

2011-2012

**A Parent Guide to School
Corporation Policies**

Plainfield Community School Corporation
985 S. Longfellow
Plainfield, IN 46168
317-839-2578

ANNUAL NOTICE

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2011-2012 Changes

The Plainfield Community School corporation has made changes, additions, and correction to the following sections of the Annual Notice:

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AS REQUIRED BY INDIANA STATE STATUTE AND/OR FEDERAL LAWS AND REGULATIONS, PLAINFIELD COMMUNITY SCHOOL CORPORATION IS PROVIDING SEVERAL LEGAL NOTICES AND OTHER IMPORTANT INFORMATION TO OUR PARENTS IN THIS ANNUAL NOTICE BROCHURE.

FERPA-FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE TO PARENTS AND STUDENTS OF THEIR RIGHTS CONCERNING EDUCATION RECORDS

To Parents and Students:

Education records are governed by federal law and regulation. The requirements are outlined in School Board Policy J-44. In summary, the policy provides that both elementary and secondary students' educational records are confidential and parents can examine their child's records at reasonable times if the child is under 18 years of age and not attending a post-secondary institution. Students may also examine their records at reasonable times. Before education records are disclosed to third parties, the school requires a signed and dated written consent. Students who are 18 years of age or attending post-secondary education may sign for themselves. School officials, including officials of another school system or institutions of post-secondary where the student seeks to enroll, may also examine education records without the parent's or student's consent. Directory information can also be published on the corporation website and school newsletter and can be released to media organizations, colleges, civic or school related organizations, recruiting representatives of various military services and academies, and government agencies without the consent of parent or students. Directory information includes student's name, parent's name, area of studies, athletic participation, extra-curricular participation, height, weight, photographs, attendance dates, awards, race, sex, and grade level. Any objection to such disclosure should be stated in a letter annually and filed with the principal within 14 calendar days from the beginning of the school year. Occasionally the student's classroom work will be displayed for motivational purposes, however the parent can also notify the principal in writing if the display of classroom work is not preferred.

WE WORK TOGETHER: A PARENT'S GUIDE FOR SOLVING PROBLEMS AT PLAINFIELD COMMUNITY SCHOOLS

Unfairness, misunderstanding, hurt feelings, and conflict are experiences that concern us all. When children experience these problems at school it may cause difficulty not only for the children, but for parents, and school staff. We sincerely hope that the information provided here regarding how to successfully solve problems at school will be useful to parents in the Plainfield Community School District.

WE WORK TOGETHER (Continued)

- **Take your concern to the person closest to the problem.**

No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, on the practice field, in the gym, or the auditorium, the quickest and easiest solution is usually found with the staff member most directly involved. It's best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, and communicate any concerns you have quickly and openly. The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. **Give them a chance to tackle the problem first.**

- **Present your concern to the next level.**

The principal is responsible for supervision of staff within the building. The athletic director supervises all school coaches. Bus drivers report to the transportation director. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty.

Their ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing with the person who is closest to the situation.

Supervisory personnel rarely have ready access to the information they need to be of immediate assistance and working through them will often require additional time.

- **Talk with the superintendent of schools.**

Sometimes the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem, and you've taken the problem to the next levels, but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go.

Please understand that the superintendent may not be available immediately, but will try to arrange a meeting as soon as possible.

- **Contact the School Board**

The School Board has two primary responsibilities: making policies that guide the school district's operations and approving the district budget. Board members rely on the administrative team to handle day-to-day school operations. While you should always feel free to share your concerns with Board members, please understand that they will generally refer issues back to the administrative team.

So when should a Board member be contacted and what can they do?

Contact a Board member...

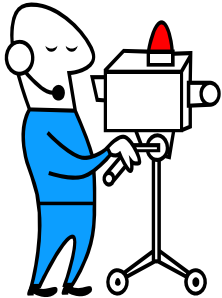
- after other means to solve a problem have been tried,
- when a policy is being enforced that you believe results in bad consequences,
- when you believe a necessary policy isn't being enforced.

A Board member may take one or all of the following actions:

- Informally discuss the issue with the Superintendent or other administrator to consider whether policies or rules should be changed,
- Request that the Board review the specific policies that relate to the situation,
- Propose new policies for the Board's consideration.

TAPING OR RECORDING CONFERENCES

Conferences involving parents, students, and the school administration may, at the discretion of the school administration, be audio or videotaped by the school to verify the accuracy of the information being provided. Plainfield Community School Board Policy J-28 gives specific guidance for the use and purpose of videotaping conferences. School Board Policy J-28 specifically states that the decision to video or audio tape a conference is at the discretion of the school administration. All videotaping remain the property of the school corporation.



VIDEO SURVEILLANCE

School buses and school properties have been equipped to video monitor and record student and public activities. These video surveillance cameras are utilized to verify accuracy of information and deter unsafe behaviors.

BUS ACCIDENT PROCEDURES NOTIFICATION

In spite of all precautions, the possibility of bus accidents cannot be entirely eliminated. In most cases, the sturdy construction of a school bus absorbs the impact of most accidents and injuries to students, if any, are minor. However, to ensure that injuries are addressed, the Director of Transportation will request that police be sent to the scene. The school nurse will check students when they arrive at school. The school will contact the parent/guardian of those children involved to notify them of the accident. Parents who have questions regarding an accident should contact the school.



CONNECT-ED

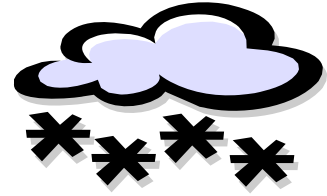
Connect-ED is a telephone messaging service which allows the corporation to notify Plainfield Community School Corporation families through a recorded phone call of any upcoming events, weather related school closings or delay, or any emergency information. Parents are asked to supply current telephone numbers and email addresses to ensure timely and accurate School Corporation information.

TITLE IX SEXUAL COMPLIANCE

Notice: Per federal law, please be informed that the Title IX Coordinator and Sexual Compliance officers for the Plainfield Community School Corporation are Mr. Mike McHugh, 839-0120, and Mrs. Laura Penman, 839-7707.

SCHOOL CLOSING ANNOUNCEMENTS

The following media will be notified of Plainfield school closings and early dismissal due to weather conditions.



WTHR 13
WRTV 6
WISH 8
FOX 59

WNTR (107.9 FM)
WCBK (102.3 FM)
WZPL (99.5 FM)
WFMS (95.5 FM)

WXNT (1430 AM)

Plainfield Transportation Department 838-3632

PLAINFIELD SCHOOLS WEBSITE & PUBLICATIONS

From time to time during the school year, our staff will take pictures of students during their school activities and then post them to the Plainfield Schools website or use in PCSC publications. If parents do not want their children's pictures posted temporarily on the website or used in PCSC publications, they must notify the school principal in writing. Names of students in the pictures will not be used without parent permission.

VOLUNTEER BACKGROUND CHECKS

Plainfield Community School Corporation requires that anyone having contact with our student population complete a "Background Authorization and Release." This authorization form is available at any school office and must be completed two weeks prior to volunteering. This includes school field trips.

ACCESS TO STUDENT DIRECTORY INFORMATION BY RECRUITING REPRESENTATIVES

I.C. 20-33-10-4 requires high schools to provide access to the high school campus and the high school's student directory information to official recruiting representatives of the armed forces of the United States, the Indiana Air National Guard, the Indiana Army National Guard and service academies of the armed forces of the United States for the purpose of informing students of educational and career opportunities. If a high school student or parent does not want the student's directory information provided, the student or parent must notify the high school in writing prior to the end of the student's sophomore year.

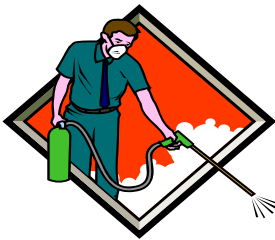
AHERA NOTIFICATION

The Asbestos Hazard Emergency Response Act (AHERA), approved by Congress and signed by former President Ronald Reagan, required public schools to inspect school buildings for asbestos-containing materials and to design a management plan to deal with any asbestos found in those buildings.

Plainfield Community School Corporation inspected all buildings in the spring of 1985. In 1989 the school corporation implemented the final approved management plan. The required three-year inspection was conducted in June 1992, July 1995, July 1998, April 2001, October 2004, October 2007, and April 2010. Periodic inspections are conducted.

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

ANNUAL NOTICE REGARDING PEST CONTROL



The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pest and pesticides. While pesticides protect children from pests that may be found in a school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. Please contact your school nurse or principal if you would like to have information regarding pest control. Also, please inform your school nurse, in writing, if you want to receive advance notice (at least two school days) when the pesticide applications, other than occasional use of household type aerosol applications, are to occur.

INDOOR AIR QUALITY (IAQ) COORDINATOR

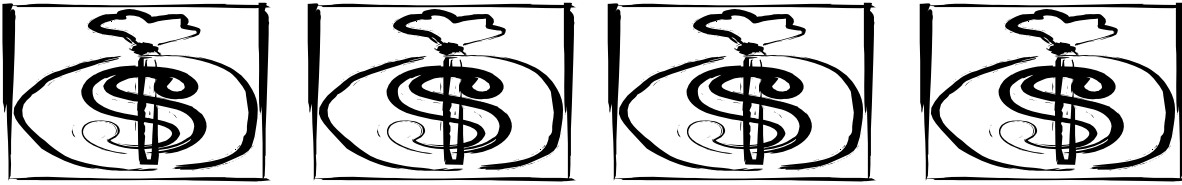
Mr. Jud Wolfe
 Plainfield Community School Corporation
 Administrative Office
 (317) 839-2578

TOBACCO FREE SCHOOL FACILITIES AND CAMPUSES

All school facilities and campuses are designated as tobacco free. The use of tobacco on school corporation property is prohibited at any school or non-school event.

Employees may not use tobacco products when supervising or directing or when present with pupils in such activities as drama rehearsals, athletic events, or club meeting, on school grounds, or when on field trips, athletic events, or other activities away from school when supervising pupils.

Plainfield Community School Corporation



ANNUAL NOTICE REGARDING USE OF TITLE FUNDS

PROGRAM	2010-2011 FUNDING	PROGRAM DESCRIPTION
Title I	\$ 325,415.09	To provide reading intervention programs at the three elementary schools.
Title II Part A	\$ 115,286.00	Class size reduction, and preparing, training and recruiting highly qualified teachers and principals.
Title IV Part A	\$ 12,174.00	Safe and drug-free schools and communities.
Title III	\$ 10,920.00	Language instruction for limited English proficient and immigrant students.

PARENTS RIGHT-TO-KNOW (Title One)

At the beginning of each school year, Plainfield Community School corporation will provide you at your request, and in a timely manner, information regarding the professional qualifications of your child's classroom teacher(s). The notice and information provided to you shall be in an understandable uniform format in a language that you can understand. Requests regarding professional teacher qualifications must be in writing and submitted to the Superintendent of Schools.

PLAINFIELD COMMUNITY SCHOOL CORPORATION PARENT INVOLVEMENT (Title One)

Plainfield Community School Corporation works to build the schools and parents' capacity for strong parental involvement in regards to the development of local plans, evaluation of content and effectiveness of instructional programs, evaluation of parental involvement activities, and coordination of parent involvement in a variety of school programs.

Plainfield Community School Corporation intends that parents of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the school program. This shall include opportunities to jointly develop and plan for school review and improvement.



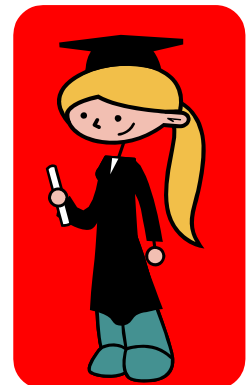
The instructional program is designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by Plainfield Community School Corporation. These goals and standards are shared with parents in a manner that will enable them to monitor and improve the educational achievement of their child.

NONDISCRIMINATION

It is the policy of the Plainfield Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Law (IC 1976, 22-9), Public Law 218 (IC 1971, Title 20), Title VI and VII (Civil Rights Act 1964), the Equal Pay Act of 1973, Title IX (1972 Education Amendments) and The Americans with Disabilities Act of 1990.

ANNUAL NOTICE REGARDING NO CHILD LEFT BEHIND

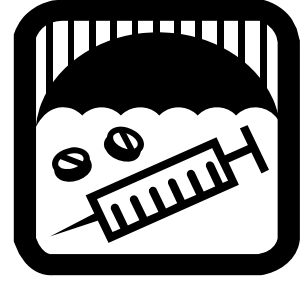
Mr. Scott Olinger, Superintendent, has signed and submitted to the Indiana Department of Education the Statement of Assurances as required by the No Child Left Behind Act of 2001. The assurances can be viewed on the Indiana Department of Education No Child Left Behind web site at: <http://doe.state.in.us/esea/welcome.html>.



IMMUNIZATION REQUIREMENTS

Indiana state law requires all children entering kindergarten and first grade to have at least their first of three immunization shots against the Hepatitis B virus.

Note: By law any student who has not met the new immunization requirements must be denied school entry.



This is in addition to existing requirements for immunization against measles, rubella, mumps, diphtheria-tetanus-pertussis, polio and chicken pox, which must be completed before entering school. Contact school or medical authorities for specific information about the required shots.

No waivers will be granted except for medical or religious objections. These objections must be stated in writing by a physician for a medical objection, and by the parent for a religious objection, and must be given to the principal before school enrollment.

The Hendricks County Department of Health will make immunizations available at a low cost to kindergartners and first graders who are six years of age and under. Please call 745-9222 to make an appointment to take advantage of the low rate.

You may also choose to see your own physician, but in either case, arrangements must be made right away. The entering student must have his or her shots prior to the first day of school.

MENINGITIS INFORMATION (IC 20-30-5-18)

Meningitis is an infection of the fluid surrounding a person's spinal cord and brain. It can be caused by a viral or bacterial infection. Bacterial infection can result in brain damage, hearing loss, learning disability, or death. Symptoms commonly include a high fever, headache, and stiff neck in individuals over the age of 2. These symptoms can develop over several hours or may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In newborns and small infants, symptoms may only include inactivity, irritability, vomiting, or poor feeding. As the disease progresses, any age individual may have seizures.

Viral meningitis is spread through the exchange of respiratory and throat secretions. Fortunately, it is not as contagious as colds or the flu. Sometimes the bacteria spreads to people who have had close or prolonged contact with a patient such as in a household or day care center. College students living in dormitories are a group of particular concern. It is critical that treatment with appropriate antibiotics be started very early in the course of the disease.

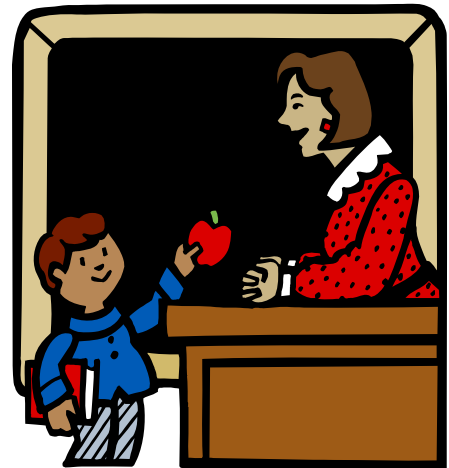
Vaccination to prevent meningitis is now available for individuals ages 11 to 55. Please contact your health care provider for specific instruction regarding your child.

GOOD CITIZENSHIP INSTRUCTION

A state statute identifies 13 character traits that are to be integrated into our current instructional program. Those character traits listed in the state statute are very similar to the 12 core values identified by the Plainfield Community Values-Awareness Committee. A committee of teachers from each building and two administrators reviewed the state statute guidelines and realigned the 12 core values to correspond with months within the school calendar. The following monthly guide was refined for use by classroom teachers and administrators throughout the school year, using both state and steering committee's definitions of the required character traits and existing community core values.

Plainfield Community School Corporation's Revised Schedule of Values

AUGUST	Truth/Respect for Law and Order
SEPTEMBER	Dignity/Self Esteem
OCTOBER	Responsibility/Accountability/Justice
NOVEMBER	Respect for Others' Rights
DECEMBER	Kindness
JANUARY	Equal Opportunity
FEBRUARY	Honesty
MARCH	Reliability
APRIL	Respect for Environment
MAY	Integrity



2011-2012 SCHOOL BOARD MEETINGS

You are invited to all regular meetings of the Plainfield Community School Corporation Board of Trustees. The School Board meetings will begin at 7:00 p.m. and will be held in the Board Room of the school corporation's administrative offices.



- August 11*
- September 8*
- October 13*
- November 10*
- December 8*
- January 12*
- February 9*
- March 8*
- April 12*
- May 10*
- June 14*
- July 12*

SECTION 504

It is the intent of the Plainfield Community School Corporation to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this provision even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of students with disabilities and their parents under Section 504 will be enforced. The Section 504 coordinator for Plainfield Community School Corporation is Jim Murray (839-2578). Families of students who may qualify for Section 504 should contact the building principal.



INDIANA LICENSE PLATE HELPS SCHOOLS

Have you seen the Indiana license plate featuring a schoolhouse and Garfield the Cat?

The Indiana Department of Motor Vehicles sends part of the additional money motorists pay for the special school plate to the school corporation of the buyer's choice, where it is used for programs the schools might not be able to fund otherwise.

For those who have asked, the Plainfield Community School Corporation number is 3330.

For more information about getting the "Committed to Education" plate, contact your local license branch or call the BMV at 233-2514.



INTERNET ACCEPTABLE USE AGREEMENT

The school corporation maintains an Internet Acceptable Use Agreement which explains how the schools make use of the Internet as well as how information is published on the corporation's web site. The agreement is published in the front sections of the student agendas distributed to every middle school and high school student. It is also published in the parent handbooks at the three elementary schools and kindergarten center. Parents are advised to read the contents of the Acceptable Use Agreement.



MEAL ASSISTANCE PROGRAM

The Plainfield Community School Corporation cafeteria staff takes pride in providing quality meals for our students while maintaining low cost.

An application for meal and textbook assistance can be obtained from the Superintendent’s office, located at 985 Longfellow Lane. If you believe you qualify for assistance, please complete the application and return it to the superintendent’s office as soon as possible. If we receive the application prior to the beginning of school, we are able to process it and have the information in the system when your child arrives the first day of school. We are required to charge the full amount for any meal served prior to approval of an application.



If you qualified for and were receiving assistance at the end of the 2010-11 school year while in the Plainfield Community School Corporation, you will continue to receive the same level of benefits until September 30, 2011. A new application must be on file by September 30, 2011, for the benefits to continue.

The Indiana State Board of Accounts rules that charging school lunches or a la carte is not permitted. We do understand students occasionally forget their lunch money or fail to let parents know when their account is depleted. At these times, we make every effort to work with the student and parent. When this occurs, we will allow students to have a Type A meal and remind them of their account balance. Please remember, the cafeteria can only allow this to happen one time for one Type A meal.

School Breakfast and Lunch Fees

Breakfast, Elementary only	\$1.30
Lunch, Elementary	\$1.90
Lunch, Middle School	\$2.00
Lunch, High School	\$2.00

STANDARDIZED TESTING

Standardized tests are used to measure the academic progress of students both individually and by groups. Testing results help teachers determine areas for improvement in instruction and can help parents know how their child is progressing relative to other students the same age.

As required by Indiana State Statute, Plainfield Schools participate in the Indiana Standardized Test of Educational Progress, ISTEP+, in mathematics, language arts, social studies, and science. ISTEP+ assesses student achievements in grades 3-8. Grades 9-12 students must pass the Algebra I and English 10 End of Course Assessments (ECA). Students that do not pass the ECA will have two opportunities each year to retake the ECA. Plainfield students will participate in ECA's in Algebra I, Biology, and English 10. Although only the Algebra I and English 10 ECA's are required for graduation, all students will take the ECA for any course they are enrolled in.

<u>Grade Levels</u>	<u>Tests</u>
K - 2	DIBELS
3 - 8	Acuity
3 - 8	ISTEP
9-12	End-of-Course Assessments



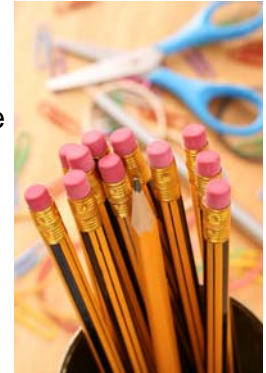
REMEDIATION

Plainfield Community School Corporation is taking an active role in helping students pass the End of Course Assessments (ECA). Students who pass the ECA the first time it is administered will have more scheduling flexibility during their high school years and will be able to take more elective courses. To assist students in their ability to pass the ECA, students will be identified for remediation needs as early as their elementary or middle school years. Previous ISTEP scores and other achievement testing scores provided by the school will help determine if students need remediation. Remediation may be given in any of the following forms: after school tutorial sessions, a second mathematics or language arts class during the school year, or pull out programs. Remediation classes or activities offered by the school may be **REQUIRED** by the school principal of students who perform at, below, or barely above the state benchmarks and/or local achievement testing standards. This may require forfeiting an elective class for that semester or year. Research indicates that early intervention is the best means of remediation, and it is the goal of Plainfield Community School Corporation to provide early remediation in order to increase the likelihood of students passing the ECA once they reach high school.

FULL DAY STAFF DEVELOPMENT

We get a lot of questions about why we take time from the school year for “in-service” days. While those days mean time off for students, they involve a lot of work for our teachers. As the world and our community change, in-service days give the School Board and administration the opportunity to help our teachers fine-tune their skills, learn new technology, and explore innovative ideas.

The Indiana statute known as Public Law 221 and the federal mandate called “No Child Left Behind” have created positive changes in education, but dealing with these changes requires that teachers be given quality time to work with each other in teams and across buildings. The full day in-service dates provide meaningful time for our staff to address all of these needs.



In-Service Dates for 2011-2012

Monday, September 19, 2011
 Thursday, October 13, 2011
 Monday, March 12, 2012

CELL PHONE CONTENT AND DISPLAY

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

“Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

PROACTIVE STAFF

Even though Plainfield schools have not been experiencing any safety or security problems, the Board of School Trustees and the administration of the school corporation became proactive and organized a committee to evaluate the level of safety and security being provided to our students and staff. The committee consisted of four law enforcement officials, three parents, one Board member, one teacher, one assistant principal, one principal, and two central office administrators. Additional security measures have been incorporated even though the committee determined that our schools are very safe. No one has ever been injured by a knife or gun at any of our schools.



CONFIDENTIALITY

While the schools' staffs are able to provide comprehensive discipline information to the students' parents/legal guardians, there are significant restrictions as to the amount of information that can be provided concerning other children. The schools' staffs follow the Family Educational Rights and Privacy Act (FERPA).

CHILD FIND



Do you know of a child who is in need of Special Education Services? If so, please contact the child's home school, the Special Education Director, Laura DelVecchio or Ingrid Freiders at the administration building (839-2578).

DESTRUCTION OF SPECIAL EDUCATION RECORDS

In accordance with Indiana Article 7 IAC 7-23-2 (d), Plainfield Community School Corporation will maintain a student's Special Educational record for at least three (3) years after the student exits from the special education program and in accordance with the public agency's record retention schedules. The corporation will not destroy any record if there is an outstanding request to inspect and review the record. Refer to Special Education Procedural Safeguards for further information on access to student Special Education records.

SCHOOL RULES

The penalty in Indiana for possession of a firearm is expulsion from school for at least one calendar year, with the return of the student to be at the beginning of the semester following the one-year period. The County Prosecuting Attorney's Office will also be notified.

The school corporation's rules and procedures relating to students in possession of knives was reviewed and supported by the School Rules Task Committee that was organized in 1998. This committee consisted of forty-two parents, teachers, school administrators, and Board members. The primary purpose of organizing the School Rules Task Committee was to seek community input relating to the appropriate consequences for students who bring weapons to school. The School Rules Task Committee members recommended that the school corporation not have prescribed penalties, i.e., minimum or maximum, regarding students having a weapon at school. It was felt that each situation involving a student with a knife at school should be reviewed on its own merit considering the mitigating and aggravating circumstances involved. In other words, the penalty would be based on the age of the child, the size of the knife, the intent of the student for having the knife at school, whether or not anyone was threatened, and the student's previous office referrals, etc. For clarification, there are no acceptable reasons for having knives at school. All parents are strongly encouraged to remind their children not to take any type of weapon to school, for any reason, not even for show and tell or in their lunch boxes.

THREATENING OTHERS

There is no acceptable reason for a student to threaten another student. Parents should caution their children about making threatening remarks to another student, even in jest. The consequences for threatening another student will be determined based upon the severity of the threat, i.e., was the threat intimidating, did it make the other person feel unsafe, and was the intent of the threat to do harm.

NOTIFICATIONS AND RUMOR CONTROL

One of the best ways for parents to address the topic of school rules or safety and security issues is to contact the child's teacher or school administrator.

If a child is in possession of a gun at school, the staff members, the School Board members, the local newspapers, and the parents at that school will be notified.

If a student has a knife at school, the principals, the School Board members, and the PTO president from that school will be notified. The PTO president and the principal will determine if the possession of the knife warrants parent notification, i.e., size of the knife, age of the student, intent of having the knife at school, etc.

CLASS PROJECT, SCIENCE FAIR, ETC.

There are no acceptable reasons for a student to bring a knife to school, not even for a class project. Before a student brings an object to school for a class project that may be considered a weapon, the classroom teacher should be contacted.



BOMB THREATS

While bomb threats at schools are rare, they do occur. The law enforcement official recommends that any communication regarding a bomb threat received should be limited in order to prevent “copycat syndrome.” The Plainfield Police Department and school officials have formed a strong partnership. A program has been developed that includes adhering to guidelines provided by the Indiana State Police and the Federal Bureau of Alcohol, Tobacco, and Fire Arms (ATF).

HOTLINE

Students or parents who have information that represents a potential threat to other students or staff members should contact their school’s administrator or Officer Chad Parks (839-8700). Officer Parks is the school contact for the Plainfield Police Department.

ADMINISTRATION

Mr. Scott Olinger	Superintendent
Mrs. Mary Giesting	Assistant Superintendent of Curriculum and Instruction
Mr. Jud Wolfe	Assistant Superintendent of Business and Finance

BOARD OF SCHOOL TRUSTEES

Dana Johnson	President
Scott Flood	1st Vice President
Bart Beal	2nd Vice President
David Mansfield	Secretary
Mark Todisco	Parliamentarian

PLAINFIELD COMMUNITY SCHOOL CORPORATION

ADMINISTRATION BUILDING

985 S. Longfellow Drive
Administrative Office 839-2578

OFFICE HOURS

7:30 a.m.—4:30 p.m.

SPECIAL EDUCATION DEPARTMENT

985 S. Longfellow Drive
Administrative Office
Mrs. Laura DelVecchio, Director 839-2578

7:30 a.m.—4:00 p.m.

PLAINFIELD HIGH SCHOOL

1 Red Pride Drive
Mrs. Kellie Jacobs, Principal
Main Office 839-7711
Athletic Office 838-3612
Guidance 838-3622
Attendance 838-3630

7:00 a.m.—4:00 p.m.

PLAINFIELD COMMUNITY MIDDLE SCHOOL

709 Stafford Road
Mr. Jerry Goldsberry, Principal
Main Office 838-3966
Attendance 838-3945
Homework Hotline 838-3678

7:00 a.m.—4:00 p.m.

CLARKS CREEK ELEMENTARY

401 Elm Drive
Mr. Mike Underwood, Principal
Main Office 839-0120
Nurse 203-7770

8:00 a.m.—4:00 p.m.

BRENTWOOD ELEMENTARY

1630 E. Oliver
Mr. Pat Cooney, Principal
Main Office 839-4802
Nurse 838-3652

8:00 am.—4:00 p.m.

CENTRAL ELEMENTARY

110 Wabash Street
Mrs. Laura Penman, Principal
Main Office 839-7707
Nurse 838-3643

8:00 am.—4:00 p.m.

VAN BUREN ELEMENTARY

225 Shaw Street
Mr. Ray Helmuth, Principal
Main Office 839-2575
Nurse 838-3648

8:00 am.—4:00 p.m.

TRANSPORTATION DEPARTMENT

Mr. Steven Dayhuff, Director
Office 838-3632

8:00 am.—4:00 p.m.

TECHNOLOGY DEPARTMENT

Mr. John Crum, Director
Office 837-7250

7:00 am.—4:00 p.m.

FOOD SERVICES

Mrs. Kelly Collins, Director
Office 838-3662

8:00 a.m.—3:00 p.m.

**PLAINFIELD COMMUNITY SCHOOL CORPORATION
OFFICIAL SCHOOL CALENDAR
2011-2012**

1st Semester

Teacher Orientation	Tuesday, August 9, 2011
First Day for Students	Wednesday, August 10, 2011
(Full day for grades K-12)	
Labor Day (No School)	Monday, September 5, 2011
Teacher In-Service (No Students).....	Monday, September 19, 2011
End of First Grading Period	Friday, October 7, 2011
Teacher In-Service & Parent/Teacher Conferences (No Students).....	Thursday, October 13, 2011
Fall Vacation (No School)	Friday/Monday, October 21-24, 2011
Thanksgiving Vacation (No School)	Thursday/Friday, November 24-25, 2011
End of Second Grading Period	Wednesday, December 21, 2011
Grades K-12 attend all day	Wednesday, December 21, 2011
Teacher Records Day ½ day (A.M.) (No Students).....	Thursday, December 22, 2011

Note: First Semester Ends with Christmas Vacation

2nd Semester

School Reopens (Regular Time).....	Thursday, January 5, 2012
Martin Luther King Day (No School).....	Monday, January 16, 2012
Mid-Winter Break (No School)	Friday/Monday, February 17-20, 2012
End of Third Grading Period	Friday, March 9, 2012
Teacher In-Service (No Students).....	Monday, March 12, 2012
Spring Vacation (No School).....	Friday/Friday, March 30-April 6, 2012
End of Fourth Grading Period.....	Thursday, May 24, 2012
Grades K-12 attend all day	Thursday, May 24, 2012
Teacher Records Day ½ day (A.M.) (No students).....	Friday, May 25, 2012
 *Commencement	 Saturday, May 26, 2012

**Snow make-up days will be used in this order: First day – Jan. 16, Second day – Feb. 17, Third day –Mar 12
Fourth day – May 25. Additional snow days will be added starting May 29, if needed.**

*If snow days extend beyond May 25, commencement will be moved to Saturday, June 2, 2012.

If March 12 becomes a snow make-up day, the teacher in-service will be moved to May 25. Teacher record day will be moved to May 29, 2011.

**PLAINFIELD COMMUNITY SCHOOL CORPORATION
OFFICIAL SCHOOL CALENDAR
2012-2013**

1st Semester

Teacher Orientation.....	Tuesday, August 7, 2012
First Day for Students.....	Wednesday, August 8, 2012
(Full day for grades K-12)	
Labor Day (No School)	Monday, September 3, 2012
Teacher In-Service (No Students)	Monday, September 17, 2012
End of First Grading Period	Friday, October 5, 2012
Teacher In-Service & Parent/Teacher Conferences (No Students)	Thursday, October 11, 2012
Fall Vacation (No School)	Friday/Monday, October 19-22, 2012
Thanksgiving Vacation (No School)	Thursday/Friday, November 22-23, 2012
End of Second Grading Period	Thursday, December 20, 2012
Grades K-12 attend all day	Thursday, December 20, 2012
Teacher Records Day ½ day (A.M.) (No Students)	Friday, December 21, 2012

Note: First Semester Ends with Christmas Vacation

2nd Semester

School Reopens (Regular Time)	Monday, January 7, 2013
Martin Luther King Day (No School)	Monday, January 21, 2013
Teacher In-Service (No Students)	Monday, January 28, 2013
Mid-Winter Break (No School)	Friday/Monday, February 15-18, 2013
End of Third Grading Period.....	Friday, March 8, 2013
Spring Vacation (No School)	Friday/Friday, March 29-April 5, 2013
End of Fourth Grading Period	Friday, May 24, 2013
Grades K-12 attend all day	Friday, May 24, 2013
Teacher Records Day ½ day (A.M.) (No students)	Tuesday, May 28, 2013
 *Commencement.....	 Saturday, June 1, 2013

**Snow make-up days will be used in this order: First day – Jan. 21, Second day – Feb. 15, Third day –May 28
Fourth day – May 29. Additional snow days will be added after May 30, if needed.**