



Pleasant View Elementary
Student /Parent Handbook
2018/2019



PLEASANT VIEW ELEMENTARY SCHOOL HANDBOOK

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WELCOME & INTRODUCTION

Welcome to Pleasant View Elementary School! The entire staff is excited about the opportunity to work with you and your student. We have a fantastic staff that is here to ensure that you and your student have a positive experience. We encourage both students and families to get involved with the many activities that we provide at Pleasant View.

To help provide a safe and productive learning environment for students, this handbook is updated annually. Following these guidelines and procedures will ensure a positive experience. Our handbook is accessible on our school website at www.pve.yorktown.k12.in.us Students and parents have the right and obligation to know and understand the guidelines contained in our handbook. Please read the handbook guidelines carefully and then review and discuss them with you child. Failure to read the handbook will not be accepted as a valid excuse in any situation. This handbook is based in significant part on policies adopted by the Board of School Trustees and administrative guidelines developed by the Superintendent. The policies and administrative guidelines are periodically updated in response to changes in law and other circumstances. Therefore, recent changes may not be reflected in this document. If you have questions or would like more information about a specific issue or document, please contact Mrs. Kathy Ray, Principal.

SCHOOL CONTACT INFORMATION

Pleasant View Elementary
9101 W. River Road
Yorktown, IN 47396
(765) 759-2800

PRINCIPAL

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kray@yorktown.k12.in.us

DEAN OF STUDENTS

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MISSION STATEMENT

Pleasant View Elementary School, in partnership with families and the community, facilitates a safe, secure environment that promotes academic, emotional, physical, and social growth for all children to become life-long learners.

VISION STATEMENT

Pleasant View Elementary shares with our community the responsibility of creating a safe and supportive learning environment. We strive to engage students' minds by providing opportunities to explore knowledge and enhance personal creativity.

MOTTO

"Do the right thing, Treat people right".
Be Safe, Be Respectful, Be Responsible

EQUAL EDUCATIONAL OPPORTUNITY

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

SCHOOL DAY SCHEDULE

Students may begin arriving at 7:15 a.m. and must be in their seats ready for class by 7:55 a.m. Students arriving to school or class at 7:55 a.m. or after will be considered tardy. Students are dismissed at 2:20 p.m. (1st dismissal) and 2:25 p.m. (2nd dismissal). **No morning latchkey will be offered with the exception of a 2 hour delay days; however, afterschool latchkey is provided at Pleasant View Elementary School.** Car pick-up students are also considered first dismissal students.

The following is the daily bell schedule:

- 7:15 a.m. – school opens; students report to the gym for supervision and breakfast
- 7:40 a.m. – students dismiss from the gym and report to classrooms
- 7:55 a.m. – doors close & lock, the tardy bell rings, **students not in their classroom are tardy**
- 2:15 p.m. – clean up bell rings
- 2:20 p.m. – dismissal bell rings

SCHOOL CLOSING/DELAY INFORMATION

In the event that it becomes necessary to cancel or delay school because of severe weather conditions or any other emergency, the following are ways you MAY be notified: a call through our automated phone system, a posting on our school website (www.pve.yorktown.k12.in.us), an update on a local (Indy-based) television station, an announcement on local radio stations: WLBC -104 FM, and WTHR Channel 13.) ***Please do not call the school. Have an alternate plan for delays and closings!*** Be sure to fill out the Emergency School Closing information provided during our registration process. Make sure your child's teacher and the main office have updated information on file should your alternate plans change.

RELEASE OF STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Yorktown Community School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised your child's

Principal to the contrary in writing. The primary purpose of directory information is to allow the Yorktown Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Yorktown Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's Principal in writing by September 1 of the school year.

The Yorktown Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address and phone number
- Earned awards (including Honor Roll)
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph/video while participating in school activities
- Date and place of birth
- Student work for display at the discretion of the teacher
- Dates of attendance
- Grade level and school

I. ATTENDANCE

STATEMENT OF ATTENDANCE EXPECTATIONS

Yorktown Schools insist that students be punctual and regular in school attendance. A positive correlation exists between formal learning and attendance. A day lost in the classroom, with its activities, insights and interactions, can never be fully retrieved nor duplicated in any other fashion. The purpose of this policy is to encourage academic effort by discouraging unacceptable absenteeism. Effective July 1, 2005, in order that Yorktown Community School Corporation follow compliance with HEA 1288-2005, SECTION 17, it is expected that all students attend 180 days of school.

ATTENDANCE TERMS DEFINED

Excused absences: An excused absence is a child's personal illness, illness in the family, quarantine of the home, family funeral, observance of religious holidays, doctor or dentist appointments. Undocumented excused absences (EA) are those reported to the school by the student's parent or legal guardian. Documented excused absences (EAD) are those verified in writing by an appropriate professional.

Unexcused absences: An unexcused absence is any absence which does not qualify as an excused absence. Other examples of unexcused absences are: absences due to car trouble, late ride, missing the bus, family vacations and oversleeping.

Habitual (chronic) absenteeism: Habitual (or chronic) absenteeism includes students absent from school for ten percent (10 percent) or more of a school year **for any reason** (excused or unexcused).

Habitual Truancy: "when a student is absent from school without the permission of parent/guardian." Effective July 1, 2013, SEA 338. a child is designated a **habitual truant** when having more than ten (10) days **unexcused** absences in one (1) school year."

Under I.C. 20-33-2-25, the Superintendent or an attendance officer having jurisdiction shall report a child who is **habitually absent or habitually truant** from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.

STUDENT AND PARENT RESPONSIBILITIES

1. The student and his/her family have the primary responsibility for ensuring school attendance. Students with absences for any reason are expected to gather and complete their makeup work as soon as possible.
2. Parents/guardians are asked to notify the school of their student's absence in person, by note or phone call the day of the absence **or the absence may be considered unexcused**. You may call 759-2800 and leave a message 24 hours a day.

3. Parents/Guardians should schedule medical or other appointments outside of the regular school day.
4. Whenever students leave the school building during the school day, they must have parental and administrative permission and be signed out from the Front Office. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.
5. Students unable to attend school will not be permitted to attend or participate in extracurricular activities after school unless approved by the Principal. Students absent (ill) from school may not attend any after school activities that day.
6. Family vacations during school time are discouraged and are considered unexcused, but if necessary, should be pre-arranged with the Principal. Students should attempt to complete any missed work prior to the vacation. However, they will have the number of days missed to complete their work.
7. Students absent for 5 consecutive days due to illness must have a physician's excuse note upon return to school.
8. If the absence is for a medical appointment of any kind, documentation must be brought to the school. The specialist's name and location of his/her practice should be identified on the slip. Medical appointment notes should be given directly to the attendance secretary, who in turn will give it to clinic personnel.
9. When students arrive at school they are expected to enter the school building and remain on school property.

SCHOOL RESPONSIBILITIES & ACTIONS

1. PVE will provide incentives for student attendance by providing a rich and varied learning environment.
2. PVE will maintain records and utilize a system for monitoring attendance and tardiness and for discouraging absenteeism.
3. PVE will verify all attempts to contact parents and students in order to plan how to avoid more serious attendance problems.
4. PVE may assign detentions or in-school suspensions for the completion of supplemental instructional material.
5. PVE will identify students who have a pattern of poor attendance and/or excessive tardiness and will work with parents for improvement. However, note below that excessive attendance issues may result in a referral to the Delaware County Prosecutor's Office for educational neglect.
 - a) The school will send letters home at 5, 10, 15, 20 days absent
 - b) The school will arrange a parent meeting/call at 10 days absent.
 - c) The Superintendent or designee may report a child who is habitually truant, defined by 10 unexcused days, or habitually absent, defined as 10% of the school year, from school to an intake officer of the juvenile court or the department of child services.
 - d) **The school will send a letter at 15 requiring a physician excuse for every absence thereafter.**
 - e) The school may send a letter to the Prosecutor for any absences between 15-20 not supported with physician's documentation.
 - f) The school may send an affidavit for Juvenile Services to the Delaware County Juvenile Services at 20 absences.
 - g) The school may refer students with further absences (at the discretion of the administration) to Juvenile Probation.
 - h) Parents/guardians may request makeup work by calling the office or leaving a voicemail message with the teacher. All requests must be called in by 9:00 a.m. Makeup work can be picked up in the office after 2:00 p.m.

***Attendance letters are sent regardless of excused or unexcused absences due to the fact that parents, students, and schools are responsible for the total amount of days missed.**

Parent/Guardian Legal Duty:

- A. Required by law-As a parent/guardian it is your legal duty to ensure that your child attends school. If you fail to ensure your child's school attendance, you may be prosecuted for the crime of **Failing to Ensure School Attendance**, a Class B misdemeanor. A person convicted of a Class B misdemeanor may be given up to 180 days in jail and a fine of up to \$1000 (one thousand dollars)
- B. If your failure to ensure your child's school attendance worsens to such a point that it is clear you are knowingly and intentionally depriving your child of an education as required by law, you may be prosecuted for **Neglect of a Dependent**, a Class D felony. A person convicted of a Class D felony may be given up to three (3) years in jail and a fine of up to \$10,000 (ten thousand dollars).
- C. If your failure to ensure your child's school attendance worsens to such a point that it is clear that your child's physical or mental condition is seriously impaired or seriously endangered as a result of your inability, refusal or neglect to supply your child with necessary education, you and your child may be subject to the filing of a **Child in Need of Services** (CHINS) case in Juvenile Court. This may result in your child being removed from your care.

LATE ARRIVALS PROCEDURE

- A. If a student arrives after 7:55 a.m., he/she and the parent must report to the office to sign in and justify the **late arrival**. Students riding on a late arriving school bus will be admitted directly to class as they arrive.

EXCLUSION

Any student may be excluded from school under the following circumstances, subject to the procedural provisions of Indiana Code 20-33-8:

- A. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community.
- B. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include off-school property where, on account thereof the student's presence in school would constitute an interference with school purpose.
- C. If the student is mentally or physically unfit for school purposes, subject, however, to the procedure set up under the provisions of IC 20-8, 1-3-19, and to the limitations and regulations authorized to be established there under by the Commission on General Education. An exclusion persuaded to the subdivision shall not exempt administration from any requirements which may be imposed under IC 20-1-16.
- D. If the student's legal settlement is not in the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the Commission on General Education. If no agreement has been made to pay cash tuition or no tuition has

been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation. Exclusion under this subdivision is not, however, effective until the student's right to attend a public school of another school corporation has been established in accord with this subdivision. Another school corporation which is asserted to be the student's legal settlement, if known, and any governmental entity which is asserted is obligated to pay transfer tuition for the student, shall be made party to the hearing. Appeals involving exclusion under this subdivision shall be taken to the Commission of General Education which shall determine (1) the question of exclusion and (2) the school corporation in which the student is entitled to attend school in accordance with procedures set out in IC 20-8, 1-6, 1-10.

ATTENDANCE AWARDS

Perfect Attendance

A student will be awarded Perfect Attendance if that student meets the following criteria:

- a. The student has not been tardy for any class.
- b. The student is present and attends every class period that school is in session.

Excellent Attendance

A student will be awarded Excellent Attendance if that student meets the following criteria:

- a. The student has been tardy less than (3) times.
- b. The student may receive no more than three (3) absences for the following reasons and still retain qualification for Excellent Attendance:
 - Doctor or dental appointment
 - Absence due to bereavement
 - Legal appointments and court hearings
 - Religious holiday

II. STUDENT CODE OF CONDUCT-IC 20-33-8

INTRODUCTION

The rules in this code of conduct supplement are in addition to the school's broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, the school's authority.

A. These rules are primarily for protection, not punishment.

B. As a school, the administration or their designee have the right *prior* to parent notification to observe, discipline, detain, advise/warn, question, search, interrogate, and seize. These actions can pertain to the student, their property, or school property which the student utilizes that might yield evidence of a school violation.

C. The Pleasant View Elementary School Student Code of Conduct is considered civil law not criminal law. However, when a student is suspected of committing an offense which is a violation of Indiana Law, school administrators are obliged to contact the local law enforcement authorities. The Yorktown Police Department, Delaware County Sheriff's Department and Delaware County Juvenile Probation Department have established guidelines for the interaction of school administrators and law enforcement agencies when investigating possible criminal behavior.

STUDENT RESPONSIBILITY EXPECTATIONS

A. Students are expected to cooperate at all times with the authority of teachers, administrators, substitutes, and all other school personnel. Failure to comply will result in disciplinary action by school officials and parental notification.

B. All discipline rules and consequences will apply when a student is: **(1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; (3) traveling to or from school or a school activity, function, or event; or (4) using property or equipment provided by the school.**

DISCIPLINE CONSEQUENCES & PROCEDURES

Detentions- The purposes of detention is to provide a disciplinary and accountability alternative to removing students from classroom instruction, i.e. in school suspensions. Students may be placed in detention for violating any school rules.

- Before-School Detentions: mornings from 7:30 - 7:50 am.
- Lunch Detentions: daily during assigned lunch time.
- Recess Detentions: daily during assigned recess time

Suspensions and Expulsions-Grounds- IC 20-33-8-14.

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements as stated by the school corporation rules: (1) Student misconduct (2) Substantial disobedience (3) Other violations of rules and standards of behavior the Board approves or received. Such suspensions shall be made after the Principal or designee has made an investigation thereof and has determined that such suspension is necessary to help any students, to further school purposes, or to prevent interference therewith. IC 20-33-8-15. In addition, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

In-School Suspension (ISS) - The ISS program helps to keep students in school and allows students to continue their class work away from the normal classroom. Students will be helped with their self-image and to develop a more positive attitude. Hopefully, this will help to prevent or to minimize non-productive behavior. The school will gather any work not available from Canvas to be delivered to the student. Assignments completed during suspension should be returned to teachers and will count toward the student's grade.

- Students in ISS will not participate with the regular schedule but will have one break period in the morning and in the afternoon.
- Students in ISS will not attend convocations, etc., unless special permission is granted by the administration.
- Students may be assigned to additional days of ISS or removed to Out-of-School Suspension if they misbehave, do not complete assignments satisfactorily or if they arrive late to ISS.
- Students assigned to ISS will not be permitted to participate in any school related extracurricular activity, event or practice on the day(s) of the suspension. A student who is assigned to suspension on Friday as well as Monday shall not be permitted to attend any of the aforementioned activities during that weekend.

Out of School Suspension (OSS) - Although keeping students in school for a suspension is preferable to maintain academic progress, occasionally, some student actions warrant an OSS. During an OSS, parents should contact teachers or access teachers' Canvas sites for assignments. The school will gather any work not available from Canvas to be delivered to the student in Suspension School or for parent pick up. Assignments completed during suspension should be returned to teachers and will count toward the student's grade.

- Students assigned to Suspension will not be permitted to participate in any school related event on the day(s) of the suspension. A student who is assigned to suspension on Friday as well as Monday shall not be permitted to attend any of the aforementioned activities during that week-end.

Suspension Due Process & Procedures

A. No suspension may be made without affording the student an informal hearing.

- A written or oral statement of the charges against him or her; and
- If he or she denies the charges, a summary of the evidence against him or her; and,
- An opportunity to explain his or her conduct.

B. Within twenty-four (24) hours, or such additional time as is reasonably necessary following such suspension, the Principal or designee shall send a written statement to the student's parent describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. If deemed necessary by the Principal or designee a conference will be held with the parent before or at the time the student returns to school.

C. Students may be assigned suspension from one (1) up to ten (10) days at a time based upon the severity of the student's action.

Expulsion

The Principal or designee has the authority to recommend to the Superintendent of Schools that a student be expelled from school for a period of time, up to 365 days.

A. Students who have been suspended or expelled from the regular school setting will not be permitted to attend or participate in any extra-curricular activity during the period of the suspension or expulsion.

B. After a student has a combined total of four (4) OSS assignments, an expulsion may be recommended.

C. Right to Appeal- The student or parent(s) have the right to appeal an expulsion decision to the Superintendent within 10 days of the receipt of notice of the action taken. The student or parent(s) appeal to the Superintendent must be in writing. If an appeal is properly made, the Superintendent will review the written summary of the expulsion meeting, the arguments of the school administration, and the student and/or the student's parent. The Superintendent will then take any action deemed appropriate. LEGAL REFERENCE: I.C. 20-8.1-5.1-1

Incorrigible or Habitual Offenders

Any student who has accumulated **four (4)** or more disciplinary referrals in one semester will be considered incorrigible and will be subject to suspension. Students who habitually violate validly adopted school rules, disrupting the educational function of the school, will be subject to increasingly serious punishments. These punishments, based upon the accumulated weight, seriousness, and nature of the offense(s), may eventually lead to a recommendation for expulsion.

STATEMENT CONCERNING SECLUSION AND RESTRAINT

As a part of the emergency procedures in place at our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behaviour poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraints and/or seclusion.

STUDENT SEARCHES

A. As used in this section, "reasonable suspicion" means circumstances which would cause a reasonable person to suspect that the search of a particular person, place or thing will lead to the discovery of:

- Evidence of a violation of the student conduct standard contained in the Student Handbook.

- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.
- B. The Principal or designee may search the person of a student during school activity if the Principal or designee has reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:
- Searches of the pockets and shoes of the student.
 - Any object in the possession of the student such as a container, purse, communication device or phone, backpack or briefcase.
 - A “pat down” of the exterior of the student’s clothing.
 - Photograph and visual inspection of eyes and physical state.
- C. Some searches by the Principal or designee or by a law enforcement officer are based on **probable cause**. Searches of the person of a student which require the removal of clothing other than a coat or a jacket shall be done only with probable cause and with the cooperation and consent of the student. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than two additional persons of the same sex as the student being searched shall witness but not participate in the search.
- D. Where a student remains uncooperative and unwilling to consent to personal search, the matter shall be referred to a law enforcement officer.
- E. The parent or guardian of any student searched shall be notified of the search as soon afterwards as reasonably possible.

STUDENTS RIGHTS AND RESPONSIBILITIES

The purpose for which school exists is the proper education of children and youth. Any type of activity or behavior which interferes with the educational purpose of PVE shall be construed as misconduct. According to Indiana law, grounds for suspension or expulsion are student misconduct or substantial disobedience.

The following include examples of student misconduct or substantial disobedience, 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 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.
 - 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.
 - Setting fire to or damaging any school building or property.
 - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
6. 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.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
9. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, or transmitting, or being affected by substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. If a student has received 3 disciplinary referrals for any disruptive behavior in a class during a semester, they may be removed from the class.
13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an education function.
15. Aiding, instigating, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - engaging in sexual behavior on school property;
 - disobedience of administrative authority;
 - engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school

purposes;

- failing to tell the truth about any matter under investigation by school personnel

ALCOHOL - DRUGS - TOBACCO

A. The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation to and from a school event. This means that any activity - the possession, distribution, sale, or consumption/use of drugs, alcohol, tobacco, steroids, inhalants, or 'look-alike' (counterfeit) drugs is prohibited. This prohibition also applies to any type of drug-related paraphernalia.

B. If caught, the student will be suspended or expelled and law enforcement officials will be contacted.

C. The sale, possession, use, or distribution of tobacco, alcoholic beverages, and drugs is prohibited during the following locations and times:

- On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a group;
- Off school grounds at a school activity, function, or event, or;
- Traveling to or from school or a school activity, function, or event.

ALCOHOL

Students are not permitted to possess, consume, use, transmit, or be under the influence of an alcoholic beverage under the conditions listed above.

Students found using, possessing, transmitting, or being under the influence of alcohol will be subject to the following procedures:

A recommendation for his or her expulsion may be made, and the student will be suspended from school for ten (10) days pending possible expulsion. Law enforcement officials will be notified and criminal charges could be filed against the student.

DRUGS

The sale, distribution, possession, use, misuse, or abuse of any substance that causes impairment: controlled or scheduled substances, prescription medications, Over-the-counter medications or treatments, natural intoxicants, impairing chemicals, or any other intoxicating substance is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. This prohibition also applies to any type of drug-related paraphernalia. If there is reasonable suspicion that a student is possessing, using, transmitting, or under the influence of a prohibited substance, the student, his/her belongings, locker and vehicle may be searched. Parents will be notified and strongly recommended to have their son/daughter drug screened immediately. Many drug abuse offenses are also criminal offenses. A student found possessing, using, transmitting, or being under the influence of any illegal drug will be subject to the following procedure:

A recommendation for his or her expulsion may be made, and the student will be suspended from school for ten (10) days pending possible expulsion. Law enforcement officials will be notified and criminal charges could be filed against the student.

TOBACCO

Students are not permitted to possess, use, or transmit any tobacco product or electronic cigarette on school grounds or under any of the conditions above. Students found to be possessing, using, or transmitting tobacco products will be assigned to three (3) days ISS for the first violation of this rule. A second violation during the student's high school career will result in a three (3) day OSS. Any student accumulating a third tobacco violation during their high school career will be suspended OSS for five (5) days, and a recommendation for expulsion may be made to the Superintendent.

STUDENT ASSISTANCE PROGRAM

Students who violate the alcohol and drug regulations for the first time in their elementary career may be eligible for the Pleasant View Elementary School Student Assistance Program in lieu of recommended expulsion from school. This is only true if the student has not sold or transmitted the drug or substance for profit. This program is open to first time offenders only and is available to students only once during their elementary careers, at the expense of the parents/guardian. Parents and student must agree to attend counseling sessions as specified by the sponsoring agency. In addition, the student must serve a ten (10) day out of school suspension. Details are available in the Superintendent's office. This policy does not supersede the YCSC policy for ECA participants and student drivers.

PHYSICAL AGGRESSION POLICY

Pleasant View Elementary School will not tolerate physical acts of anger or violence from our students. According to IC 35-42-2-1 any "person who **knowingly or intentionally touches another person in a rude, insolent or angry manner**" has committed battery. In such a case students will be suspended and possibly taken into custody. Examples include but are not limited to: pushing, slapping, kicking, tripping, punching, shoulder checking. Fighting and battery may result in a multiple day suspension.

ACADEMIC DISHONESTY-CHEATING

First offense in any class:

- Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.

Second offense in any class in any year:

- Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.
- Teacher submits a referral to the office.

Third offense in any class in any year:

- Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.
- Teacher submits a referral to the office.
- An administrator will hold a conference with the teacher, student and parent/guardian.

Plagiarism

Definition: Plagiarism is defined as a situation in which a student copies all or part of a document, copyrighted or not, including, but not necessarily limited to, another student's work, Internet documents, and/or published works; and submits it as his/her own work. The 'extent' of the plagiarism may be considered in the discussion of the incident.

First offense in any class:

- Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.

Second offense in any class in any year:

- Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.
- Teacher submits a referral to the office.

Third offense in any class in any year:

- Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.
- Teacher submits a referral to the office.
- An administrator will hold a conference with the teacher, student and parent/guardian.

APPEARANCE GUIDELINES

The staff of Pleasant View Elementary School considers the appearance as well as the behavior of students as we attempt to acculturate students to accepted guidelines of social etiquette. Students are to dress and conduct themselves in a manner appropriate to a public setting and an educational environment. The following guidelines do not attempt to set all stipulations of dress and grooming. If a student is wearing a garment or accessory that is unacceptable for school or deviates from the norm to such a degree as to draw undue attention or to interrupt the educational process, he or she will be asked to remedy the issue and may be subject to disciplinary consequences.

1. The philosophy of Pleasant View Elementary School is to promote understanding, acceptance and tolerance of diverse backgrounds, experiences and beliefs. In keeping with this philosophy we expect students to refrain from carrying items or wearing apparel bearing controversial slogans or symbols of hate speech such as swastikas and confederate flags, including concert t-shirts. Students may not wear any clothing, jewelry or objects saying profane words or which displays, advertises or promotes tobacco, drugs, drug paraphernalia, alcohol or illegal substances. Students may not wear clothing, jewelry, piercings or hairstyles that are obscene, profane, indecent, lewd, vulgar, and offensive, contain sexual innuendo, promotes secret organizations or are distracting or disruptive to the education process.
2. Students must wear shirts with sleeves. Shirts may not be backless, hang off the shoulder, have open armpits, leave a bare midriff, allow undergarments to be seen. No shirts that are open mesh, net weaver, tank tops, or halters.
3. Students may not wear shorts, skirts, dresses or pants with holes that are above finger-tip length when arms are fully extended at sides and must remain at fingertip length in the back when the student is standing.
4. Students may not wear tight shorts, 'bike' shorts, leggings, jeggins, tights, or stretch stirrup pants (unless worn under a skirt, dress, or long shirt of appropriate length) which reveal to a noticeable degree and in a disruptive fashion.
5. Pants may not sag and must completely cover under garment. Long shirts over sagging pants do NOT meet this requirement.
6. Students must wear shoes. Sandals and flip-flops are permissible except in classes which have shoe requirements for safety reasons and/or participation.
7. Students may not wear slippers, pajama items, or carry blankets.
8. Students may not wear coats, sunglasses, hats, hoods, headbands (i.e. athletic sweat bands), bandanas, or other headwear. These items will not be permitted in the building and should be removed upon entry into the school and kept in lockers. Headwear for recognized religious purposes is permissible.
9. Hair will be controlled only when it interferes with the student's health and safety, causes interference with school work, or creates classroom disorder.
10. Special dress and appearance regulations may be recognized for special activities with administrative approval.
11. Or any other inappropriate dress as defined by the administration.

ARRIVING TO SCHOOL

When students arrive at school they are expected to enter the school building and remain on school property. Food and drinks must be finished and disposed of in the cafeteria before entering the rest of the building. Please remove hats and leave them in your backpack.

ELECTRONIC DEVICES & GAMES/CARDS & CELL PHONES:

A. Guidelines-

1. Entertainment Devices or games/cards-

During the school day (7:30-2:20) students should be focused on course work tasks. In general items not related to this function should be kept in a backpack and turned off. This guideline includes but is not limited to pagers, radios, games, cards and electronic game or music devices. ***Lasers are prohibited at all times and will be confiscated.

2. Cell Phones/Electronic Devices-

Student and teacher cell phones should not interrupt the educational function. Cell phones/Electronic devices are not allowed during the school day at Pleasant View Elementary.

3. Once a cell phone or other digital or electronic device is brought onto school property, it has a reduced expectation of privacy just as a book bag or purse. As such, it may be searched under reasonable suspicion of a violation of school rules, policy and procedure. Students may not disable or remove batteries and/or memory cards before having the device confiscated. Evidence of phone calls/text messages to or from a device, such as a cell phone, during school hours will also result in the device being confiscated from a student.

3. Students may face suspension who-

- have a cell phone out during a testing situation.
- refuse a staff member's request for the item.

HARASSMENT: THREATS, HAZING, INTIMIDATION AND BULLYING

It is the policy of the Corporation to maintain a learning environment free from unlawful discrimination including harassment. Pleasant View Elementary takes student comfort and safety very seriously and all acts of bullying and harassment are strictly forbidden. Students found to be in violation of this policy may be suspended from school or recommended for expulsion to the Superintendent.

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

A. Sexual Harassment: This may include verbal and non-verbal innuendoes, suggestive comments, jokes, jeers, insulting gestures, suggestive pictures as well as unwanted physical contact.

B. Gender/Ethnic/Religious/Disability/Height/Weight Harassment: This may include verbal, non-verbal, or physical behaviors that are personally offensive and interfere with the learning environment.

C. Threats: It is the policy of YCS to maintain a safe learning environment, free from threats towards others. It is a violation of school rules for students to threaten or attempt to threaten other persons. Students found to be in violation of this policy may be suspended and/or expelled from PVE.

D. Hazing: Hazing is defined as an abusive and/or humiliating form of initiation into or affiliation with a group, including any willful action taken or situation created by any person alone or acting with others which recklessly or intentionally endangers the mental or physical health of another. § 35-42-2-2 Hazing is criminal recklessness, a Class B misdemeanor.

E. Intimidation is defined by Indiana Code 35-45-2-1 as 'communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation.'

F. Bullying: Pursuant to compliance with IC 20-33-8-13.5 and HEA 1423, Procedures and Discipline rules are adopted by the governing body of this school corporation under section 12 to (1) prohibit bullying; and (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.

G. The following definitions for the statutory terms are from the Webster's Seventh New Collegiate Dictionary:

- Harass: "to annoy continually"
- Ridicule: "the act of exposing to laughter"
- Humiliate: "to reduce to a lower position in one's own eyes or others' eyes"
- Intimidate: "to make timid or fearful"
- Harm: "to injure"

Implementation: The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- 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
- 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

A. Yorktown Community Schools' bullying policy (*no. 5517.01 from IC 20-33-8-0.2*). The policy defines bullying as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- 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.

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

- (1) Participating in a religious event.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student's parent.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

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 includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing.

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

All complaints about bullying will be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts may be reported to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law. Also, to the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above in the prior aforementioned paragraph including reporting this to law enforcement.

Bullying Consequence Progression: Each incidence of bullying will result in a disciplinary referral and ...

First incident	Detention and Administrator conference*
Second incident	Parent conference, Detention, and Counseling Referral*
Third incident	1 Day of ISS (In-School Suspension)
Fourth incident	3 Days of ISS
Fifth incident	3 Days of OSS (Out of School Suspension)
Sixth incident	5 Days of OSS (Out of School Suspension)
Seventh incident	Expulsion

* More severe/aggressive incidents will result in immediate suspension and/or expulsion.

Reporting any Harassment: Anyone with prior or subsequent knowledge of harassment or bullying should immediately report it to a Pleasant View Elementary School staff member. Students should report any act of bullying to a staff member personally or through an anonymous note as soon as possible. Any staff member with knowledge of a bullying incident (reported or witnessed) should report such information to an administrator or guidance personnel as soon as possible and not longer than one school day later. Students making false allegations of bullying will receive disciplinary consequences in accordance with the requirement of HEA 1423.

Post investigation actions and communication

After investigation of the incident and verification of facts, the offending student will receive disciplinary consequences. The details of the incident are then communicated to the parents/guardians of both the targeted student and the offending student, guidance counselors, Superintendent and law enforcement (if deemed necessary), within 24 hours of the completion of the school's investigation. Support services for the targeted student will be provided by the Guidance Department and/or administration. Bullying intervention education for the offending student will be provided by the Guidance Department and/or administration and the parents will be involved. IC 20.8.1-5.1-7.7.

INAPPROPRIATE CONDUCT: SPEECH, DRAWINGS, OR WRITINGS

Students are entitled to a school environment free from lewd, vulgar, obscene, or sexually explicit language or actions. Conduct that is offensive to the values and standards of the school and community and/or causes substantial disruptions to the school purposes is prohibited. Violations including, but not limited to, satanic or gang related drawings, symbols, and references, sexual, discriminatory, and or disruptive behaviors may be punishable by disciplinary actions including suspension or expulsion.

SCHOOL VEHICLES AND BUSES- STUDENT CONDUCT REGULATIONS

According to Indiana Law (IC20-9.1-5-19), when school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. The driver can assign seats and the students should follow classroom standards of behavior.

The Transportation Director shall provide the following information to students and bus drivers. The following behaviors are expected of all students being transported on school buses.

- A. Previous to loading (on the road and at school) - each student shall:
 1. Be on time at the designated loading zone (5 minutes prior to scheduled stop)
 2. Stay off the road at all times while walking to and waiting for the bus
 3. Line up single file off the roadway to enter
 4. Wait until the bus is completely stopped before moving forward to enter
 5. Refrain from crossing a highway until the bus driver signals it is safe
 6. Go immediately to a seat and be seated
- B. During the trip each student shall:
 1. Remain seated while the bus is in motion
 2. Keep head, hands, arms and legs inside the bus at all times
 3. Not litter in the bus or throw anything from the bus
 4. Keep books, packages, coats, and all other objects out of the aisle

5. Be courteous to the driver and to other bus riders
 6. Not tamper with the bus or any of its equipment
 7. Follow the driver's instructions at all times
 8. Only open or close a window with the driver's permission
 9. Do not eat or drink on the bus
- C. Leaving the bus each student shall:
1. Remain seated until the bus has stopped
 2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe
 3. Be alert to a possible danger signal from the driver

The driver is not to discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from the Principal or the Principal's designee.

D. Corrective Procedures- Maintaining the safety of all of the students riding the bus and at bus stops requires the cooperation of each student, the parents, the bus driver and the school Principal or the Principal's designee.

1. The driver is responsible for maintaining proper discipline and control on the school bus. If a driver experiences discipline problems with a student, the following shall be used:
 - a. The driver shall discuss minor incidents as they occur with the student. If appropriate, the driver shall also inform the student's parent of the misbehavior.
 - b. If the student continues to misbehave and in the case of a serious incidents of misbehavior, the driver shall complete a Discipline Referral Form provided by the Director of Transportation
 - c. The driver shall deliver a copy of the completed Disciplinary Referral Form to the Principal or the Principal's designee.
 - d. The Principal or designee shall contact the student's parent, provide a copy of the Disciplinary Referral Form to the parent and determine whether or not to suspend the student from the bus. The Principal or designee shall communicate his/her decision in writing.
2. The following suspension guidelines apply during one continuous annual school term. During one annual school term the Principal, the Principal's designee or the Superintendent may suspend a student from riding the bus after a serious offense or upon written warning from the bus driver for a period of:
 - a. First offense - suspension for a maximum of five school days.
 - b. Second offense - suspension for a maximum of ten school days.
 - c. Third offense - suspension for 20 school days.
 - d. Fourth offense - suspension for remainder of the school term.
 - e. First severe offense - suspension for the remainder of the school term.
3. The administrator intending to assign a suspension must send a copy of Form 5610 F3, NOTICE OF INTENDED BUS SUSPENSION or the discipline referral to the student's parent and the bus driver.
4. The administrator who removes a student from a bus in an emergency situation must send a copy of Form 5610 FI, NOTIFICATION OF EMERGENCY REMOVAL, or the discipline referral, to the parents.

WEAPON POSSESSION-

Deadly Weapon

- A. No student shall possess, handle or transmit any deadly weapon on school property.
- B. Any toy that is presented as a real weapon, or imitated to be a real weapon, or any object that is converted from its original use to an object used to threaten or injure other people shall be prohibited.
- C. "Deadly Weapon", as defined by Indiana Codes 35-41-1-8, means/includes the following:
 - 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.
- D. As outlined by Indiana Code 20-8.1-5.1-10, the following consequences are the result of possessing a deadly weapon on school grounds: for possession of a deadly weapon, the student will be suspended for up to 10 days pending expulsion from school for a period of up to one calendar year and possible permanent exclusion. Criminal charges may be filed violating Indiana Code 20-8.1-5.1-10.

The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

Firearm

- A. No student shall possess, handle or transmit any firearm on school property.
- B. "Firearm" means any weapon that is capable of, designed to, or that may readily be converted to expel a projectile by means of explosion.
- C. 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 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 which the owner intends to use solely for sporting, recreational, or cultural purposes.

D. No student shall possess, handle or transmit any firearm on school property. A student who is identified as bringing a firearm to school or on school property; or in possession of a firearm on school property, must be expelled 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. Criminal charges may be filed.

E. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought onto school property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

COMPLAINT PROCEDURE

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other persons associated with the corporation should make contact with his/her guidance counselor, Dean of Students, or building Principal. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the incident. A written summary of each report is to be prepared promptly on Form F5517 F1 and a copy forwarded to the Principal, who will conduct the investigation.

CHARGES BY A STUDENT

When a student or his parent believes that the student is being improperly denied participation in any educational function of the school corporation, or is being subjected to an illegal rule or standard, as provided by the statutes of the State of Indiana or applicable statute of the United States, by the Constitution of the State of Indiana or of the United States the student shall, if unable to work out the problem with the members of the administrative staff be entitled to initiate a hearing by filing a charge with the Superintendent in the same manner as a charge is initiated by the Principal under hearing provisions described in Indiana Code. The ruling of the hearing examiner and determination by the Superintendent shall, with respect to the participation in educational function, be denied or granted in whole, or granted subject to limitations, and with respect to that validity of a rule or standard and its application, to a recommendation that it be changed.

An appeal from such decision and determination may be made to the Board either by the student or by the Superintendent, such appeal to be undertaken within thirty (30) days. In any case involving the validity of a rule or standard or its application, the matter shall be automatically appealed to the Board which shall make the final administrative determination. Nothing in this section shall limit the power of the Board to make or change any rule or standard on its own motion, all subject to such rules relating to administrative procedure as the Board shall adopt in connection therewith. In the event the Board changes a rule or standard, or its application, it shall not be limited to the record. A student or parent is not entitled, under this procedure, to initiate a hearing involving a grade or grades given the student for courses taken.

TYPES OF DISCIPLINARY OFFENSES

DISCIPLINE OFFENSE CATEGORIES

Discipline offenses are divided into three categories depending on the severity of the offenses.

Category I

1. Cell Phone/Electronic Devices – cell phones/electronic devices are not allowed in our school. They must stay powered off and in backpacks.
2. Classroom Rules Violation – repeatedly not following established classroom rules.
3. Disruptive behavior – action which creates turmoil, disorder, or an educational disruption
4. Dress Code Violation – wearing clothes that are considered inappropriate or create a disturbance or disruption
5. Disrespectful Behavior – behavior or language that is disrespectful in nature to other students or staff
6. Minor Vandalism - actions that intentionally damage or defile property owned by the school or other students

Category II

1. Aggressive Behavior – any behaviors that are deemed physically or verbally aggressive toward other students or staff. (hitting, throwing objects, abusive actions)
2. Alcohol/Drugs/Under the Influence – student is found in the possession or under the influence of any drugs or alcohol.
3. Bullying – name calling, pushing, shoving, tripping, fighting, taunting, harassing (verbal or nonverbal), or intimidation will not be tolerated. Indiana Code (IC 20-8.1-5.1-0.2): Bullying means overt, **REPEATED** acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) 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.
4. Confirmed intimidation/harassment – action of intimidating someone, aggressive and repeated pressure or intimidation towards other students or staff.

5. Destructive Devices— an explosive or incendiary device
6. False Reporting – knowingly making a false statement or report that disrupts or endangers other students or staff.
7. Fighting - displaying or engaging in violence, combat, or aggression towards another student or staff member.
8. Insubordination – defiance of authority, willful disobedience
9. Profanity/ Vulgarity towards other students -- obscene, vulgar/inappropriate, offensive, or profane language (drawn, gestured, spoken, or written) towards other students
10. Profanity/Vulgarity towards staff- obscene, vulgar/inappropriate, offensive, or profane language (drawn, gestured, spoken, or written) towards staff members
11. Smoking/Possession- use or possession of tobacco products
12. Stealing – taking, or trying to take, school or private property
13. Vandalism (Severe) –actions that intentionally damage or defile property owned by the school or other students
14. Weapons – Weapons include conventional objects like guns, pellet guns, knives, or club-type implements. Explosive devices are also included in this category. It may also include any toy that is presented as a real weapon or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. This includes but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.
15. Any violation of state and/or federal law.

PLEASANT VIEW ELEMENTARY SCHOOL

DISCIPLINARY CHART

PC =Parent Contact	This chart serves as a disciplinary guide only. It is not intended to limit the scope of severity of any behavioral problem. Disciplinary problems will be handled on an individual basis and will be left to the discretion of the person in charge of discipline or his/her designee. At any point, teachers are strongly encouraged to contact parents if students are experiencing difficulties. Counseling interventions may occur during the disciplinary process. Special Education students - IEP/Behavior Plan will be followed.
TO =Time Out	
LD =Lunch Detention	
RD =Recess Detention	
ISS =In School Suspension	
OSS =Out of School suspension	
BC =Behavior Contract	

Category 1

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
Cell Phone/Electronic Violation	PC + Confiscation	PC+ Confiscation +PPU	PC + Confiscation +PPU+RD	PC +Confiscation +PPU+ISS
Classroom Rules Violation	PC + TO	PC + RD	PC +RD +Behavior Contract	PC+1-3 Days of ISS
Disruptive Behavior	PC +TO	PC+ RD	PC+ RD +Behavior Contract	PC + Days of ISS
Dress Code Violation	PC + Change Clothes	PC + Change + LD	PC + Change + 1-3 Days ISS	PC + 1-3 Days of OSS
Disrespectful Behavior	PC+ TO	PC + RD	PC+ 1-3 Days of ISS	PC + 1-3 Days of OSS
Vandalism (Minor)	PC + Clean Up/Pay + RD	PC + Clean Up/Pay + ISS	PC + Clean Up/Pay+1-3 OSS	PC + Clean Up/Pay + 3-5 OSS

Category 2

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
Aggressive Behavior	PC + RD	PC + ISS	PC + 1-3 days OSS	PC + 3-5 Days OSS
Alcohol/Drugs/Under the influence	PC+ Recommend Expulsion			
Bullying	PC + Verbal Warning	PC + RD/LD + Counselor	PC + 1-3 Days ISS	PC + 1-3 Days OSS
Confirmed-intimidation/harassment	PC + 1-3 Days of ISS	PC + 1-3 days OSS	PC + 3-5 days OSS	PC+ Recommend Expulsion
Destructive Device	PC + 3-5 Days OSS	PC+ Recommend Expulsion		
False Reporting	PC + 1-3 Days OSS	PC + 3-5 Days OSS	PC + Recommend Expulsion	
Fighting	PC + 1-3 Days OSS	PC + 3-5 Days OSS	Recommend Expulsion	
Insubordination	PC + ISS	PC + 1-3 Days OSS	PC + 3-5 Days OSS	PC + 5-8 Days OSS
Network Violation	TBD by principal	TBD by principal	TBD by principal	TBD by principal
Profanity/Vulgarity toward student	PC+RD	PC+ 1-3 Days ISS	PC + 1-3 Days OSS	PC + 3-5 Days OSS
Profanity/Vulgarity toward staff	PC + 1-3 Days OSS	PC + 3-5 Days OSS	PC + 7-10 Days OSS	PC + Recommend Expulsion
Smoking/Possession of Tobacco	PC + 1-3 Days OSS	PC + 3-5 Days OSS	Recommend Expulsion	
Stealing	PC + RD	PC + 1-3 Days ISS	PC + 1-3 Days OSS	PC + Recommend Expulsion
Vandalism (Severe)	PC+ Clean Up/Pay+ ISS	PC+ Clean Up/Pay+1-3 OSS	PC+ Clean Up/Pay 3-5 OSS	PC+ Recommend Expulsion
Violation of State/Federal Law	PC + Recommend Expulsion			
Weapons	PC + 3-5 Days OSS	PC+ Recommend Expulsion		

GENERAL RULES AND EXPECTATIONS

1. Fighting of any kind will not be tolerated.
2. The use, possession, or transmission of tobacco or any illegal substance is prohibited. Students pretending to use, possess, or transmit the above named substances are in violation.
3. Do not push in line or try to skip places in line while waiting to get a drink or when lining up for any other purpose.
4. Keep your hands to yourself.
5. Misbehavior of any kind in the restrooms will not be tolerated.
6. Students are to walk, not run, to and from their buses when loading and unloading.
7. Refrain from throwing objects of any kind.
8. The use of profanity will not be tolerated.
9. There will be no lasers, squirt guns, or skateboards at school.
10. Hats are not to be worn in the building unless permission has been granted by the principal or another staff member.
11. If the bus driver allows electronic devices, they must be turned off and stay concealed in the student's backpack while at school. Failure to do so can result in the device being confiscated. A parent must come to school to pick up the device if it has been confiscated. Students who possess these items are bringing them to school at their own risk. The school is not responsible for any lost, damaged, or stolen items.
12. Students are to use school technology only under the supervision of a teacher and/or staff member. Students may not access any email services or instant messaging systems and may not access web sites that are inappropriate to school purposes. Failure to comply with school rules, guidelines, and policies may result in disciplinary action deemed appropriate by the principal and/or staff member.
13. Cell phones must be turned off and kept in the student's backpack while at school or on the bus. Students are not allowed to have their cell phones turned on or out of their backpacks. Doing so can result in the cell phone being confiscated. A parent must come to school to pick up the cell phone if it has been confiscated. Students who possess these items are bringing them to school at their own risk. The school is not responsible for any lost, damaged, or stolen items.

HALLWAY EXPECTATIONS

1. Students are expected to move quietly in the halls at all times, even if only walking with another student. Any noise you make is disturbing to other students and staff members.
2. Students are expected to move quickly to their destinations without making extra stops.
3. There is to be no running in the hallways.
4. Students are expected to keep their hands to themselves and not rub the walls as they walk.
5. When walking in the hallways with a class, students are expected to walk without talking in two lines on the right side of the hallway.

SCHOOL BUS EXPECTATIONS

1. Each pupil shall be seated immediately upon entering the bus.
2. The bus driver may assign seats.
3. No pupil is to stand or move from place to place during the trip.
4. Loud, boisterous, profane language or indecent conduct will not be tolerated.
5. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use hands, feet or body in any objectionable manner.
6. No bus windows or doors will be opened or closed except by permission of the driver.
7. No pupils shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
8. The pupil is to be waiting at his/her designated pick-up station when the school bus arrives.
9. Any behavior that distracts the attention of the driver, causing an unsafe driving situation, will not be allowed.
10. Any student desiring to depart at any point other than his/her usual pick-up/departure point must have his/her parent's or guardian's permission in writing and approval/knowledge by the principal, staff member, and/or teacher.
11. The school bus driver may recommend to the student's principal that the privilege of riding a bus be suspended from the student who refuses to act as a lady or gentleman or to abide by the rules.
12. Students are to ride the bus to which they are assigned unless they have a note.

CAFETERIA EXPECTATIONS

1. Students are to enter in a quiet, orderly fashion. They are to pick up their trays and necessary table service (fork, spoon, straw, napkin) and move to the lunchroom in the same orderly fashion.
2. Good table manners should be demonstrated while eating.
3. Noise level in the lunchroom should be kept to normal conversation.
4. If you need to leave your table for any reason, you are to raise your hand and ask permission from a supervisor.
5. At dismissal, students are to clean up on and around their table. Students are to dump their trays and place table service in appropriate containers.
6. Students are to leave in a line after taking trays back.
7. Fast food, candy, and/or carbonated soft drinks are not to be sent for lunch and are not permitted in the cafeteria.

RECESS EXPECTATIONS

1. Indoor recess – If your class is having recess in the classroom, you should be playing a game or working on unfinished school work. No running or roughhousing during recess time.
2. Outside recess
 - a. Be sure you wear appropriate clothing.
 - b. Students are confined to the blacktop area in wet weather.
 - c. Students staying indoors during outdoor recess should have a note from parents or a doctor if for a specific purpose like a medical reason.
 - d. Keep hands to yourself.
 - e. Visitors are not allowed at recess unless permission has been granted by the principal.

PLAYGROUND RULES AND EXPECTATIONS

1. General Rules
 - a. There will be no fighting on the playground.
 - b. There will be no throwing of rocks, gravel, dirt, snowballs, or any other material that may result in student injury.
 - c. Students will not be allowed to leave the designated play area unless they have permission of the teacher on duty.
 - d. Students will not hang on playground fencing.
 - e. When the recess teacher designates recess is over, students will quit playing and promptly get in line.
 - f. Students will enter the building in a quiet and orderly fashion.
 - g. Baseballs and handballs will not be allowed on the playground during recess time.
2. Equipment Rules and Safety Procedures – USE COMMON SENSE!
 - a. Rules for Slides
 1. No running up the slide.
 2. Students must go down feet first.
 3. Do not put hands on the underneath section of the slide.
 4. No pushing or horseplay on the slide.
 5. The second person in line must stay on the slide steps until the first person is off the slide.
 - b. Rules for Swings
 1. No standing in the swings.
 2. Only one person in the swing at a time.
 3. Students are not to swing too high; chains must stay firm and not slacken.
 4. Students are to share swings.
 5. No jumping from a moving swing.
 - c. Rules for the Horizontal Bars
 1. No knee hanging.
 2. Do not get on top of the bars.

III. ACADEMIC LIFE

COMMUNICATION

Contacting Teachers

We consider the relationship and communication among the parent/guardian, student and their teachers very important. The following options are available to you.

- You may call a teacher at any time to set up a conference (759-2800 and you will be forwarded to their voice mail).
 - You may also communicate with your student's teachers through email. Staff email addresses are their first initial followed by their last name @yorktown.k12.in.us. For example jdoe@yorktown.k12.in.us.

ENROLLMENT & WITHDRAWAL

Enrolling

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. A student seeking enrollment at Pleasant View Elementary School must enroll within the first 10 school days of the semester, if the student is not enrolled in and attending another school during that time. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

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

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students

Homeless students who meet the Federal definition will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

For additional information contact the Principal.

Withdrawal

The procedure for withdrawal is as follows:

Parents Must:

1. Contact the front office to notify of intent to withdrawal.
2. Obtain appropriate forms for withdrawal in the front office.
3. Have the forms signed by all appropriate personnel,
4. Return all school books and property, and pay all fees.
5. Return completed forms to front office for final signature.
6. Failure to withdraw properly will result in problems for the student when enrolling at the new school.

GRADES & GRADING

Since grades play such a significant role in the life of a student, it is imperative that the Board's grading policy be implemented with as much professional expertise as can be applied. In determining grades at the various levels, staff should observe the following administrative guidelines.

Communication with Parents and Students

Each Principal shall post the grading scale for all parents of students in grades Kindergarten through Grade Twelve. The principals shall ensure that the grading scales are the basis for discussion and decision making at all parent conferences.

Grading Scale Grades 1 through 2

Reporting in grades 1 through 2 will be by report card using the following marking system:

A	93	100	Excellent Achievement
A-	90	92	
<hr/>			
B+	87	89	Good Achievement
B	83	86	
B-	80	82	
<hr/>			
C+	77	79	Satisfactory Achievement
C	73	76	
C-	70	72	
<hr/>			
D+	67	69	Minimum Acceptable Achievement
D	63	66	
D-	60	62	
<hr/>			
F	0	59	Below Passing

General Grade Considerations

A. Students will receive one (1) grade per subject at the end of each grading cycle.

B. **Homework** is an extension of the learning experience students have during their instructional day and is at the discretion of the individual teacher. Homework is designed to aid the students in achieving classroom and school goals. Teachers consider the grade level of the student and rigor of the subject when assigning homework.

Habitually not completing homework will be considered a violation of class rules and insubordination. The homework given will most often fit into one of these five categories:

1. Remedial Drill - This homework is an individualized drill activity designed to help strengthen the student's weak areas. Flash cards, multiplication facts, and vocabulary are examples.
2. Research - This work involves reference material and is often given on an extended time basis for upper grade students.
3. Unfinished Work - This work is not completed during the given time in class and is within the student's responsibility to finish at home.

4. Review - Students will need to spend time at home studying and preparing for tests.
5. Nightly Readings - Students will need to spend time at home each evening reading silently.
- C. Incomplete grades may be assigned to students who have had an extended illness for a grading period or semester. Incomplete grades are not assigned for reasons such as incomplete or missing projects or reports. Students must remove incomplete grades by completing all assigned school work within two weeks following the end of the grading period or semester. Incomplete grades not converted to passing grade within the two week time limit will be converted to an "F" for the grading period or semester.

Honor Roll

In order to qualify for one of the honor rolls, a student must be enrolled in the equivalent of at least four solid subjects. The honor roll is based upon nine-week grades only, not on semester grades.

"A" Honor Roll - Students must make grades within the "A" range, regardless of the number of credits attempted to be listed on this honor roll.

"A - B" Honor Roll - Students must make grades within the "A-B" Range.

All grades will be used to determine the honor roll.

Promotion, Assignment, or Retention

Students will be promoted to the next grade, assigned to the next grade, or retained in the current grade based on student performance, level of maturity, attendance, teacher input, and/or parent request. However, the final decision rests with the principal.

Report cards

Report cards will be issued approximately one week following the end of the nine-week or semester grading period.

Student Learning Objectives

A new term you may hear as a student or parent is Student Learning Objective. These SLOs are teacher and administrator defined targets of student growth and achievement set at the start of the school year that teachers and students work towards throughout the year.

SPECIAL EDUCATION

In compliance with federal and state laws, Pleasant View Elementary School provides special education services for students with disabilities and their families. Working with families, the Blackford-Delaware Special Education Cooperative, medical professionals, and community agencies, the YCS special education personnel develop and implement individualized programs to help students to achieve academic success and to develop skills for becoming productive, *independent* members of society. A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. Anyone seeking more information about special education laws, policies, or procedures, including information about specific programs or grievance procedures should contact the building Principal or the office of the Director of Special Services.

V. GENERAL INFORMATION

After School Plans

Change of Plans

If the end of the day routine changes for your child, the teacher or school office needs to have that request in writing by note, fax, or an e-mail.

Teachers will ask for notes at the beginning of each day, but do not search backpacks. Please stress to your child the importance of giving notes to their teacher. If email or fax is sent, it is the responsibility of the sender to confirm that it has been received. **Unless it is an extreme emergency, telephone calls will not be accepted for a change of plans.** This is not intended to inconvenience anyone, but to protect your child from being left alone or picked up by an unauthorized person. Please be sure your child knows family expectations and plans for the day before leaving for school.

HELP US IN KEEPING YOUR CHILD SAFE.

BOOK RENTAL

At the beginning of each school year, students must pay rental fees which are a percentage of the cost of the books or software/web based curricular resources used in their courses. Charges are also made for IPADS, workbooks, reading and reference materials, and consumable items. At the end of the year the books are collected by the issuing teacher. Parents may make arrangements to pay for their student's books and fees on a deferred payment plan. Parents who wish to do this must make prior arrangements with the building Treasurer.

The Yorktown Community School Corporation participates in the free textbook, fee and supplies program provided by the state legislature. Children from families whose income is at or below certain levels are eligible for free textbooks. To apply at any time during the school year for free textbooks, obtain an application from the Main Office.

FEES ARE DUE BY OCT 1, 2018

BOOK RENTAL REFUND POLICY

If a student withdraws from school after the first two weeks a refund will be on a pro-rated basis. Course materials and supplies are purchased by the school corporation during the summer and based up-on anticipated enrollment.

Character Education

Pleasant View has adopted a Character Education program as part of our school-wide discipline plan. The words “Kindness, Respect, Trustworthiness, Fairness, Responsibility, and Citizenship” are emphasized every day with students. Students can be recognized by classroom rewards, as well as, being honored as a “Student of the Month”.

Counseling Services

A counselor is available throughout the week. The counseling program promotes a positive self-image for students through individual assistance, as well as through small group interaction. Based on 511 IAC 4-1.5-1-8 part of the pupil personnel services, parent permission is not required for “brief individual and/or group counseling that is provided to students and/or families who need help with personal concerns or developmental problems.”

DISABILITIES ACT

YORKTOWN COMMUNITY SCHOOL CORPORATION POLICY ON THE DISABILITIES AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS DISABILITIES ACT

It is the policy of the Yorktown Community School Corporation not to discriminate against otherwise qualified individuals with disabilities solely by reason of his/her disability, in admission or access to, or treatment of employment in, any program or activity sponsored by this school corporation. Inquiries regarding compliance with this policy should be directed to the Section 504/ADA coordinator of:

Yorktown Community Schools

8800 West Smith Street

Yorktown, IN 47396

Phone (765) 759-2720

or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Civil Rights Compliance Officer- Superintendent, TBA (765) 759-2720

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access. Parents/guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the Muncie Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent/guardian or eligible student, the School Corporation will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/ guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses, without consent, educational records, including discipline records, to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

Field Trips

Educational field trips have a lasting value as learning experiences for children. All classrooms at Pleasant View participate in these experiences by taking trips throughout the school year. It is necessary for a permission/medical information form to be signed before a student can participate. Students will not be allowed to attend field trips without the proper forms signed and on file with the teacher.

- Attendance rules apply to all field trips.
- While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school or classroom rules may lose the privilege to go on field trips.

FLAGS, ALLEGIANCE PLEDGE, MOMENT OF SILENCE

1. The United States flag shall be displayed in classrooms and a daily opportunity will be provided for students to voluntarily recite the Pledge of Allegiance. IC 20-10.1-4-0.5
2. A daily observance of a moment of silence will be provided each student so that each student may, by individual choice, meditate, pray, or engage in other silent activity that does not interfere with, distract, or impede another student's individual choice. IC 20-10.1-4-3.5

Kids Night Out

As part of our fundraising for the Project Fund, Pleasant View offers a monthly "Kids Night Out." An age level appropriate movie is always shown. Pleasant View staff members are present for supervision and to make sure students are safe. The Project Fund helps to pay for large school projects such as the playground equipment, the outdoor lab, and the sport wall in the gym.

Latchkey

Tiger Latchkey Club (TLC), for students' kindergarten through 6th grade, is open from dismissal until 6:00 p.m. daily, when school is in session. **When there is an emergency school closing, Tiger Latchkey services will be provided. However, students will need to be picked up from Tiger Latchkey within an hour after school closes.** Additional information is available in the Pleasant View office or by calling the TLC program at 759-2828 between the hours of 2:00 p.m. and 6:00 p.m. Students not picked up at car pick-up will be sent to Latchkey, and parents will be charged a fee.

LOST & FOUND

Students are asked to turn in found items to our office or to our Lost and Found tub located outside the office, where they can be claimed by the owner. Unclaimed items will then be given to an organization providing for the needy or used by counseling services.

LUNCH

During lunch students are to stay in the cafeteria. Students are not permitted to leave these areas without permission from the lunch supervisors. In addition, students will not be allowed to have lunch delivered from outside establishments or persons. Permission to go outside for any reason must be secured from an administrator or a lunch area supervisor.

The Pleasant View Elementary School Cafeteria offers a traditional breakfast, a school meal, a salad meal, a peanut butter sandwich meal and a yogurt meal. Students may bring their lunch to school and eat in the cafeteria. **Candy and soda should not be sent in a home lunch, nor is food to be catered or ordered in from restaurants and eaten in the cafeteria at lunchtime.**

GUIDELINES AND PROCEDURES FOR STUDENT LUNCH CHARGES:

We strongly discourage meal charges, but we understand that an occasional emergency may make it necessary. The school district policy is as follows:

- Students may not charge more than three meals.
- Parents will be notified and asked for prompt payment after the first charge.
- All charges must be paid within five days.
- Students with a negative lunch account balance may not charge a school breakfast.

After the third lunch charge, the food service department will provide the student with a peanut butter sandwich and a carton of milk at a cost of \$.75. The alternate meal cost will be added to the student's debt. After five days of non-payment, if steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the food service department to make arrangements, the student's lunch privileges will be stopped.

The food services manager will monitor the student at meal periods to ensure the student is provided a meal by the parent/guardian. The school counselor and the director of food services, will notify the "Child Protective Services" in the event any student is not being provided a lunch by the parent/guardian.

It is strongly encouraged that parent/guardians make meal payments in advance. Please make personal checks payable to P.V.E. Cafeteria. Students are required to turn in lunch money, in the provided baggie or a sealed envelope, to their teacher in the morning. For your convenience, an on-line lunch deposit, by debit/credit card, may be made at www.k12paymentcenter.com. You may review your student's lunch account and set up an email lunch account balance alert at this site as well.

Meal assistance applications are available throughout the school year. An application may be downloaded and printed from the food services link located on the corporation website: www.yorktown.k12.in.us. For assistance, please contact, Amanda Allen at 765.759.2542, or at aallen@yorktown.k12.in.us.

It is strongly encouraged that parent/guardians make meal payments in advance. Students are required to turn in lunch money, in the provided baggie or a sealed envelope, to their teacher in the morning. For your convenience, an on-line lunch deposit, by debit/credit card, may be made at www.k12paymentcenter.com. You may review your student's lunch account and set up an email lunch account balance alert at this site as well.

Meetings after School

Leaders of Brownies and Cub Scouts, or any other groups, need to present members with a schedule of meeting times so that children will not have to call home to notify their parents. Leaders of each group need to submit a list of members to the office; include leaders' names and telephone numbers, as well as meeting dates and times. Cancellations: DO NOT cancel meetings unless you have contacted the parents, as they are expecting children to attend these meetings, and there may be no one at home if children go home at regular dismissal time.

NON-CUSTODIAL PARENT RIGHTS

If a non-custodial parent is not to visit or see records of a student, a court order must be on file in the school office.

PTO

Our Mt. Pleasant Elementary PTO is a very active organization. They sponsor Open House, Grandparents' Day, and a Yearly Carnival. They also provide an opportunity for parents to help at school through volunteering in the classrooms and on committees. The Yearly Carnival is the main money making project and is held every year.

SAFETY AND SECURITY

The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. Yorktown Community School's Indoor Air Quality (IAQ) Coordinator: Mr. Rusty Byard: 765.759.2720

Drills

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students should immediately stand and leave the room. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given by the Principal or his authorized representative to return to the building. Fire drills are scheduled at least once a month and Man Made Emergency and Tornado drills are scheduled once each in the fall and spring in accordance with local and state guidelines.

Student Birthdays

Student birthdays are announced daily and a birthday pencil is given to each child. Teachers may have additional recognition activities within the classroom. Birthday treats must be store purchased and must be delivered to the PVE office and scheduled with the teacher in advance. **To avoid classroom disruption, as well as for safety and student health concerns, deliveries of flowers, balloons, etc. are not allowed in the**

classroom or on the bus. Party invitations may **NOT** be handed out at school. To get student addresses for home mail delivery, the PTO puts together a School Directory which is available for purchase in the Elementary offices.

Student Drop Off / Pick up Procedures

It is highly encouraged for all students to ride the school bus. However, in the event of parents bringing students to school, your cooperation is needed to ensure a safe and efficient car drop off / pick up system.

General Rules

1. Remain in your vehicle and follow the line as it moves forward.
2. Follow the arrows on the pavement to loop around to the drop off/pick up area
3. Pull as far forward along the curb as possible before stopping your vehicle
4. Please do not park in the handicap spaces unless you are entitled to do so by having a sticker or placard visible.
5. The north lot is for buses only. This area is not to be used for student drop off or pick up.
6. If you need to come to the school office for any reason during car drop off / pick up, please find an available parking space in the lot. Parents are not to park in the east parking lot or the adjacent high school lot in order to solely drop off or pickup their student.
7. Pull as far forward along the curb as possible before stopping your vehicle
8. Parking lot traffic is less between 7:30-7:40 a.m. and 2:30-2:35 p.m. making drop off and pick up easier.
9. After stopping, be certain it is safe for your student to exit your vehicle on the sidewalk (passenger) side
10. Do not double-park to drop off or pick up your student.
11. Please inform the office and teacher if there are persons who are not allowed to pick up your student. Current custody records are kept on file in the office.

Morning Student Drop Off

1. Students may only be dropped off at the main door #1 (under the green arch) in the east parking lot. Adults are on supervision duty to let students into the building from 7:15-7:55 am. **Students not in the building by 7:55 are considered tardy.**
2. Please stay in your car and allow your student to enter the building under the supervision of the adult supervisors.
3. At 7:55 a.m., the door closes and students are now considered tardy. Students must then be escorted to the school office by parents and signed in. Signing in assures your student arrives safely to class.
4. As a reminder, under no circumstances are students to be dropped off in the north parking lot. This area is strictly for buses. For the safety of our students, this policy will be strictly enforced.
5. **Parents are not to park and walk their child up to the school unless they have business in the school themselves and are signing in at the office. Parking your car in the Yorktown High School lot and then walking over to drop off your student is not allowed. This can pose a serious safety threat.**

Afternoon Car Pick up

School dismissal is a very busy time for us. In the interest of safety, parents picking up their students after school are to remain in the car pick up line. **Parking your car in the Yorktown High School lot and then walking over to get your student is not allowed. This can pose a serious safety threat.**

1. Each grade level has an assigned color for car pick up:
 - Kindergarten = yellow
 - 1st grade = green
 - 2nd grade = blue
2. Students have a colored tag with their name and information attached to their backpack. Parents have a corresponding color-coded sign, with their student's name and grade, for use in their car. All vehicles must display this sign in the window or dash during car pick up to have their student released to them.
3. During pick up, each grade level has a designated waiting area in the building. Students can walk to their car as soon as they are released by the adult supervisor.
4. No student will be released to anyone not displaying the colored sign. If there is a change in the person picking up the student, notification must be made in writing, and the person picking up the student must display the colored sign in the car.
5. Anyone wishing to pick up a student without a colored sign will be required to park and then report to the office to verify authorization to pick up the student.
6. Students must be picked up by 2:40 pm. Any student not picked up by this time will be sent to Tiger Latchkey. After the 2nd time, there will be a fee charged by Tiger Latchkey.
7. For safety and security reasons, our policy does not support parents parking during car pick up and coming into the office to pick up a student.

STUDENT HEALTH TOPICS

Although PVE staff shall not be responsible for the diagnosis and/or treatment of student illness, we do want to give our students the best care possible. Yorktown Community Schools require that parents complete a form for emergency medical information for each child enrolled. The form will be distributed to all students at registration time. The form contains vital information that is important for us as we care for your child. The form

will be kept in a file in the nurse's office. Students will be excluded from school if required immunizations are not done and the verification is not on file.

School Nurse and PVE Clinic

Yorktown Community Schools have a registered nurse who is on duty all day. As a rule the clinic in the high school is open from 7:30 to 3:00 and staffed by a nurse's aide. Students feeling ill should report to the clinic. Students should report to the Main Office when the nurse is not available. All student visits to the clinic are recorded on a daily log and, except in case of any emergency, students must have a pass from their classroom teacher to come to the clinic. An ill student will not be sent home unless parents have been contacted. Students should bring doctor's absence notes or procedural modification requests to the front office and clinic. It is the responsibility of the parent to be sure the written communication to the nurse is mailed or delivered directly to the nurse. Accident reports are filled out on students injured at school and at school events. A parent will be contacted by phone or a note sent home with the student.

Medication Policy

It is preferred that medication not be administered at school if possible. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when the student's physician has determined that failure to do so would jeopardize the health of the student or the student would not be able to attend school if the medication or treatment were not made available during school hours. If such is deemed necessary, school policy and Indiana State Board of Education standards dictate that medication cannot be dispensed at school unless the medicine is sent to the school in its original container labeled with the student's name, name of the medicine, and the correct dosage. A completed and signed Authorization for Medication Form (5330 F1) must accompany the medication. Most pharmacies will provide a second container, free of charge, to send to the school upon request.

Students are to keep all medication, including aspirin and Tylenol products, in the health clinic office where it can be taken under the direction of the school staff. All medication given during school hours will be administered according to the above policy. According to IC 20-8.1-5.1-7.5 section 3, any student carrying an inhaler or Epi-pen will need to have a form on file in the clinic completed by the parent. See clinic personnel for details.

Students who fail to secure or use prescription medication in the Nurse's Office are at risk of violating the school's drug policy. No student is allowed to provide or sell any type of over-the-counter medication to another student. Students violating this policy will be considered in violation of the school's drug policy.

Parents, or students authorized in writing by the physician and parents, may administer medication or treatment. Students with inhalers may use them as needed outside of the health clinic if written permission to do so is on file in the health clinic. In the case of non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the office of the school nurse. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

In accordance with Indiana Code 20-8.1-7-22, the school may not send home with a student medication that is possessed by the school for administration during school hours or at school functions. Medication that is possessed by the school for administration during school hours or at school functions for a student may be released only to the student's parent or an individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication.

Immunizations

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school Principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Principal.

Meningitis Information

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of all students about meningitis and the vaccines available to prevent one type of this serious illness at the beginning of each school year. One type of meningitis is caused by a bacteria called *Neisseria meningitidis*. Infections caused by these bacteria are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. It can be spread through the air or by direct contact with saliva from another person with the disease. There is a vaccine (Menactra) that can prevent most cases of meningitis caused by these bacteria in people over the age of 2. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination against this disease for all children and adolescents 11-18 years of age. Children ages 2 -10 who have sickle cell anemia or problems with their immune systems should also receive this vaccine.

One dose of Menactra is required for students in grades 6 – 12. This is a legal requirement (Indiana Administrative Code 410 IAC 1-1-1). All students entering grades 6-12 will need to have documentation of this immunization provided to the school. The Delaware County Health Department will provide this vaccine free of charge.

Additional information about meningococcal disease can be found at:
The Indiana State Department of Health <http://www.in.gov/isdh/22121.htm>
The Centers for Disease Control and Prevention
<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

Control of Casual-contact Communicable Disease and Pests

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

Control of Non-Casual-contact Communicable Disease and Pests

The Corporation has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents 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.

YCS Head Lice Policy

While head lice are a nuisance, they do not spread disease and are not considered a health issue. Parents have the primary responsibility of assisting in the prevention and management of head lice cases through regular checks of their child's hair and starting immediate treatment when they have a confirmed case.

Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality at school, verify presence of an active infestation (locating 1 or more live lice and live nits located within 1 cm of the scalp) and bring it to the child's parent's attention.

The student is required to stay home until the first treatment. Please contact the school nurse if you are treating lice at home. Parents, students, and school staff will be educated about head lice identification, treatment and prevention as needed.

If at all possible, students will not be excluded during the day from school for having head lice, as the management of head lice should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case by case basis by the school nurse.

The decision is based on information outlined by the American Academy of Pediatrics, the National Association of School Nurses, Delaware County Health Department, the Center for Disease Control, and the Harvard School of Public Health.

Resources:

<http://www.cdc.gov/lice/head/factsheet.html#what>
<http://www.aap.org/healthtopics/skinhealth.cfm>

REPORTING OF CHILD ABUSE OR NEGLECT

The Board of Education is concerned with the physical and mental well-being of the children who attend this school district and will cooperate in the identification of cases of child abuse and neglect in accordance with Indiana law.

Each staff member employed by the school district shall be responsible for reporting immediately every case in which the staff member has reason to believe that a student has been the victim of child abuse or neglect. This report shall be made to the school building administrator or principal designee who, in the presence of the staff member, shall immediately call the child protective services or law enforcement agency to report the alleged child abuse and neglect.

Information concerning alleged child abuse or neglect is confidential information and is not to be shared with anyone other than the administration or the reporting agency.

Indiana law provides that any person who makes or causes to be made a report that a child is the victim of child abuse or neglect is immune from any civil or criminal liability in connection with this report unless that person acted maliciously or in bad faith. I.C. 31-33-5 I.C. 31-33-6

STUDENT INSURANCE

Pleasant View Elementary School carries no insurance on any students. Insurance coverage is the responsibility of the parent or guardian.

STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232, accomplishes three things concerning students' rights to privacy in the area of their school records:

1. It provides parents access to their children's records.
2. It provides for a hearing in which parents may challenge the contents of such records.
3. It spells out who may have access to records without parental permission and when parental permission is required.

During the student's school career the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents, and the students' or parent's right to correct inaccurate data is necessary. The school system is adopting this policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1974" (20 U.S.C. 1232g). To prevent confusion when filling out information forms, students will be asked to observe the following rules:

1. Use given name, including middle name or initial, as it appears on birth certificate.
2. Do not use nicknames or abbreviated names for official records.
3. Print all pertinent data such as student's name, parent's information and address.

SUBSTITUTE TEACHERS

Substitute teachers allow the continued smooth operation of school when the regular teacher is absent. When a substitute teacher is conducting a class, students are expected to behave themselves as well as they would for the regular classroom teacher. Failure to do so will be considered a major violation of the discipline policy and students who do not comply with this policy may be subject to disciplinary consequences.

UPDATING STUDENT INFORMATION

It is very important to notify the school, in writing, whenever a change is made to address, phone number, employment, medical, or any other information that might be useful in an emergency or the daily care of your student.

VALUABLE ITEMS

Students should not bring items such as jewelry, expensive clothing, large amounts of money, or other valuable items to school. Students, who bring such items to school, do so at their own risk. Students who bring such items to school may leave the items in the Main Office. However, the school assumes no liability for any loss, theft, or damage of such items left in the office or any other area of the school or school grounds.

VISITORS

Visits by parents or guardians of Pleasant View Elementary students are encouraged at the parents' convenience. While making prior arrangements would be appreciated, notice of a visitation by a parent is not required. All visitors of PVE must register in the Main Office and pick up a Visitor's badge as soon as they arrive at the building.

In order to minimize disruption to the school day, visitors other than parents or guardians will not be permitted unless approved by the Principal. Former students wishing to visit a teacher should make arrangements to do so after school hours.

Visitation by a parent or guardian who intends to visit a classroom must first complete the volunteer paperwork, second provide 24 hours' notice to the building principal, and third have the confirmation from the principal that the visit is approved.

Volunteer/Background Checks

The Yorktown Community Schools welcome the involvement of parents, and their efforts as volunteers are invaluable. The purpose of the volunteer background check procedure is to help ensure the safety and security of our students at Yorktown Community Schools. A complete background check will be required once every three year if a volunteer is directly supervising students; traveling with students; or repeat volunteer in classrooms, library, etc. Background checks must be submitted and approved prior to any volunteer activity taking place in the Yorktown Community Schools.

Volunteers will be required to:

- Complete an Expanded Criminal History Check
- Complete the mandatory bullying prevention training
- Complete the Volunteer Agreement & Waiver

The volunteer expanded background check is conducted by Safe Hiring Solutions, LLC.

- Go to the corporation website to begin the process
- Provide your name and email address and click the "login" button
- Click on the empty drop down box and select "Volunteer"
- Continue by following the remaining directions on the page. Click the "Submit" button when finished.

Please note that you will need a debit or credit card to complete this process. There is a charge which is non-refundable.

The Expanded Criminal History Check for volunteers will include the same search criterion which is applied to perspective YCS employees. This check does require a fee and the cost is the responsibility of the volunteer applicant.

The Expanded Criminal History Check shall include but not be limited to:

1. National criminal history check (as defined by I.C. 20-26-2-1.5) of criminal history record system maintained by the Federal Bureau of Investigation is based on finger print identification or another method of positive identification;
2. Search of the national sex offender registry maintained by the United States Department of Justice.

All information regarding the applicant will remain confidential.

WELLNESS STATEMENT

Pleasant View Elementary is committed to supporting student wellness. This is accomplished by:

- A. Providing a school environment that promotes and protects student health.
- B. Encouraging good nutrition, healthy eating habits, and physical activity.
- C. Offering healthy food choices before, during and after school.