Phalen Leadership Academy
PLA@103
Student Handbook

Expectation of Excellence In Achievement, Attitude, Actions

2026-2027

Welcome

On behalf of the administration, teachers, and staff of Phalen Leadership Academy ("PLA Network"), we welcome you to our network of schools. At the PLA Network, we believe that education is a partnership that thrives only with the support of every staff member, the involvement of every parent, and the commitment of every scholar,

We also understand that communication is of utmost importance in establishing a successful home-school partnership. In an effort to inform and educate our school community, we have created this handbook to inform you on important policies and practices of the PLA Network. Please take time to review and familiarize yourself with the information contained within the handbook, as it will serve as a valuable reference in seeking answers to commonly asked questions. Should you have a question or concern that is not addressed in this handbook, please contact the school Principal.

As the school year progresses, additional or updated information about school policies and procedures will be provided through e-newsletters and posted on the school website and social media. Each family will be provided the opportunity to download and print a copy of this handbook from the Phalen Leadership Academies website. We look forward to a very rewarding and engaging school year.

A. **Mission Of The PLA Network** The mission of the PLA Network is to ensure that each of our scholars meet high academic and social standards, and thrive as leaders at home, in their communities, and in the world.

Guiding Principles Of The PLA Network

PLA has adopted a scholar-focused, learning-oriented environment. PLA will focus on the academic education of scholars within a safe environment. Our learning environment will be relevant and engaging. PLA will focus on assisting students in developing the following skills: cooperation, teamwork, research, problem solving, ability to work independently,and communication using technology effectively. PLA is committed to accountability and having meaningful metrics of success that demonstrate continuous improvement. PLA will provide Scholars with differentiated, personalized, rigorous opportunities for learning with an emphasis on developing 21st Century Skills.

PLA will empower Scholars to shape and manage their future by encouraging prudent and intellectual risk-taking. PLA will work to develop processes to become knowledgeable of stakeholders' needs and expectations, PLA will support parents and the community in their roles in the character education, moral education, and social education of Scholars. PLA will provide a variety of experiences to aid in the development of a total person, including physical, recreational, civic, and social activities.

B. General Information

Enrollment

All scholars are eligible to enroll in a PLA Network school, as long as there are seats available per our charter with the Indiana Charter School Board ("ICSB"), or they reside in the attendance area of our innovation school. We welcome scholars who will be entering grades K-6. All interested scholars must submit an application form. An adult who is a non-custodial parent or does not have a legal guardianship and wishes to enroll a scholar in a PLA Network school must contact the School Enrollment Coordinator or designee for assistance to complete the enrollment process.

Parents must provide the following documents to the school during the enrollment process:

- Birth certificate
- Court documents specifying parental rights, responsibilities or custody (if appropriate)
- Proof of immunizations
- Proof of Indiana residency

Note: The McKinney-Vento Act The McKinney-Vento Act protects scholars from discrimination based on their lack of a permanent residence. Homeless Scholars are eligible to receive a variety of services including: transportation services, free meals under the school nutrition programs, limited English proficiency class, gifted and talented programs, and special education services based on a scholar's eligibility. Homeless Scholars will not be denied enrollment based on lack of proof of residency. Please consult the McKinney-Vento Act Liaison if you need assistance.

The McKinney-Vento Act Liaisons for the PLA Network are the Principals.

EEO Statement PLA Network does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, disability or national origin in any employment and/or educational opportunity. No person shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination in any program or activity for which the PLA Network Board is responsible or for which it receives financial assistance from the U.S. Department of Education. PLA Network values diversity and the benefits of different perspectives and backgrounds.

Complaints of Discrimination should be directed to humanresources@phalenacademies.org.

Scholar Attendance It is imperative that Scholars be in attendance each school day. Learning is a result of active participation in classroom and other school activities that cannot be replaced by individual study. Scholar attendance hours are 7:50 a.m. to 2:15 p.m. Scholars arriving after 8:00 a.m., leaving early, or being signed out for a portion of the instructional day that is less than 1/2 day, will be marked as tardy. Scholar truancy may trigger a referral in as few as 2 instances. Check the school website or contact the Principal to get the school's protocol for reporting absences and checking in late.

PLA strives for a 95% attendance rate. To meet this expectation, no scholar should exceed 9 absences per year. Unless previously notified of extenuating circumstances necessitating the frequent absences, the school may contact the parent once a scholar reaches the midway point of 5 absences. This communication will be by phone or letter. If your child has a chronic illness, we encourage you to contact the school nurse to avoid any attendance issues.

Missed School Work Due To Absence Following a return from absence, Scholars will have time equal to the length of their absence to complete their missed work. Please do not request homework in anticipation of a planned absence. If the request for homework is due to an illness, the request must be submitted by 10:00 a.m. Parents should call the Principal's office to request homework and to pick up books and materials at the end of the day.

Intent to Return/Continuing Scholars Each spring, parents/guardians of current scholars must complete 'intent to return' paperwork and/or procedures to register their scholar for the following school year. It is believed that families who do not submit intent to return materials will be considered to have withdrawn from the Phalen Leadership Academies.

Withdrawing From School Parents must contact the Front Office Administrator, if they choose to withdraw their child from school. If a student is withdrawing to homeschool, form 1005 must be completed at the school. For Information or questions regarding the Home School Enrollment Process, please contact the Indiana Department of Education's Home School Liaison at 317-232-9111.

Classroom Assignments The principal assigns scholars to his or her classroom and program. Any questions or concerns about the assignment should be discussed with the principal. Changes to an assignment of a scholar with an Individual Education Program (IEP/Special Education) can only occur through a case conference committee.

Dress Code See policy in Appendix.

Early Dismissal No scholar will be allowed to leave school prior to dismissal time without parental permission. No scholar will be released to a person other than a custodial parent without a permission note signed by the custodial parent(s) or other legal authorization. The person picking up the scholar should have photo identification and present it to the school.

Eligibility For Extracurricular Activities Most activities conducted at PLA Network schools are in large part curricular. These activities are connected to the curriculum either academically or in the development of social or physical skills. Thus, it is important to the scholar's total development that he/she participates in these offered activities. If,in the rare instance, a scholar presents a discipline problem or disrupts an activity to the detriment of other scholars, the principal with input from the teacher and parent, will decide whether to deny that scholar the opportunity to participate in certain school activities.

Physical Education Scholar dress for PE class must allow safe performance of all physical education activities. Every scholar must wear flat-soled athletic shoes that are not slip-ons. A doctor's statement will be required for three consecutive absences from physical education class in one grading period. A note from a parent will excuse a single week's absence from participation in physical education class.

Scholar Fundraising The Principal will approve all fundraising activities for the school. Scholars are not permitted to sell items for personal gain or for organizations that are not affiliated with the school on school property.

Emergency Closings and Delays In the event of severe or inclement weather or mechanical breakdown, PLA may be closed, start at a later time, or transition to elearning.. Information regarding school closing, delayed starting time, early dismissal, or elearning will be provided via our School Messenger system (phone and text alerts). Additionally, the PLA website will list delays and closings (www.phalenacademies.org). If weather closes the school, then all extracurricular activities including athletic practices and games will be canceled.

Address Change All scholars must contact PLA if he or she changes his or her address. Parents and/or scholars must obtain change of address information from the principal's office or they can obtain the documents online at www.phalenacademies.org.

Board Meetings A Board of Directors governs PLA charter schools. These board meetings are subject to Indiana's Open Door Law. Information regarding Board meetings will be posted on the school website and in specified locations throughout the school, within 48 hours of the meeting. The Board of Directors approves and authorizes all items in the school handbook.

The Pledge Of Allegiance Each day, scholars will be provided with an opportunity to recite the Pledge of Allegiance. A scholar is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if the scholar chooses not to participate or if the scholar's parent chooses to have the scholar not participate. PLA will also provide a daily moment of silence in each classroom.

Visitors & Visitor Tags Parents or guardians are encouraged to visit the classroom as long as it is not disruptive to the learning environment. We ask that any visitation being scheduled be done 24

hours in advance. Parents should not seek to confer with a teacher during the school day (e.g., between classes, during class, during after-school tutoring, etc.). While we welcome every family's insight, perspective and participation, teachers must focus on instruction during the school day (and immediately after the school day). We respectfully ask that you schedule a parent/teacher conference through the main office.

Arranging A Conference Parent teacher conferences are held both in the fall and the spring. These conferences are scheduled by classroom teachers/teams. Parents wishing to schedule an additional conference with a teacher/team or an administrator should contact the individual(s) involved to make arrangements.

Guests who cannot respect this policy will be barred from entering the academic areas of the building and confine their business to the front office or they will be removed from our campus. In rare cases where visitor behavior causes a major disruption, visitors will be asked to prearrange all visits through school officials and security.

All visitors are expected to check in at the office to obtain a visitor's tag. Please do not be offended if you are stopped if you do not have a visible visitor's tag displayed, as our Scholars' safety and security are of the utmost concern for all of us. Please consult the PLA Network Visitor's Policy regarding the steps for scheduling and/or obtaining permission to visit the school and classrooms. The policy is located in the Appendix of this handbook.

Loitering PLA staff will supervise scholars throughout the day. Scholars may not loiter on school grounds. Scholars must leave school grounds within 15-20 minutes of dismissal, unless staying on campus for an approved and supervised event or purpose. Scholars staying after school for an extracurricular activity must be under the sponsor's supervision at all times.

Confidentiality The Family Educational Rights and Privacy Act (FERPA) prohibits the PLA Network from disclosing personally identifiable information (“PII") from scholars' education records without the consent of a parent or eligible scholar. An eligible scholar is a scholar who has reached the age of eighteen (18).
Parents or eligible scholars have the right to inspect and review the scholar's records and request that PLA correct records which they believe to be inaccurate. PLA must obtain written permission from the parent or eligible scholar in order to release any information from the scholar's record. PLA may disclose records without consent under the following conditions.

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

PLA may also disclose, without consent, information designated as "directory information", which includes a student's name, address, telephone number, date and place of birth, honors, awards, dates of attendance, scholar photos, and scholar work displayed at the discretion of the teacher. Please read and sign the Notification of Rights under FERPA found in the Appendix and return to the Principal.

School Fee Waivers The parent of a scholar or an emancipated minor who is enrolled at PLA, and who meets the financial eligibility standard established by IC 20-33-5-2 may not be required to pay the fees for curricular materials, supplies, or other required class fees. If PLA pays the fees, it may seek reimbursement from the Department of Education. If the reimbursement amount is less than the fee assessed for the curricular material, PLA may request that the parent or emancipated minor pay the balance of the amount.

Cafeteria/Food Service Every full day of school, breakfast and lunch will be available for scholars to purchase in the cafeteria. Scholars will be allowed to enter the cafeteria at 7:20 a.m. for breakfast. All scholars qualify for free lunch. Scholars with special dietary needs must provide a medical statement to substantiate the need for a food substitution. The medical statement must include an identification of the medical or other special dietary condition that restricts the scholar's diet, the food or foods to be omitted from the scholar's diet; and the food or choice of foods to be substituted. Medical statements for diet restrictions must be renewed every year to reflect the current dietary needs of the scholar. PLA bars scholars from bringing fast food for school lunch or events.

Fire, Tornado, and Safety Drills Phalen Leadership Academies complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to scholars by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires, and scholars will be informed of the difference. Safety drills will be conducted periodically throughout the school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where scholars must be secured in the building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Scholar Council The Scholar Council provides service to the school, increases school spirit, and promotes better relationships and understanding between administration, faculty, and scholars. The Scholar Council also introduces new ideas for policies and activities with the school and discusses problems arising within the school community. Scholar council members represent their classes by bringing ideas, suggestions, comments, and questions to the Council and taking information, ideas, and plans back to their classmates. The Scholar Council represents the scholar body as a whole by presenting ideas, suggestions, and comments to the school faculty and administration.

Child Abuse/Neglect PLA Network school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child abuse or neglect immediately when they have reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed (physically, sexually, or through neglect) and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.

Animals Live animals are permitted on school property only with advance permission of the classroom teacher and Principal. For reasons of safety, animals must be caged and may not be transported on a school bus. For health reasons of individual scholars and teachers, some classrooms may not be able to have animal visitors.

Deliveries Please do not have flowers, balloons, food of any type, or other items delivered to school.

Lost and Found Scholars who find lost articles should turn them in to the Principal's office. Scholars who have lost items should check with the Principal's office to see if their missing items are in the Principal's office.

Library/Media Center The library has books and magazines for study and recreational reading. It is open for use during the entire school day. Scholars must return books and other items checked out from the media center on time. If a scholar loses a book, he/she must pay for it. If a book is damaged while checked out to a scholar, he/she must pay for its repair or replacement.

Cellular Phones and Devices Scholars are permitted to have cellphones in school, but they must be turned in upon arrival. School personnel will lock the phones in a secure location, and return them to scholars prior to dismissal. If a scholar fails to turn in his/her cell phone, the phone will be taken by an adult and held until the end of the school day. If the scholar is caught again, the phone will be confiscated and given to the principal. Parents will be notified and allowed to pick up the phone. If the scholar is caught a third time, the principal will keep the phone until the end of the year. The school is not responsible for lost or stolen cell phones, or damage to cell phones.

C. Transportation PLA Network has a variety of transportation options. Not all options are available at each school. Check with your school administrator regarding which options are available at your school.

Parental Transportation or Walking To School Scholars who are dropped off or are walking to school should arrive between 7:20-7:30 a.m. Scholars are expected to respect the property of others when walking to and from school keeping in mind that school rules apply.

Bicycles/Scooters/Roller Blades/Skateboards/Heelys Helmets have been shown to reduce head injuries. Therefore, as a part of its overall safety program, PLA requires scholars who ride bikes or scooters to wear a helmet. Scholars who do not have on a helmet while riding bikes or scooters on

school property may have their bike or scooter privileges suspended for a period of time to be determined by the principal. Bicycles/scooters shall be parked in the bike rack and locked. ***Skateboards may not be brought on school property. Heelys or other wheeled shoes are not permitted on school property.***

School Bus Conduct and Safety Expectations The Indianapolis Public School Corporation (IPS) provides bus transportation for some affiliated network schools. Riders must reside within the school attendance boundary to ride IPS buses. All riders must comply with IPS policies and procedures for riding the school bus. Any violation of IPS transportation policies or misconduct that jeopardizes the safe operation of the school bus or the safety of the scholars riding the bus may result in the scholar being denied the privilege of riding the school bus. When this happens, school attendance is still required and parents must make other arrangements for their children to get to school.

Field Trips PLA may use bus transportation for field trips and during such trips scholars must comply with the following bus safety and conduct rules:

- Go immediately to their assigned seat and remain in the seat for the entire bus trip.
- Remain seated and facing forward while the bus is in motion.
- Talk in a quiet, reasonable tone of voice. Loud, boisterous, profane language or indecent conduct will not be tolerated.
- Scholars will not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner
- Throwing items on the bus will not be tolerated. Food, drink, candy and gum are prohibited on the bus. Phones and electronic games are prohibited. Windows are not to be lowered below the designated mark and only with the driver's approval. Keep head, hands, and feet inside the bus at all times.
- Keep the aisle of the bus clear of all items, feet, legs, book bags, instruments etc.
- Scholars shall be respectful of the bus driver and follow all directions given by the driver. If a scholar can not comply with field trip rules, they will be excluded from further field trips at the administration’s discretion.
- Treat all school property with respect. Observe the same conduct rules as expected in the classroom.
- Scholars must be completely quiet when bus stops at all railroad crossings.
- Girls sit with girls and boys sit with boys.
- Skateboards, scooters, etc. are prohibited on buses

D. Health Services

School Clinic A scholar will be permitted to lay down in the clinic and a parent will be contacted if the child does not feel better in a reasonable amount of time.
The general guidelines for sending ill scholars home are: temperature above 100 degrees, vomiting, diarrhea, and/or serious injury or extreme pain. A scholar must be fever-free without the use of fever-reducing medication for 24 hours in order to return to school. A scholar must also be free of vomiting and diarrhea for 24 hours in order to return to school. Parents will be contacted whenever

the scholar's injury or illness is such that continued attendance at school is not possible. The school nurse must release all scholars who leave school, during school hours, due to illness.

In the event that a scholar does need to be sent home due to illness, if a parent cannot be reached, office personnel will call the persons listed as emergency contacts and request that they pick up the child. No scholar will be released from school without proper parental permission.
Parents are encouraged to keep the school informed of the status of the scholar's health by communicating with the school nurse. It is crucial that any scholar allergies to medications and various foods are communicated by the parent to the school nurse. Food allergies require a doctors' statement for special dietary needs through the cafeteria service.
Immunization Requirements All scholars are required to have the statutorily mandated immunizations or to have an authorized waiver. If a scholar does not have the necessary shots or waivers, the Principal may remove the scholar or require compliance by a set deadline. Any questions about immunizations or waivers should be directed to the school's nurse Each scholar shall provide proof of their immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

Injury and Illness All injuries must be reported to a teacher or the Principal. If a minor injury, the scholar will be treated by the school nurse and returned to class. If additional medical attention is required, the school nurse will follow the school's emergency procedures, and contact the scholar's parents. An accident report will be completed for significant head injuries and other serious injuries that occur in the school building, on the school grounds, at practice sessions, or any other events sponsored by the school.
These incidents must be reported immediately to the person in charge followed by communication to the principal's office and school nurse for 24-hour follow-up of the injury. Parents will be notified of these injuries. A copy of the report will be kept in the school clinic file. Any scholar returning to school with crutches must obtain written permission from a physician stating that the scholar is allowed to use crutches in school. The note should indicate how long the scholar will need the crutches and whether he or she should be excused from Physical Education class.
The parents should contact the school office if the child will be attending field trips or rides the bus regularly for temporary disability needs. The scholar should present the note to the school nurse upon arrival at school. The school nurse will issue a pass to leave class early and for scholar assistance including permission to use the elevator. The pass will remain in effect for the duration of the use of the crutches and/or medical treatment. Specific guidelines for use of equipment on school campus will be discussed upon the scholar's return. Wheelchairs are available in the clinic and are only to be used to transport scholars or staff members who are ill or In the event your child needs crutches or a wheelchair to attend school, the parent must make arrangements with your healthcare provider.
Prescription Medication Policy If a scholar needs prescribed medication during the school hours, a parent may come to school and give the medicine. Scholars are not allowed to leave the building to go home to take medication and then return to school. A school administrator will administer/dispense some medication with the proper forms.

All medicine must be in its original container. There will be no exceptions to this policy. Scholars may not have medication in their pockets, lunch boxes, lockers, etc. All medication brought to school must be turned in to a school administrator. This policy includes all field trips and extracurricular activities. Scholars may not possess or use prescription medications at school independently from a school administrator. Noncompliance may result in disciplinary action and possible expulsion from school. Scholars with an acute or chronic disease or medical condition are exempt from this prohibition. These scholars are allowed to possess and self-administer medication on an emergency basis. Parents of children, who self administer medication, must submit their written authorization, on an annual basis. The authorization statement must include a statement from the scholar's physician indicating his or her approval for the scholar to self-administer the medication.

Over-The-Counter Medicine (OTC) A parent/guardian must sign an OTC medication card to permit school personnel to administer OTC medication at school. The medication has to be provided by the parent/guardian and will be given according to the directions on the bottle and the dosage needs that are appropriate for the age and size of the scholar. OTC medication must be in the original container and only one medication per bottle. OTC medication must be kept in the school clinic. An OTC permission card must be renewed at the start of every school year. For OTC medications such as cough drops, cold medicine, Tylenol or Ibuprofen, a parent should list the medication on the OTC card to indicate a scholar may take this medication at school or send a note with the medication for the nurse to attach to the OTC card if it has already been submitted. Herbal and Homeopathic medications will not be administered at school.

Transporting Medications Scholars may bring medications to school on the bus as long as the scholar turns the medication over to the school nurse upon their arrival to school. Scholars will not be permitted to transport medications home during the school year or at the end of the
bol year unless a Medication Transport Release form has been signed by the parent/guardian and returned to school. However, PLA will not permit scholars to transport controlled substances, which includes narcotic pain medication, Sudafed, and some ADD/ADHD medications, even with a Medication Transport Release form on file, these medications must be transported by a parent. At the end of the school year, medications will be disposed of the day after the last day of scholar attendance unless the authorization form has been received.

Hearing And Vision Screening The State of Indiana mandates hearing and vision screening for students. If a scholar does not pass a screening, the examiner is required to refer the child for further testing. Hearing screenings should be performed in Kindergarten or grade 1st and grades 4th, 7th, and 10th. The speech therapist for the school corporation performs this screening. Vision screenings should be performed in Kindergarten, and grades 1st, 3rd, 5th and 8th. The school nurse performs this screening. It is important to remember that these tests are only screening tools.

Pediculosis (Head Lice) The school nurse will be responsible for all lice identification. All checks for head lice will be done in a confidential manner, to respect the scholar's right to privacy and to avoid embarrassment. The parent/guardian will be notified by telephone, if lice are detected or that there was exposure to someone infected with lice. If the parent/guardian is unavailable, the emergency

contacts will be notified. An informational checklist will be given to parents/guardians of Scholars identified with live head lice. Educational information on treatment and prevention will also be distributed. In the event of discovery during a field trip, PLA will provide transportation back to the school. For a special needs scholar who is transported by school bus per the scholar's IEP, the school will continue to provide transportation.
Lost time in the classroom interferes with scholar learning, thus, classroom checks will not be conducted. The associates of scholars at the elementary, middle school and high school levels will be checked at the nurse's discretion. All siblings of the infested child will be checked if they are enrolled in a PLA Network school. Checks for the infested child and his/her sibling(s) will be conducted on Monday morning for four weeks after initial discovery to aid families with detection and treatment.

E. Academics

Grades And Grading The PLA Network has established the following grade scales. The special area subjects include: art, music, physical education, media, and technology,

Score % Range	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
59-0	F

E = Exemplary S = Satisfactory P = Progressing U = Unsatisfactory I = Incomplete

Honor Roll An Honor Roll is published for K-6th grade scholars at the end of every grading period. To be on the Honor Roll a scholar must receive all A's and B's (no grade lower than B +). A grade of 'P' or 'U' in the Specials' disqualifies a scholar from the Honor Roll. A scholar who receives all A's will be designated on the Honor Roll with an asterisk.

Homework Homework is a planned activity that the teacher asks children to do outside of class hours. The homework activity will reinforce the classroom experience. At PLA, we believe that homework assignments should take into consideration the fact that the scholar has a home life that is an important part of his/her total development.

- **Grades K-1** homework will probably consist of reinforcement and drill activities.
- **Grades 2 and 3** should not be assigned to do more than 30 minutes of homework per day.
- **Grades 4 through 6** should not be assigned to do more than 1 hour of homework per day.

- *Work not completed during the school day may have to be completed at home. A scholar will not be excluded from art, music, or physical education classes because of unfinished class work.*

Parent-Teacher Conferences While formal parent/teacher conferences take place in the fall, all teachers and staff are strongly encouraged to hold conferences with scholars and parents whenever it appears useful and appropriate. Because teachers are responsible for scholar groups throughout the day, it is best to pre-arrange conferences by scheduling an appointment.

Special Education PLA believes in providing a free and appropriate public education (FAPE) to all scholars. FAPE mandates that school districts provide access to general education and specialized educational services. It also requires that children with disabilities receive support free of charge as is provided to non-disabled students. It also provides access to general education services for children with disabilities by encouraging that support and related services be provided to children in their general education settings as much as possible, in their least restrictive environment, (LRE). PLA provides a variety of special education programs for Scholars identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). A scholar may receive special education services only through the proper evaluation and placement procedure. ***Parent/Guardian involvement in this procedure is required.*** More importantly, the school encourages the parent to be an active participant. A parent or guardian who believes his/her scholar may have a disability that interferes substantially with the scholar's ability to function properly in school should review the special education link on the school website and/or contact the Special Education Coordinator. Once contact has been made the school committee will meet and respond to the parent with the next steps within ten (10) school days.

Educational Evaluations PLA staff members are charged with monitoring scholar academics and behavior to identify scholars who may need additional supports or interventions to achieve academic success. If a staff member notices a lack of improvement, the staff member may request a staffing for the scholar. In that instance, a staffing committee is formed and may consist of the school principal, and/or assistant principal, the teacher, school psychologist, special education coordinator, special education teachers, parents/guardians, and other involved professionals. The staffing committee will make recommendations appropriate for the scholar's needs. Response To Intervention If a determination is made that a scholar needs additional supports, PLA will utilize its Response To Intervention Process (RTI) to determine the specific interventions needed by the scholar. In the RTI process, a struggling scholar is provided with increasingly intensive instruction in his or her area of academic weakness. The scholar's progress is monitored, and if there is no positive response or improvement, the scholar will be referred for testing to determine eligibility for special education services and what services the scholar needs to succeed. Services Provided Scholars who are determined to be eligible for services, as a scholar with a specific learning disability will be provided services deemed appropriate as determined and recommended by the scholar's case conference committee. The recommendations may include a general interventional plan, a screening, or an educational evaluation that will be conducted according to IDEA/Article 7 regulations, Scholars who

do not qualify for services under IDEA/Article 7 may be considered for Section 504 services under the Rehabilitation Act.

Title I The purpose of Title I is to ensure that all children have a fair and equal opportunity to obtain a high-quality education and reach at a minimum, proficiency on challenging state academic achievement standards and assessments. Scholars who participate in the Title I Program are provided with intensified instruction in the Indiana Academic Standards through an interdisciplinary, thematic curriculum.

Title III Title III is specifically targeted to benefit Limited English Proficient (LEP) and Immigrant Students. The purpose is to help ensure that children who are LEP attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic content and student academic achievement standards as all children are expected to meet. Scholars identified as Limited English Proficient (LEP) and in need of placement in a language instruction educational program will be assessed for English proficiency using the Students Home Language Survey and scored on the level system according to Indiana's New English Language Proficiency Levels:

- Level 1: Scholars performing at this level of English language proficiency begin to demonstrate receptive or productive English skills. They are able to respond to simple communication tasks.
- Level 2: Scholars performing at this level of English language proficiency respond with increasing ease to more varied communication tasks.
- Level 3: Scholars performing at this level of English language proficiency tailor the English language skills they have been taught to meet their immediate communication and learning needs. They are able to understand and be understood in many basic social situations (while exhibiting many errors of convention) and need support in academic language.
- Level 4: Scholars performing at this level of English language proficiency combine the elements of the English language in complex, cognitively demanding situations and are able to use English as a means for learning in other academic areas, although some minor errors of conventions are still evident.
- Level 5: Scholars performing at this level of English language proficiency communicate effectively with various audiences on a wide range of familiar and new topics to meet social and academic demands. Scholars speak, understand, write, and comprehend English without difficulty and display academic achievement comparable to native English---speaking peers. To attain the English proficiency level of their native English-speaking peers, further linguistic enhancement and refinement are necessary.

The Language Instruction for Limited English Proficient and Immigrant Students program increases a child's English proficiency using small group instruction and modifications to classroom assignments. A child may participate in this program until he/she is reclassified as Level 5 or Fluent English Proficient (FEP) according to the State's exiting guidelines and it is determined that a language instruction educational program is no longer needed. This process may take several years. A parent/guardian has the right to remove his/her child from the program or decline services. However, if recommended, PLA feels that the child's participation in this program will most effectively increase

his/her English proficiency and knowledge of the academic content. If a parent refuses services for eligible students, those students must still participate in the State's annual assessment for English Learners until such time as they demonstrate proficiency.

G. Complaint Procedures

Grievance Procedure Though the faculty and administration of the PLA Network make every effort to avoid problems, parents and Scholars will occasionally disagree with decisions that are made in regard to discipline or grades. In most cases, problems can be resolved when parents speak to the person who is directly responsible for decisions that have been made concerning a scholar. If the issue is not resolved after the initial communication with staff, the complaining party should contact the Principal. If a satisfactory resolution is still not achieved the complaining party should contact the Director of Human Resources, at humanresources@phalenacademies.org.

Appendix
Phalen Leadership Academy Network Notification of Rights under FERPA The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 Years of age ("eligible students") certain rights with respect to the student's education records.
They are:

- 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 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 or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School Corporation to amend a record that is believed to be inaccurate or misleading. Parents should write the school principal, clearly identify the part of the record for which an amendment is requested, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent 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 or eligible student when notified of the right to a hearing,
- 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 that 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 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 educational records without consent to officials of another school corporation in which a student seeks or intends to enroll. [NOTE: FERPA requires a school corporation to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.
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

FERPA Consent Form (Phalen Leadership Academies)

Family Educational Rights and Privacy Act (FERPA) The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.
The purpose of this form is to provide consent to the disclosure of the following information and/or records to Phalen Leadership Academy staff for an internal review of educational records.

- Birth Certificate or Guardianship Documents
- Immunization Records
- Technology Agreement
- School Messenger Consent
- Demographic Form
- Home Language Survey
- Family Involvement Pledge
- Emergency Contacts
- Updated Phone and Email Address

(parent or guardian's name) do hereby grant permission to Phalen Leadership Staff members participating in the internal review to have full access to

_(Scholar's name) records.

Signature of Authorizing Adult
Relationship to Scholar (e.g. parent, grandparent, guardian, family friend)
Contact Information (email address or telephone number)
Date

School Visitor Policy
Purpose To aid PLA in maintaining a safe and academically effective school environment for scholars, staff, and the public, PLA has established uniform guidelines for granting and restricting access to school property and school events.

Scope This policy applies to all visitors, including parents, maintenance workers, service providers, reporters, etc. Emergency service personnel and law enforcement personnel on the premises for an emergency are exempt from this policy.

Guidelines-General PLA strives to create an atmosphere of camaraderie and cooperation between school personnel, parents and its community. This goal is balanced against PLA's commitment to create an academic environment that does not hinder a scholar's educational opportunities. To this end PLA has implemented the following steps for all visitors to the school.

- Step 1. All visitors must report to the administrative office. He or she must sign in and state the purpose for his or her visit. Permission will be granted for entry to the school unless there is a legal prohibition against the visitor's presence at the school, the visitor does not have a legitimate purpose for being at the school, or the visitor causes a disruption to the academic process.
- Step 2. The receptionist will give the visitor a visitor's badge, which the visitor must display on his/her clothing. The badge must be visible at all times. A visitor without a badge will be asked to obtain a pass or to display their pass in a visible location. If the visitor refuses to obtain or display their pass, he or she will be asked to leave the school.
- Step 3. The PLA Board has delegated its authority to grant or deny entry to the school to the Principal. The Principal of the school is responsible for ensuring that scholar and school safety are not compromised by the presence of a visitor in the school building or on its premises. Permission, once granted, may be rescinded if a visitor does not comply with the stated purpose of the visit or violates any school policy, administrative regulation, and law or disrupts the school environment.
- Step 4. If the behavior of a visitor is disruptive to the school and/or undermines the learning environment, prevents the orderly conduct of the activities, administration, or classes of the school, involves illegal activity, or poses a risk to the safety of students or staff, the Principal will instruct the visitor to refrain from the disruptive behavior. If the behavior continues the visitor will be asked to leave. If the visitor refuses to leave after requested to do so, the staff will call the police to remove the visitor from the premises.
- Step 5. The Principal must tell the visitor the reason for his or her decision to deny the visitor entry, or the reason for the visitor's removal from the school. The Principal's decision to deny or

restrict entry of a visitor may be appealed to Nicole Scott, Director of Legal Services and Human Resources. She may be reached at nscott@phalenacademies.org.

Guidelines-Classroom Observations

The presence of adult observers in the classroom can sometimes distract the scholars and disrupt the overall classroom program. To lessen this effect, PLA has limited the observation time to one hour per week. If additional observation time is needed, the visitor may contact the Principal for approval. Any extensions must be for the benefit of the scholar, and must not undermine the academic environment of other scholars in the classroom.

- Step 1. All visitors wishing to observe a classroom must contact the Principal, in advance of the visit, to schedule a time. To minimize classroom disruptions, morning visits should be scheduled during the hours of 8:30a.m. - 9:00a.m.10:30a.m. 11:00a.m. and afternoon visits should be scheduled during the hours of 1:00p.m. - 2:00p.m. The Principal may reschedule or deny the observation request due to school testing or assessments.
- Step 2. Upon arrival for a classroom observation, the visitor must sign in at the front desk. Visitors should arrive at the classroom at the start of their scheduled observation time.
- Step 3. All visitors must take a seat in the rear area of the classroom, or in an area out of the direct line of sight of the scholars. Visitors may not bring other children, relatives or friends with them for the classroom visit.
- Step 4. Visitors may not engage in any behavior that detracts from the learning environment (e.g. talking on the cellular phone, playing games, calling or engaging their child in other activities during class).

Guidelines-Administrative

Any visitor who wishes to discuss his or her concerns stemming from a visit should contact the Principal via email, phone call or make an appointment.

Any visitor who wishes to talk with a teacher after an observation should contact the Principal via email, phone call or make an appointment.

Any Parent/Grandparent/Guardian who wishes to participate in the PLA Parent Volunteer Program may contact the Principal via email, phone call or make an appointment.

PLA@103 Phalen Leadership Academy Dress Code Policy

NOTE: Some changes have been made, please review the new PLA DRESS CODE POLICY carefully:

SHIRT Grades K-3: Solid, Collar Red Shirts Only Grades 4-5: Solid, Collar Grey Shirts Only Grades 6: Solid, Collar Black or White Shirts Only No t-shirts!	**STYLE** Polo Long or Short Sleeves Must be able to tuck in at all times
UNDERSHIRTS All Grades: Solid, White or Black Should match color of polo	**STYLE** Long or short sleeves Must be long enough to tuck in at all times
PANTS/SHORTS/SKIRTS Solid, Black or Khaki No jeans or cutoffs!	**STYLE** Pleated or flat in front Fastened at waist Must be worn with a belt & set above hips (Grades 2-8) Walking length shorts/skirts limited to no more than 2” above the knee
SWEATER /SWEATSHIRTS ***(non-hooded)*** All Grades: Solid, Red, Grey, White, Black (per grade color requirement) No logos or prints on front or back Unless, wearing a PLA provided sweater/sweatshirts	**STYLE** V Neck Crew Neck Cardigan Must be worn over approved shirt
SHOE/BOOTS Any color acceptable	**STYLE** Closed heel or strap heel Closed toes
BELTS	**STYLE** No Logos Black or Brown Only Cloth or Leather If waistband of pants is elastic & does not have loops, then no belt is required. Belt is REQUIRED for all clothing with belt loops.

PLA will permit exceptions to the dress code based on religious practices.

www.phalenacademies.org

PROGRESSIVE EMPOWERMENT DISCIPLINE APPROACH

School Behavior Plan

Introduction

Phalen Leadership Academy is a safe place for children to attend because we have a very clear discipline policy that is strictly enforced.

While the following pages present the details of our policies, here are the basics: PLA does not employ the numerous disciplinary procedures pursued by many schools and which have generally failed to bring any real control to the schools. Phalen Leadership Academy has developed a school wide behavior plan that employs positive interactions between staff and students.

The discipline policies of the Academy are quite strict. Be assured, it is never our goal to suspend or expel any student. We want to keep every student in school and see them receive the best education possible. It's important to ensure that every student can learn and every teacher can teach without any disruption.

18.1 Video Surveillance PLA Administration will employ the use of video cameras for security monitoring. Administration will determine the outcome of situations that arise from viewing of any video.

Gang Activity or Association with student gang activity or association displayed, reflected, or participated in, by the student, shall not:
PLA has adopted a policy that deals with student gang activity or association. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in, by the student, shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical or emotional safety hazard to self, students, staff, and other employees;
- Create an atmosphere in which a student, staff, or person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence;
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person. If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take appropriate corrective and disciplinary action.

18.3 Anti-Harassment/Anti-Bullying Policy

It is the policy of the Board of Directors of the Phalen Leadership Academy that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored

events, is expressly forbidden. Harassment, intimidation or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

2. Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

a. Causes mental or physical harm to the other student/school personnel; b. and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

3. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Indiana Board of Education. Transportation of Phalen Leadership Academy students covered by this policy in rental vehicles or in privately-owned vehicles to or from school-sponsored activities shall be subject to this paragraph.

4. *Types of Conduct Affected By This Policy* Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behavior are:

1. Physical violence and*/*or attacks;

2. Threats, taunts and intimidation through words and*/*or gestures;

3. Extortion, damage or stealing of money and/or possessions;

4. Exclusion from the peer group or spreading rumors;

5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based / online sites (also known as "cyber-bullying"), such as the following:

a. Posting slurs on Websites where students congregate or on Web logs (personal online journals or diaries);

b. Sending abusive or threatening instant messages;

c. Using camera phones to take embarrassing photographs of students and posting them online;

d. Using web sites to circulate gossip and rumors about other students;

e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

**To read the complete PLA Anti-harassment and Anti-bullying policy, please request a copy from the Main office staff.

18.4 Athletic/Extracurricular Eligibility Requirements

PLA establishes excellence as a standard and strives to maintain an appropriate balance between academics, athletics, and all extracurricular activities. Therefore, it is important that students meet the following academic requirements in order to participate in athletics, field trips, dances (including PROM), and any extracurricular or co-curricular activities. This eligibility requirement also includes obtaining work permits. A student must pass or be passing all subjects in order to try out or play. In addition, a student is not eligible for ANY of the above-mentioned activities if he/she receives four or more referrals per year or two in a season. Eligibility for sports is based on the following schedule:

All athletes will be required to complete a behavior contract before they are allowed to try out or be considered for the team.

- Eligibility for Middle School athletics will be determined at the end of each quarter Eligibility for High School athletics will be determined at the end of each semester. Should a student's weekly grade drop below a “D+", 67%, the following will take place:
    - An academic plan will be created with classroom teacher and administration
    - A mandatory tutoring will be established for the student
    - The coaches and teachers will maintain contact concerning the student's progress
    - A student will be given one week to improve academically before consequences will take affect
    - A student will be able to compete in games, matches, or competitions if their grades drop to a “D-”
    - A student whose grades drop below a 60% will not be eligible for games, matches, or competitions

18.5 Progressive Discipline Approach

All Minor discipline issues will be handled by the classroom teacher such as talking, chewing gum, out of seat, lack of self control, having food or drink in class or tardiness. The following actions below are also considered to be minor and dealt with by the classroom teacher for discipline issues:

1. Eating or drinking in unauthorized areas
2. Minor dress code violations
3. Chewing gum / eating candy or possession.
4. Hallway disruptions (such as yelling, banging on wall/doors, and/or running)
5. Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out 6.Cafeteria misconduct (loud talking, being out of seat when not allowed, playing with/throwing food, cutting in line, failure to clean up after oneself, etc.)
6. Recess issues occuring except for fighting between scholars
7. Unprepared for class - no homework/classroom, no textbook/workbook, or other supplies.

Major Issues will be dealt with by the Administration, examples of infractions would include (but not limited to) the following behaviors: repeated offenses noted above, stealing, truancy, physical or verbal assault, violence, sexual misconduct, vandalism, trespassing, disruption of school environment, etc.

Appropriate intervention would include: parent⁄student conferences, in school suspension, out of school suspension, and in the most severe cases, a recommendation for expulsion.

Administration reserves the right to assign an action based upon the student's disciplinary history. Administration will review the Redirection Ladder created and assigned to every classroom with teachers.

Note: Students who have an out of school suspension are permitted to make up missed work and will receive partial credit (50%). Students will be responsible to turn in work within 3 days of returning to school. Students will be required to contact classroom teachers to request missing work. State Law requires that students suspended for school cannot participate in extracurricular activities and cannot be on school property.

EXPLANATION OF CODES/CONSEQUENCES

Bus suspension (BS): Denied transportation on school bus for the number of days indicated, but not from school. Parent must provide alternate transportation.

Confiscation (C): Item is removed from student possession and only returned after parent contacts school officials.

Correction of deficiency (CD): Student must correct dress code violations, obtain proper parts of dress code, etc. before being allowed to attend classes.

Criminal charges filed (CR): Criminal charges filed with proper law enforcement authorities.

Expulsion hearing (EH): Parent is given opportunity to schedule a hearing considering the expulsion of the student in question, Mandatory expulsion (ME): Expulsion required

Police department removal (PD): Proper law enforcement authorities are called to remove student from school premises.

Out-of-school suspension (OSS): Student is denied attendance at school for the number of days indicated.
In School Suspension (ISS): Student is denied attendance to class for the time indicated Warning letter (WL): Student is issued a warning letter concerning the indicated behavior.
Parent Conference (PC): Suspension until parent conference is held. Financial responsibility ($): Parent is responsible to arrange payment.

18.5a Administrator-Assigned Corrective Consequences
Recovery Room will serve as downtime to reflect and have scholars identify any negative behavior that has occurred stemming from his/her removal from any class.. Negative behavior takes away from the learning experience and compromises the integrity of the Academy. No one has the right to infringe on another's right to learn.

*** OSS (Out of School Suspension)** Assignments to OSS vary according to the nature and severity of the infraction. OSS will be used only as a last means of consequence when other means of corrective consequences have been exhausted except the severe cases. Any combination of infractions resulting in a total of 10 days suspension for the current school year will result in mandatory expulsion.

Behavior Contract Students who choose to ignore rules by repeating the violation and fail to conduct themselves in a responsible manner will be placed on a Behavior Contract upon the discretion of the administration. The conditions of the Contract will be consistent with the specific misbehavior and will outline expectations for improvement. Students who fail to live up to their Contract will face further disciplinary action. Parents will be required to meet with the administration to sign the Contract.

Students who violate their Behavior Contract are subject to expulsion. Some examples of behavior choices that could result in a Behavior Contract with the administration, but are not limited to

1. Severe violation of behaviors listed under Out of School Suspension.
2. Fighting. The one who is not the aggressor according to description might be an exception to this.
3. Repetitive minor violations,

Behavior Contracts are not limited to the year of the violation. New and returning students who previously were on a behavior contract will have their contracts reviewed by the administration.

*** Expulsion**

Expulsions are up to 185 days duration in an academic school year or permanent from PLA, according to the severity or habitual nature of the infraction(s). Students that are expelled will not be allowed to re-enroll at any PLA school. A hearing is required before an expulsion is activated.

Filing Criminal Charges Listed below are acts that are considered to be criminal offense according to the laws of the state. Any violations of these acts could result in the filing of criminal charges against the offender.

Arson - The intentional setting of fire.
Assault - The physical threat of violence to a person.
Burglary - Stealing of school or personal property.
Explosive - The illegal use of firearms on school property or at a school sponsored event.
Extortion, Black Mail, or Coercion - Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.
Firearms - (Illegally used) - Firearms are prohibited on school property or at school sponsored events.
Knives - Students are prohibited from carrying knives or any other weapon or object which could be used as a weapon in school, on school property, on a school bus or at any school\function. Any

student in possession of a knife or any other weapon or potentially harmful object will have it taken away from him/her and may be subject to expulsion
Any confiscated object may be returned to the parent or guardian if they so request.
Larceny - Theft Malicious Mischief - Property damage Robbery - Stealing from an individual by force or threat of force.
Sale, Use of Possession of Alcoholic Beverage, Illegal Drugs, or Look-alike Drugs
Trespass - Being present in an unauthorized place or refusing to leave when ordered to do so.
Unlawful Intimidation of School Authorities – The threat of violence, the commission of and/or the participation in such activities on school property or at a school sponsored events. Disciplinary actions will be taken by PLA regardless of whether or not criminal charges result.
Disruptive Conduct -- Is conduct that interferes with classroom instruction,
Failing to Cooperate With School Personnel - Students must obey the lawful instruction of school district personnel.
Refusal to Identify Self- All persons must, upon request, identify themselves to proper school authorities in the school building and school grounds or at school sponsored events. Conduct in violation of other criminal or civil laws may, at the Board's discretion, be the basis of legal action against the student if the severity of the conduct renders such action appropriate.

18.6 Code of Conduct

18.6a Prohibited Student Conduct

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The rules of conduct listed as follows, are intended to focus on safety, and respect the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students are considered to be subject to the authority of the school when they are en route to or from school and at school related or school sponsored events even though those activities may not take place on school grounds. Some examples include bus stops, athletic meets and games, field trips, contests, dances and concerts. Misbehaviors that occur at such events will be subject to the same penalties as misbehaviors that occur on school grounds.

18.6b Common Area A school's common areas include such places as the playground, hallways, restrooms, and the cafeteria. With different staff supervising these areas, it is important to follow the school expectations for responsible behavior. Because each common area is unique each student will

have a clear understanding of appropriate behavior in each area

Hallways

1. Walk safely! (Using hallway procedures- 4 Check)
2. Be on time for class
3. Keep hands, feet, and arms to yourself
4. Only quiet voices permitted

Cafeteria

1. Use quiet voices
2. Leave cafeteria with permission only
3. Use good manners
4. Clean your area

Playground

1. Play safely!
2. Follow adult directions
3. Show respect for others and school property
4. Stay in designated play areas

Restrooms

1. Wait your turn
2. Use quiet voice while waiting
3. Keep restroom clean
4. Be on time to class.

LEVEL I – MISBEHAVIORS

A. Failure to turn assignments in on time
B. Failure to come to class prepared with textbooks, writing utensils, paper/notebook, folders and any other materials listed by subject matter teacher necessary for academic and social success at PLA
C. Failing to attend school on time or to attend classes on time, including lunch period
D. Wearing non-dress code clothing
E. Posting or distributing materials on school property that causes a disruption to the educational process
F. Lying to school personnel
G. Writing and/or passing notes
H. Disrupting education or normal operation of the school in any way
I. Cell phones and other electronic devices are prohibited between the hours of 7:30am-3:40pm. Students with items on their person during school hours will be subject to disciplinary actions and may include a suspension
J. Leaving school without permission, in the absence of an emergency declared by the administration

K. Engaging in an activity that may create a condition that is unsafe or unhealthy to others
L. Insubordination
M. Engaging in excessive amounts of mutual affection (hugging, caressing, kissing, fondling, etc....)
N. Showing disrespect to teachers or staff and/or using inappropriate language or behavior

CORRECTIVE ACTION I

Disciplinary responses other than suspensions may be used by the teacher/administrator to correct Level I misbehaviors. Disciplinary responses may include one or more of the following:

Teacher conference with student alone or with parent(s)/guardian(s) Administrator conference with student alone or with parent(s)/guardian(s) Parent/guardian contact by telephone In or Out of School Suspension up to 3 days
The administration may utilize school based or agency mediation programs for conflicts between students as appropriate.

Related or chronic occurrence of Level I misbehaviors may result in suspension as a Level II-A misbehavior.

LEVEL II - MISBEHAVIORS

A. As defined by the administration, chronic violation of Level 1 misbehaviors

B. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety

C. Signing the name of another person for purpose of defrauding school personnel

D. Using abusive or profane language (including name calling/racial slurs)

E. Hitting, tripping, or pushing another student

F. Gambling on school premises including possession of dice

G. Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission form the director, or bringing an unauthorized visitor to the school

H. Intentionally participating in hazing and/or bullying activities

I. Bringing inappropriate materials

J. Damaging or attempting to damage property. Any property damaged/broken by the student, whether playfully or intentionally, is to be repaired/replaced by the parents' or guardians' expense

K. Falsely sounding the fire alarm, or causing the fire alarm to sound

L. Possessing or using tobacco or tobacco substitutes on school premises

CORRECTIVE ACTION II

An administrator may suspend a student for a period of four (4) to ten (10) school days. THREE LEVEL II MISBEHAVIORS WITH SUSPENSION WILL RESULT IN A BEHAVIOR CONTRACT. VIOLATION OF ANOTHER LEVEL I OR LEVEL II MISBEHAVIOR WHILE ON A CONTRACT WILL RESULT IN EXPULSION. A BEHAVIOR CONTRACT MAY BE ISSUED AT THE DISCRETION OF THE ADMINISTRATION AT ANY TIME.

ACADEMIC/BEHAVIOR CONTRACT

An Academic/Behavior Contract is a contract signed by the student and the legal custodian of the student that states that the student will follow PLA rules and regulations without exception and any violation thereof (Level 1, Level II, or Level III) will result in expulsion.

LEVEL III - MISBEHAVIORS

A. Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to school

- A weapon is anything that is commonly used or designed to hurt someone or put someone in fear (examples: guns, knives, knuckles, clubs, box-cutters etc.)
- A dangerous instrument is anything that, although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, combination locks, etc.)
- An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, stink bombs, etc.)
- Any object resembling a weapon or explosive (examples: starter pistols, pellet guns, toy guns, and bombs, etc.)

B. Verbally or physically threatening to injure or harm a school staff member

C. Failing to report behavior of another person to a teacher or administrator when behavior by another person could result in harm to another person or persons or damage the property of another person or persons when the student has information about such behavior.

D. Intentionally causing physical injury to a school staff member

E. Sexually assaulting another person

F. Intentionally causing or attempting to cause physical injury, or intentionally behaving in such way that could reasonably cause physical harm to another person

G. Sexual conduct or sexual contact without mutual consent including all forms of sexual harassment

H. Hate crimes

I. Being habitually truant

J. Engaging in drug related activities, including but not limited to:

- The making of, distribution of, counterfeit drugs, and over the counter drugs Using or possessing drugs/counterfeit drugs at school.

K. Intentionally burning or attempting to burn property

L. Stealing or attempting to steal or possession of stolen property

N. Forcibly entering a school building locker, classroom, or secured enclosure

0. Extorting or attempting to extort property

R. Falsely communicating or causing to be communicated that a bomb is located in or on school property

S. More than one person acting together to intentionally cause harm or injury to an individual

U. Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs

V. Academic dishonesty

W. Fighting

X. Excessive referrals of Level I and Level II misbehaviors may/will result in expulsion

CORRECTIVE ACTION III

Students will be expelled for Level III offenses.

Parents will be informed of any Level III misbehavior offense committed by their child immediately by the administration of the school.

A student who is identified as bringing a firearm or destructive device to school property or on school property; or in possession of a firearm or destructive device on school property MUST be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period, pursuant to IC 20-33-8-16.

Administration reserves the right to modify consequences based on the information gathered.

18.7 Disciplinary Procedures

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age, 2. The nature of the offense and the circumstances which led to the offense, 3. The student's prior disciplinary record, 4. The effectiveness of other forms of discipline, 5. Information from parents, teachers and/or others, as appropriate, or 6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and Discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability,

The amount of due process a student is entitled to receive before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

18.8 Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the school Code of Conduct. Students are not entitled to any sort of “Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the administration to conduct searches of students and their belongings. The authorized school official must have reasonable suspicion to believe that the search will result in evidence that the student violated the law or the school Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally

intrusive, such as searching book bags, so long as the school official has a legitimate reason for the very limited search.

While conducting an investigation district staff should not physically search students unless they represent a threat to themselves or others. Before searching students or the students' belongings, the authorized school official should attempt to get the students to admit that they possess physical evidence that they violated the law or the school code, or get the students to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

An authorized school official may search students or their belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verifiable. They may also be considered reliable informants if they make an admission against their own interest or they provide the same information that is received independently from other sources threat to safety. School employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate,

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Locker, Desks, and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. These items and locations remain the property of the school district at all times. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip Searches- This school is against conducting strip searches e*xcept in emergency situations.* A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may contact law enforcement officials and request that they conduct the search.

D. Police Involvement During Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant,

2. Probable cause to believe a crime has been committed on school property or at a school function, or

3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building director shall first try to notify the student's parents to give the parents the opportunity to be present during the police questioning or search. The dean of students will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.

2. They may remain silent if they so desire.

3. They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the district’s commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated. The district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the building administration. The administration shall set the time and place of the interview. The administration shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any clothing the school nurse or other school official will accompany the Child Protective Worker and the student to the local hospital emergency room where medical staff will conduct the examination.

A child protective services worker may remove a student from school property with or without a court order and without the parent's consent; however the social worker must sign a written statement to that effect. This may be done if it is reasonably believed that a student is subject to danger or abuse if he or she were not removed before a court order can reasonably be obtained.

18.9 NOTICE OF HEARING No hearing or appeal will be scheduled for infractions in which the consequence is the student's removal from curricular or extracurricular activities for less than 24 hours, and/or if the student is not subject to removal, suspension or expulsion proceedings.

18.9a DUE PROCESS All students are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution. All students have the right to feel that they are physically, emotionally, and intellectually safe.

• Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential. Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

18.10 Absence From Class Due to Disciplinary Action Time missed from classes due to disciplinary action (OSS) is considered unexcused absence. In the case of missed tests, quizzes, homework, projects to be turned in, etc., this work will receive partial (50%) credit. It is the responsibility of the student to collect his/her work and turn it in within three days.

18.11 Proper Response When Threatened When threatened with physical violence by another student, the proper and expected response from students is to go directly to the nearest school staff member. Fighting back or physically defending oneself is not an acceptable option. If a student responds with violence to a provocation, both students will be held to equal consequences. The only possible exception to this policy might be if the student who is not the aggressor can prove that s/he is not the aggressor and that no staff member was present or immediately available, and the student had no choice but to physically defend him/herself.

18.12 Descriptions of Infractions discipline

Disclaimer: The following descriptions are meant for informational purposes only. While every attempt has been made to provide adequate detail, they are not meant to be exhaustive, complete in every detail, or in any way *to be the only definition allowable at Phalen Leadership Academy exactly to describe a certain offense or offenses committed or alleged to have been committed by any student or students of the Academy. Administration has the right to add to or to subtract from these descriptions as necessary to fit a given offense into the list of offenses as here defined.*

A*CADEMIC DISHONESTY*
Copying it or cheating on tests or homework; plagiarizing reports; representing any work as the student's own when it is not. Providing answers to other students, or doing their work for them, without authorization of school staff.

CLASSROOM DISTURBANCE

COMMUNITY SERVICE
Any action or non-action that disturbs the ability of the teacher to teach and the student to learn in the classroom. Donated service or activity that is performed by someone or a group of people for the benefit of the public or institution.

CONTRABAND SUBSTANCE

CONTROLLED SUBSTANCE
Any substance or article, or look-alike, forbidden by the rules of the Academy. Possessing (on the person or in lockers, purses, etc.), using, selling, offering to sell, concealing, transmitting, or being under the influence of any substance (or look-alike) illegal for underage individuals in the State of Indiana.

CRIMINAL OFFENSE
Any offense committed which is illegal for a minor under the laws of the State of Indiana. Such offenses include, but are not limited to, bomb threat, drug dealing/trafficking, arson, attempted arson, false fire alarm, verbal or physical assault of a staff member, battery of a staff member, threatening to harm a staff member, weapons offenses, etc.

DEFACING OF SCHOOL PROPERTY, MINOR
Drawing of graffiti, spray-painting, etc. on school property in such a way that does not destroy the property and is cleanable or repairable for under $50, including labor costs, at current market rates. Parents are held financially responsible for repair costs. Report cards and/or school records will be withheld until financial obligations to the Academy are fulfilled.

DEFACING OF SCHOOL PROPERTY, MAJOR
Drawing of graffiti, spray-painting, etc. on school property in such a way that does not destroy the property and is cleanable or repairable at a cost of more than $50, including labor costs, at current market rates. Parents are held financially responsible for repair costs. Report cards and/or school records will be withheld until financial obligations to the Academy are fulfilled.

DESTRUCTION OF SCHOOL PROPERTY MINOR Causing harm to school property, which requires repairs of not more than $50, including labor costs, at current market rates. Parents are held financially responsible for repair costs. Report cards and/or school records will be withheld until financial obligations to the Academy are fulfilled.

DESTRUCTION OF SCHOOL PROPERTY, MAJOR
Causing harm to school property which requires repairs of more than $50, including labor costs, at current market rates. Parents are held financially responsible for repair costs. Report cards and/or school records will be withheld until financial obligations to the Academy are fulfilled.

DISRESPECT TO SCHOOL STAFF
Refusing to follow directions, mocking, name-calling, vulgar or abusive language, or otherwise showing disrespect in actions or speech, either directly to, in the presence of, or to others, regarding

a teacher, administrator , school staff member, guest speaker, visitor, parent, etc.

DISRUPTION OF SCHOOL ENVIRONMENT, MINOR
Acting and/or causing others to act in a way so as to cause a minor disruption to the orderly pursuance of the daily routine of the Academy.

DISRUPTION OF SCHOOL ENVIRONMENT, MAJOR
Acting and/or causing others to act in a way so as to cause a major disruption to the orderly pursuance of the daily routine of the Academy.

DRESS CODE
Infraction of the dress code involves the absence of proper attire or improper wearing/conduct of school uniform. Wearing of non-uniform attire and/or accessories. Uniform code applies to school and to any school-sponsored events, field trips, class trips, etc., during or other than school hours.

ELECTRONIC DEVICES
Possession or use of any electronic devices on the school property, such as, game devices, cell phones, IPod and tablets. etc. These devices may be brought to school for use on morning, evening bus rides and on field trips (with teacher approval), but must be kept in lockers during the day. The Academy is not responsible in the event of loss of such items.

EXTORTION/INTIMIDATION
Causing a student or staff member by threat, intimidation or other means to give up any personal possession, or to perform acts against his/her will. Causing a student or staff member by threat, intimidation or other means to give up any personal possession, or to perform acts against their will, or actively to create in any individual a feeling of threat or impending violence or abusive behavior against that individual.

FAILURE TO ATTEND DETENTION
Tardy or Failure to attend Detention will result in suspension.

FAILURE TO FOLLOW
Failure or willful refusal to follow reasonable requests and directions *STAFF MEMBER INSTRUCTION* of the staff members of the Academy.

FAILURE TO FOLLOW SCHOOL RULE/POLICY
Failure or willful refusal to follow the policies and rules of the Academy.

FIGHTING
Physically abusive conduct directed toward another student, which leads to, or could lead to, physical harm of that person or bystanders.

FIGHTS-ARRANGING, PROVOKING, ETC.
Acting during or after school hours to arrange a fight during school hours or other time. Acting in such

a way as to provoke another individual to fight or otherwise to physically attack or attempt to harm another individual.

FORGERY
Signing another person's name (staff, student, parent, etc.) to any document without that person's permission.

GAMBLING
Playing games of chance or taking part in any types of pools, betting, wagering, etc. in which money or other goods of value are transferred from the loser(s) to the winner(s).

HAZING
Causing any student to take part in any demoralizing, dangerous, or otherwise intimidating acts, whether against the individual's will or not, for the purpose of acceptance or initiation into clubs, societies, etc. or any similar acts upon any student either before or after acceptance into any organization real or imagined.

PHYSICAL CONTACT, NON-THREATENING
Physical contact which does not cause physical harm, but which is deemed inappropriate by administration and/or which is unsolicited, uninvited, and/or not preferred by the recipient.

PHYSICAL CONTACT, THREATENING
Threatening Physical contact that cannot be defined as fighting, intimidation or other infractions.

LANGUAGE, INAPPROPRIATE The use of profanity, vulgarity, or abusive, derogatory or hurtful speech
either directed to another individual or in any other context. Written language of the same nature.

OUT OF ASSIGNED AREA
Failure to report to or to remain in class or other area as assigned, either by regular schedule, hall pass, direction of staff, etc.

PROFANE GESTURE
Any profane physical gesture used in any context.

PUBLIC DISPLAYS OF AFFECTION
"Romantic" physical contact of an unacceptable nature between opposite sex or same-sex individuals.

ROUGH-HOUSING
Consensual rough and inappropriate play among individuals.

SEXUAL HARASSMENT
Includes (but is not limited to) unwelcome sexual advances or suggestions, displaying sexually

suggestive objects, writings, drawings, etc. to those who do not invite such displays, sexual comments about another person's body, clothes, appearance, etc., physical conduct of a sexual nature directed toward an unwilling recipient, speech of a sexual nature in the presence of those who do not invite such speech, etc. Intimidation, hazing, or extortion (see the related definitions) using any sexual references is considered sexual harassment.

S*EXUAL MISCONDUCT*
Sexual contact or conduct between individuals.

*TARDY TO CLA*SS
Failure to be in a classroom or other assigned area by the time the bell rings to begin that period. At their discretion, teachers may make other policies for their individual classes, such as for students to be in seats at the bell, etc.

TARDY TO SCHOOL
Arriving at school with no parent excuse after the final bell to start the school day.

THEFT
Taking any item that does not belong to the individual,

TOBACCO, POSSESSION USE
Use, ingestion, holding, carrying, concealing, storing, etc. any tobacco (or look-alike) substance which is illegal to be in the possession of underage individuals in the State of Indiana.

*TRUA*N*CY FROM SCHOOL*
Unexcused absence from any part of the school day, or leaving school premises after arrival, for any part of the school day.

*UNPREPARED FOR CLA*SS
Failure to bring pencil, paper, notebooks, textbooks, etc. to class.

PLA will not enroll and/or admit any expelled students from any schools in Indiana or other states.

PHALEN LEADERSHIP ACADEMY STUDENT/PARENT HANDBOOK AWARENESS STATEMENT

Signature below indicates that I have received, read, understand and accept the STUDENT/PARENT HANDBOOK completely, including Principles of Acceptable and Safe Internet Use.

Student's Name (Print):

Grade:

Date:

Parent Name (Print):

Parent Signature:

Date:

Please Sign and Return.

Any changes to this handbook will be communicated through phone, email and school website.