p> <p>Additional expectations that will be considered: number of music classes taken in high school (includes choir, band, orchestra, music theory, piano lab, guitar lab, TA or Peer Tutoring or any other music class that is offered); participation in Red Strings performances; character Leadership points; additional Solo/Ensemble participation (anything beyond one event); State Level Solo/Ensemble participation.</p>
Student Publications	Leadership, workmanship, creativity, journalistic principles
Math	Completes Calculus or Statistics. Dual-credit classes, student character, college-bound, etc.
Performing Arts	Two of three courses: theater performance, production or speech with the exception of required speech
Physical Education	Leadership; Character; Ability to motivate others and make them better in the weight room.
Science	Student must complete a minimum of 2 upper level science courses (AP BIO, Chem II, AP Physics, and /or Anatomy Physiology). Preference is given to those that complete at least 1 upper level physical science and 1 upper level life science. A student must also demonstrate high character qualities.
Social Studies	Demonstrates a sincere passion for Social Studies Preference given to students who take every Social Studies class offered, which recognizes the students that have prioritized Social Studies in their scheduling process over the course of four years. Preference given to students who take every Honors course in the department), which rewards the students that have been willing to challenge themselves and put extra diligence into Social Studies curriculum
Spanish	Show a sincere passion for languages (travel abroad, utilizing the target language through community/school involvement and or tutoring)
Vocal Music	A minimum of 10 performance classes.

WSOI Departments	Additional Requirements
English WSOI	Dual-credit classes, SAT writing score, participation in writing club & contests. If there is no SAT writing score or

	writing contest, consider AP writing score on AP English Lang exam
Math WSOI	Completes Calculus or Statistics. Dual-credit classes, student character, college bound, etc. Maximizes possible math credits available.
Science WSOI	Student must take all of the science courses that WSOI offers. Preference will be given to students who take AP/Dual Credit classes over those who do not.
Social Studies WSOI	Student demonstrates the desire to go beyond the expectations in projects. Demonstrates a sincere passion for Social Studies (future major, Academic Team, GDC, GDC Officer, JSA, JSA officer, extracurricular activities, etc.) Preference given to students who take every Social Studies class offered, which recognizes the students that have prioritized Social Studies in their scheduling process over the course of four years. Preference given to students who take every Honors course in the department (Honors U.S. History, Honors Economics, Honors Government, AP Psychology), which rewards the students that have been willing to challenge themselves and put extra diligence into Social Studies curriculum

STUDENT ACTIVITIES

CONFLICT POLICY

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

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

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

No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any student penalty assessed must be done with the approval of the principal. All decisions will be

adhered to; however, if unusual circumstances do occur at a later date, the student may request a change by filing his or her request in writing to the sponsors and athletic director prior to the activity and/or athletic event.

CLUBS AND ORGANIZATIONS

Our clubs and organizations meet at various times: Advisory, before/after school, and during lunch.

Student Government:

Student Council

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

Class Officers

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

Student Clubs and Organizations:

Adventurous Pilgrims (Travel Club)

The goal of Adventurous Pilgrims is to provide Plymouth High School students with the opportunity to see first hand the curriculum taught in World History, AP European History, and United States History through a yearly trip to locations in which that history has occurred. Beyond the yearly summer trip, the group will meet monthly to provide students who have signed up for the trips with activities, information, and lessons on the areas they will be traveling to.

Alpha Delta Rho

Alpha Delta Rho is a literary group open to Seniors, Juniors and select Sophomores who express interest and talent in the language arts. The club organizes, edits, and publishes *The Pilgrimage*, a collection of student writings and artwork. The club encourages literary discussion, written expression, and offers a variety of special programs and trips.

Art Club

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

Business Professionals of America (BPA)

Do you want to meet new friends, test your business skills, travel, and have fun all at the same time? Business Professionals of America is the national vocational student organization for students interested in business and

office occupations. This club is open to all students at Plymouth High School. Members will pay dues, participate in fundraisers, and may have the opportunity to travel to leadership conferences. Our motto, "Today's Students, Tomorrow's Business Leaders" is why our students have excelled at the district, state, and national level and have continued their success beyond high school.

Cooking Club

The cooking club is an after school club for students who want to explore the art of cooking. All interested students will fill out an application during the month of August and return it to one of the cooking club sponsors. During club meetings, students will have the opportunity to work through a wide variety of recipes and types of food. Students will be expected to maintain good grades, attendance, and behavior at cooking club meetings to remain members of the club.

Family, Career and Community Leaders of America

FCCLA is a national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences (FCS) education. The organization has involved more than ten million youth since its founding in 1945. Family, Career, and Community Leaders of America is unique among youth organizations because its programs support Family and Consumer Sciences education and career exploration. It is the only in-school Career and Technical Student Organization focused on careers that support families. Participation in national programs and chapter activities helps members become leaders in their families, careers, and communities.

Finding Light (BC2M)

Finding Light will empower and support student efforts to plan and participate in an array of fun and effective activities to reduce stigma and increase mental health awareness: Social Media Campaigns and Ongoing Information, Mental Health Awareness Convocations, Bulletin Boards and Flyers, Student Contests and Spirit Days/Weeks, Participation in the Community Out of Darkness Walk.

Fellowship of Christian Athletes

FCA's formal vision is as stated, "To see the world impacted for Jesus Christ through the influence of coaches and athletes." FCA's formal mission statement is as stated, "To present coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church". FCA meets outside of the school day and brings together athletes to support them in their growth and development as athletes and individuals.

FFA

There are over 5,000,000 members in the fifty states and Puerto Rico. FFA activities encourage members to learn through active participation, to conduct and take part in public meetings, to speak in public, to solve their own problems, to finance themselves and to assume civic responsibility. In 1988 the official name of the organization was changed from "FFA: Future Farmers of America" to "The National FFA Organization" to reflect the growing diversity of agriculture. Today, agriculture students/FFA members are the future biologists, future chemists, future veterinarians, future engineers and future entrepreneurs of America. The National FFA Organization is open to any student interested in agriculture and is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Future Teachers (FTA)

The Future Teachers is a national organization with the goal of promoting interest in teaching as a career. Any

high school student is eligible who has a sincere desire to learn about the profession of teaching and wants to develop in himself or herself those qualities of character and leadership that a good teacher should have.

HOSA

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

Interact Club

Interact Club is Rotary International's service club program for young adults at the high school level and empowers students to serve in their communities and internationally with their Rotary Club sponsors. There are more than 10,700 Interact Clubs in 109 countries and geographical areas all working to promote international understanding through service projects benefiting those in their community and world. Interact Club members have the opportunity to work side by side with community leaders and gain first hand knowledge of the importance of providing community service.

Key Club

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

L.E.A.D.

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

Multicultural Club

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

National Honor Society

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

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

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

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

Pep Club

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

PGSA

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

PHS Book Club

The PHS Book Club, in conjunction with the Plymouth Public Library, meets monthly to discuss a common book that the members select to read and discuss.

Prayer Club

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

Robotix

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

SEED

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

Spanish Club

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

Speech and Debate Team

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

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

Sunshine Society

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

GENERAL DANCE INFORMATION

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

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

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

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

PROM

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

Note: Junior High students are not permitted to attend the Prom, nor are students over the age of 21.

Typical Dress Code Expectations for Prom:

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

- Students must be in formal attire): a dress, a tuxedo, a suit with collared shirt and tie, or dress pants with a collared shirt and tie, or pant suit. The dress shirt must be worn for the duration of the dance.
- No canes are permitted

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

SWEETHEART DANCE

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

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

Athletics

SUPPLEMENT USE

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

IHSAA ELIGIBILITY RULES

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

1. must be a regular bona fide student in good standing in the school represented;
2. must have completed 10 separate days of organized practice in said sport (with the exception of certain sports designated by the IHSAA) under the direct supervision of the high school coaching staff preceding the date of participation in inter-school contests;
3. Must have received passing grades in at least four (4) full credit subjects or the equivalent, **or be meeting the objectives defined in an established IEP**, during the last grading period except that the semester grades shall take precedence at the end of a semester and must be currently enrolled in at least five (5) full credit subjects or the equivalent;
4. must not have reached their nineteenth birthday before August 15 preceding the current school year;
5. must have been enrolled in their present high school last semester or at a junior high school from which the high school receives its students (a) unless entering ninth grade for the first time, (b) unless transferring from a school district or territory with a corresponding bona fide move on the part of the parents/guardians, (c) unless a ward of the court, orphan, reside with a parents/guardians with legal custody, the former school closed, former school is not accredited, transfer was pursuant to school board mandate, an error occurred in attending the wrong school, transfer from a correctional school, emancipated, or a foreign exchange student under an approved NASSP program. Students must have been eligible from the school from which they transferred;
6. must not have been enrolled in more than eight consecutive semesters beginning with 9th grade;
7. must be an amateur (have not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract);
8. must have had a physical examination between May 1 and the first practice and filed with the principal

- a completed Consent and Release Certificate;
9. must not have transferred from one school to another for athletic reasons as a result of undue influence or persuasion by any person or group;
 10. must not have received in recognition of athletic ability any award not approved by the principal or the IHSAA;
 11. must not accept awards in the form of merchandise, meals, cash, etc.;
 12. must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than their school team (see Rule 15-1a)(exception for outstanding student-athlete IHSAA Rule 15-ab);
 13. must not reflect discredit upon the school nor create a disruptive influence on the discipline, good order, moral or educational environment in the school;
 14. Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in that sport as a prospective student-athlete. Graduates should refer to college rules and regulations before participating;
 15. must not participate with or against a student enrolled below grade 9;
 16. must not, while on a grade 9 junior high team, participate with or against a student enrolled in grade 11 or 12;
 17. must, if absent 5 or more days due to illness or injury, present to the principal a written verification from a physician licensed to practice medicine a statement that they may ~~not~~ participate again;
 18. must not participate in camps, clinics or schools during the IHSAA authorized contest season. Consult the high school principal for regulations regarding out-of-season and summer; and
 19. Girls shall not be permitted to participate in an IHSAA tournament program for boys when there is an IHSAA tournament program for girls in that sport in which they can qualify as a girl's tournament entrant.

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

FALL SPORTS

Boys Cross Country
Football
Boys Tennis

Girls Cross Country
Boys Soccer
Girls Golf

Girls Volleyball
Girls Soccer
Cheerleading

WINTER SPORTS

Boys Basketball
Wrestling
Boys Swimming

Girls Basketball
Girls Gymnastics
Girls Swimming

Cheerleading

SPRING SPORTS

Girls Track
Boys Track

Boys Golf
Baseball

Girls Tennis
Softball

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

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

are engraved on the plaques which remain on display in the high school.

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

CODE OF CONDUCT FOR PHS ATHLETES

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

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

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

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

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

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

ELIGIBILITY & GUIDELINES

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

A student who reflects discredit upon his/her school, or creates a disruption in the discipline, good order, moral, or educational environment of his/her school or school activities shall be ineligible to participate in athletics. Prohibited conduct that requires suspension of athletic eligibility includes, but is not limited to: (1) possession or use of tobacco in any form, (2) Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products, such as "vape pens," which allow the inhalation of a vapor that have not been prescribed by a physician, (3) possession or use of alcohol in beverage form, (4) illegal use or possession of a drug, depressant, stimulant, controlled substance, or use or possession of drug paraphernalia, (5) possession or use of illegal performance enhancing drugs, (6) sexual harassment, (7) theft, (8) vandalism, (9) sexual violations, (10) hazing, or (11) bullying other athletes or students as defined by the PHS Student Handbook. In school violations and individual discipline will be evaluated by the Administration to determine if situations warrant cases be forwarded to the athletic office.

PENALTIES

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

1. FIRST OFFENSE

- (a) The violation will result in the student athlete missing 25% of the contests for that sport. If the number of contests equal to 25% exceeds the remaining contests the rest of the suspension will be served in the next sport the athlete participates in.

2. SECOND OFFENSE

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

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

2. THIRD OFFENSE

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

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

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

INVESTIGATING PROCEDURE

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

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

PROCEDURE PROCESS

The following procedure will be followed to implement the rules:

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

Adopted – 1991 – Revised – July – 2006 – Revised – March 2009 - Revised May 2013-Revised May 2015-Revised May 2024

PHS DRUG TESTING POLICY

PHILOSOPHY

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

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

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

The drug testing program will not affect the policies, practices or rights of Plymouth High School in dealing with any drug, alcohol, tobacco, or possession of an intoxicant of any kind, or use where reasonable suspicion is obtained by means other than random testing.

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

PURPOSE

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

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

WHO WILL BE TESTED

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

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

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

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

WHEN

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

PROCEDURE

1. Each student athlete/participant shall receive a consent form. The consent form must be signed by the student athlete/participant **AND** his or her custodial parent or guardian before initial participation in any activity of the team or organization. Signature of the consent form binds the student athlete/participant to submit a sample to be tested for drugs, alcohol and tobacco usage when requested.
2. St. Joseph Regional Medical Center in Plymouth will supervise the collection of the sample. (School officials will not be involved in this process unless requested.) The samples will be tested for alcohol, unlawful drugs, tobacco residue, and if necessary performance enhancing drugs known as steroids.
3. Each student will be assigned a number. The official list which contains the names that correspond to the numbers is confidential and will be kept at the high school athletic office. No one but the Athletic Director and school officials will have access to the list of names.
4. The numbers will be scrambled by computer at the high school. The selected numbers will be given to the Athletic Director or Assistant Principal. They in turn will inform the student/student athlete that their number was drawn. The student will then report to the drug testing site.
5. All communications and results will be numbers not names.
6. Although the number of individuals tested will not be consistent throughout the year, in most cases

there will be 10 student athletes/participants tested periodically.

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

PENALTIES

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

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

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

PENALTIES

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

1. FIRST OFFENSE

(a) The violation will result in the student being required to participate in a school approved course related to the type of offense that they committed.

(b) Failure to complete the course in a timely manner (15 days) will result in the second penalty listed below to be applied to the student athlete.

SECOND OFFENSE

For a second offense, a student participating in curriculum related or extracurricular activities shall immediately be suspended from participation in the next consecutive 50% of the events, functions, contests or other activities in which that student was to have participated in. This applies to each of the extracurricular and curriculum related activities in which he or she is involved. The 50% shall be computed from the total functions, events, contests or other activities for each such extracurricular or curriculum

related activity for the school year involved and not from those remaining for that school year.*

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

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

Counseling Alternative related to "SECOND OFFENSE"

At the discretion of PHS, if a student successfully participates in the counseling program described below (the "Counseling Alternative") the penalties set forth under "Second Offense" above may be reduced so that the student is suspended for the next consecutive 25% of the scheduled functions, events, contests or other activities in which that student was to have participated, or in the case of student drivers, for 6 consecutive months. The 25% shall be computed from the total functions, events, contests or other activities for each such extracurricular or curriculum related activity for the school year involved and not from those remaining for that school year. The penalties shall be cumulative.

Procedure:

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

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

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

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

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

THIRD OFFENSE:

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

FOURTH OFFENSE:

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

MISCELLANEOUS PROVISIONS:

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

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

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

STUDENT CONDUCT

Personal Communication Devices Policy

In accordance with Indiana law (IC20-26-5-40.7) the use and possession of personal communication devices during the school day is restricted to promote a focused and safe learning environment.

Definition

Personal communication devices include, but are not limited to:

- Cellphones
- Computers
- Smartwatches
- Tablets
- Gaming Device
- or similar electronic communication devices
- Earbuds/Headphones can be carried in backpacks to be used in class when needed for classroom activities or instruction as directed by the teacher.

Student Expectations

Students must keep all personal communication devices:

- **At home, OR**
- **In their vehicle, OR**
- **In their assigned locker and powered off OR**
- **In the school designated secure area**

Devices must remain stored and inaccessible during the school day from the start of the school day until the end of the school day based on each individual buildings schedule.

7:50 AM – 3:15 PM

Prohibited Use

- Devices **may not be used, visible, or accessible** during the school day.
- This includes **hallways, classrooms, restrooms, and lunch periods.**

Discipline for Violations

Please see the individual school addendums for specific consequences for each building level.

PHS Discipline Consequences

If a device is seen, heard, or used during the restricted time (**7:50 AM – 3:15 PM**), the following will occur:

First Offense

- Device will be **confiscated immediately**
- No warning will be given
- Device will be turned into the **main office**
- Device will be **returned at the end of the school day**

Second Offense

- Device will be **confiscated**

- A **parent/guardian must pick up the device** from the main office

Third Offense

- Student will be required to **turn in their device to the main office daily** at the start of the school day

Continued Non-Compliance

- Failure to turn in the device as required may result in:
 - **Disciplinary consequences up to and including suspension**

Exceptions

Exceptions will be made only as required by law, including:

- Medical needs supported by documentation
- IEP or 504 plan accommodations
- Approved educational or translation need

Student Dress Code Policy⁵

Students are expected to wear clothing appropriate for the school environment. Clothing or appearance that interferes with teaching and learning, causes a safety concern, or creates a substantial disruption is not permitted. These expectations apply to all students, regardless of gender.

Students MUST Wear:

- A shirt with fabric on the front, back, and sides under the arms.
 - Shirts may not have oversized armholes that extend below the armpit or down to the waist.
 - Pants/jeans or equivalent bottoms (e.g., skirts, leggings, sweatpants, dresses, or shorts).
 - Footwear must be worn at all times. Students may not walk around barefoot or in socks only.
-

Students MAY Wear:

- Hats or hoods in hallways (in classrooms only with teacher permission).
 - Religious headwear.
 - Athletic clothing.
 - Clothing with commercial or athletic logos.
 - Ripped jeans, as long as undergarments are not visible.
-

Students CANNOT Wear:

⁵ This policy was developed by using ChatGPT to help blend existing dress codes from multiple schools into a cohesive policy.

- Clothing that includes:
 - Profanity, sexual content, or violent imagery.
 - References to alcohol, drugs, vaping, tobacco, or other controlled substances.
 - Hate speech targeting protected groups.
 - Gang or weapon references.
 - Visible undergarments.
 - Midriff-baring shirts.
 - Bathing suits (unless required for a school activity).
 - Any attire that presents a safety risk or disrupts the educational environment.
-

Dress Code Enforcement:

If a violation occurs:

1. If a student is violating the dress code, the staff member will ask the student to change into other clothing (e.g., sweater or jacket).
2. If unavailable, the student may be referred to Student Services for school-appropriate clothing.
3. Parents/guardians may be called to bring appropriate attire.

Failure to comply or repeated violations may result in after-school detention or other disciplinary actions.

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

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

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

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

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

SPECIFIC ATTENDANCE REQUIREMENTS

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

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

Athletes, or students participating in an after school extracurricular activity are expected to attend school for at

least a half day.

TARDY POLICY

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

If a student arrives anytime after 7:55 AM, or returns to school at any point during the day, the student must report to the Attendance Office to sign in. If arriving after 7:55 AM, but before 8:15 AM, a student is considered tardy to school. If arriving after 8:10 AM, the student is considered absent from their 1st hour class and will need to have a parent call to excuse the absence. Students arriving at this time will be marked LTS and will be assigned an after school detention unless the absence is excused by a parent. Acceptable excuses for this type of late arrival are:

- Car problems
- The student woke up feeling sick, but then decided to come to school
- A medical appointment with a note from the medical office.

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

(Tardy Policy)

3 tardies	Parent email notification
6 tardies	30 Minute Lunch Detention
9 tardies	1 Wednesday School
12 tardies	30-minute detentions to be served until the end of the term. Detentions may be removed under the Tardy Incentive Program. Students who are in gross violation of the tardy policy after being placed on Tardy Incentive Program can face further disciplinary action, up to and including suspension.

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

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

Heat Waves

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

PHS CODE OF CONDUCT

HONOR CODE

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

Academic Honor violations include plagiarism of documents, records or papers, copying, cheating, misrepresentation of work or allowing others to copy one's work. This may also apply to gaining an unfair advantage when students are being evaluated via assignments, tests, quizzes, papers or projects. Students are expected to do their own work at all times, unless otherwise instructed by their teachers.

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

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

2nd offense: Receive a two-letter grade deduction for the current nine week grade, loss of credit for the assignment, parents/guardians conference, and referral to guidance staff.

3rd offense: Withdraw/Failure (WF) from the class for the semester, parents/guardians conference, and referral to guidance staff.

Honor code violations are retained for future reference, and can impact your status with the National Honor Society beyond the year in which it occurred. The disciplinary penalties listed above are reset each year.

ACADEMIC INTERVENTIONS

Pilgrim Plus Time:

Students may be requested by staff members to attend academic assistance sessions during Pilgrim Plus Time from Monday-Thursday each week. Students who are requested for academic assistance should report to that teacher's room during Pilgrim Plus Time. Students may also self request for academic assistance sessions with specific teachers. Requests for academic assistance from students should be made to receive assistance, not to change Advisory classes or meet with friends.

After School Academic Assistance:

Students who are in extreme academic jeopardy may be assigned to attend after school academic assistance sessions by school administrators. Attendance at these sessions is mandatory until released from attendance by the administration.

DAMAGE OF SCHOOL OR PRIVATE PROPERTY

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

CORRECTIVE ACTION

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

LUNCH DETENTION, DETENTION, AND WEDNESDAY SCHOOL

Lunch Detention:

Students receiving a lunch detention will be able to get a regular school lunch prior to serving their assigned lunch detention in the designated lunch detention area.

Detention:

PHS holds detention Monday through Friday from 3:30-4:30 PM. Students are expected to report to the assigned detention room prior to 3:30 PM. If a student has a conflict with an assigned detention they must communicate this conflict with their school administrator prior to the detention. The administrator will then determine if the detention can be moved based on the circumstances of the request. During detention students are expected to work on school work or may work with a teacher to receive help with course work or to make up class work.

Students at PHS may elect to serve a community service detention in place of a regular detention. This community service detention will be offered once a week and will consist of completing community service projects around the PHS campus.

Wednesday School:

PHS holds Wednesday School weekly on Wednesday from 3:30-5:30 PM. Students are expected to report to the assigned detention room prior to 3:30 PM. If a student has a conflict with an assigned detention they must communicate this conflict with their school administrator prior to the detention. The administrator will then determine if the detention can be moved based on the circumstances of the request. During detention students are expected to work on school work or may work with a teacher to receive help with course work or to make up class work.

FAILURE TO ATTEND DETENTION

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

CORRECTIVE ACTION

1st failure to appear: Assignment of 2 detentions.

2nd failure to appear: ISS or suspension assignments

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

TRANSPORTATION

VEHICLE REGISTRATION AND PARKING

Driving to school is a privilege, not a right. Any student who does not follow proper safety and driving behavior or does not follow proper procedures for registering vehicles jeopardizes his or her privilege to drive to school, as well as risks having the vehicle removed from campus at the owner's expense.

The following are rules and guidelines for driving to school:

- All students are to park in the NORTH LOT. This is Lot #5. Students are not to park in the East or West lots.
- Students may not park in the first two rows, closest to the high school in lot 5. These are reserved for student drop off and pick up.
- All vehicles must be registered through the Attendance Office and a decal must be purchased and properly displayed on the inside of the passenger front window. Failure to properly display a decal will result in the vehicle being subject to removal and/or ticketed.
- Students are to enter and exit on Randolph Street. School buses always have the right-of-way and are the only vehicles to use the exit/entrance before and after school through the east gate or on Baker Street.
- Students are to park between the yellow lines.

- Students are to exit their vehicles immediately upon arriving at school.
- Only parents/guardians/relatives are permitted to pick up students in the north lot after school. All others must pick up students at the main entrance. The east entrance (by Room 131) is **not** a drop-off or pick-up point for students before or after school!
- The speed limit on campus is 10 mph. No speeding or reckless driving will be tolerated.
- Students driving to school **MUST** park on campus, not at nearby businesses or on adjacent streets to the school.
- Students will be eligible for random drug-screening for the entire year, based on a signed registration card.

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

Student Drop Off and Pickup

Pick up/Drop Off Before School:

Students may be dropped off using the circle drive outside door 1 or in the North Lot at Door 5.

We ask that parents/guardians dropping students off at Door 1 use only the right hand lane to drop students off, so that they do not need to cross the circle drive to get to the sidewalk. Parents/Guardians should not be parking or driving through the staff lot at this time.

Parents/Guardians of students being dropped off at Door 5, if you are dropping students off at Door 5, please be aware that students will be walking across the drive to get to their car. Please drive slowly and watch for pedestrians at all times.

Pick Up/Drop Off During School:

Students should be picked up and dropped off at Door 1 if they are leaving during the school day after signing out. This is the only approved pick up and drop off site during this time.

Pick Up/Drop Off After School:

Parents/Guardians may pick students up at Door 1 and Door 5. As in the morning we ask that parents/guardians picking up students at Door 1 do so only using the right hand lane and not pick up students from the left hand lane or in the staff parking lot.

Parents/Guardians picking up students at Door 5 should park in the two rows closest to the sidewalk and in the interest of student safety not pick students up at the curb at Door 5.

