

Metropolitan School District of Pike Township

6901 Zionsville Road
Indianapolis, IN 46268
(317) 293-0393

Web Address: <http://www.pike.k12.in.us>

MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

2018-2019

This handbook is prepared for use by the Students, Parents, Faculty, and Staff of Pike Township as a general guide to procedures and acceptable behavior. It cannot cover every instance. However, it will be of considerable help for covering general information.

THIS BOOK BELONGS TO:

Student's Name: _____

Student's Address: _____

Telephone: _____

POLICY NOTIFICATION STATEMENT

It is the policy of the M. S. D. of Pike Township to not discriminate on the basis of age, race, color, religion, sex, disability or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. The Metropolitan School District of Pike Township is committed to equal opportunity.

Inquiries regarding compliance with Title IX and Sexual Harassment/Racial Harassment should be made to:

Title IX Coordinator
Mr. Joseph Lampert (317) 293-0393
Director of Human Resources
6901 Zionsville Road
Indianapolis, IN 46268

Sexual Harassment/Racial Harassment Coordinator
Mr. Joseph Lampert (317) 293-0393
Director of Human Resources
6901 Zionsville Road
Indianapolis, IN 46268

Administrative Regulations and Procedures for Sexual Harassment, Racial Harassment, and Board Policy are available upon request.

Inquiries regarding compliance with Section 504 should be made to:

Section 504 Coordinator
Jennifer Culhan (317) 293-0393
Assistant Director of Exceptional Learners
6901 Zionsville Road
Indianapolis, IN 46268

SECTION 504 COMPLIANCE

The Board of Education of the Metropolitan School District of Pike Township does hereby direct compliance with Section 504 of the Rehabilitation Act of 1973 as enacted by the Congress of the United States of America and as outlined in the compliance plan for said school district.

Section 504 was enacted to eliminate discrimination on the basis of physical and/or mental disabilities in any program or activity receiving federal assistance. The M. S. D. of Pike Township is committed to provide equal access to education, activities, programs and employment.

M.S.D. of Pike Township Superintendent:

Dr. Flora J. Reichanadter

Board of Education:

Cherlisa M. Richardson
Eric W. Huffine
Michael Downs
Regina C. Randolph
Larry J. Metzler
Philip Abrams
Veronica Ford

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FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in the Handbook, you are encouraged to talk to the principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July, 2018. If any of the policies or administrative guidelines referenced herein is revised after July, 2018 language in the most current policy or administrative guideline prevails. Copies of current Board policies are available on the District's web site.

M.S.D. OF PIKE TOWNSHIP MISSION STATEMENT

The Metropolitan School District of Pike Township cultivates a diverse, innovative learning environment by opening doors of opportunity for students to achieve their maximum potential.

M.S.D. OF PIKE TOWNSHIP CORE VALUES

Core Values

We believe...

- *Our community is strengthened by diversity, multiple perspectives, and mutual respect.*
- *Students need a safe environment to learn.*
- *Students learn best when they think critically, problem-solve, and effectively communicate and collaborate.*
- *Students are actively engaged when learning is authentic, interactive, relevant, and thought-provoking.*
- *Appropriate learning opportunities for students, teachers, and community are necessary to accomplish our mission.*
- *Educators use evidence to strategically plan and creatively prepare students for college, career, and life-long learning*

M.S.D. OF PIKE TOWNSHIP VISION

The M.S.D. of Pike Township's shared vision and goals are reflected in the exemplary achievement and progress of all students. Pike embraces its diversity to strengthen and build relationships in a respectful manner, serving all community members. Staff uses a variety of research-based instructional practices to actively engage students in a safe and inviting environment. Goals are set, results assessed, and intervention implemented to ensure continuous improvement in order for students to reach their individual potential. The school climate and culture created through ongoing improvement sustains our efforts as we reach the next level of excellence.

ADMISSION/PLACEMENT OF STUDENTS

To attend school in the M. S. D. of Pike Township students must live in the **District** (have legal settlement as defined in Indiana Statute). The building principal should be contacted for information regarding enrollment and legal settlement.

A student, whose previous educational experience has been outside the district, will be placed based on the level where he/she will likely learn most effectively.

ATTENDANCE POLICY

Education is one of the most valuable undertakings of our county. Formal schooling is not only very desirable but also absolutely essential for the conservation of American society. The State of Indiana places education at the top of its priorities. A very high, positive correlation exists between formal learning and school attendance. Accordingly, it is incumbent upon this school system to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved; the dialogue between the teacher and the students in a classroom group environment can never be effectively duplicated. This policy's purpose is to encourage academic effort by discouraging unacceptable absenteeism which is viewed as lack of effort.

Student attendance shall be in conformance with I.C. 20-33-2-47 and School Board Policies.

Definitions

- A. Absence – An absence is recorded at the beginning of every period.
- B. Half-Day Absence – This is to be recorded when a student is in attendance for less than one-half of the school day. One-half (1/2) day of attendance is defined as follows:
 High School – 7:15 a.m. to 10:58 a.m.; 11:04 a.m. to 2:23 p.m.
 Middle School – 8:50 a.m. to 12:00 noon; 12:01 p.m. to 3:50 p.m.
 *Due to different starting and ending schedules, the definitive times for a half-day absence may vary at the elementary schools.
- C. Absences Not Counted – A student will not be counted absent in the following circumstances:
1. Authorized school-sponsored activities
 2. Death in immediate family
 3. Religious observations
 4. High school seniors will be allowed two (2) college/university visitation days. This stipulation will only be granted after the student has verified these visitations through college/university office of admissions.
 5. Page for an honoree of the Indiana General Assembly, verified by certificate of the Secretary of the Senate or the Chief Clerk of the House of Representatives.
 6. Subpoena to appear in a court as a WITNESS in a judicial proceeding, verification in writing by parent/guardian upon student's return, further verified by the subpoena.
 7. Students serving on the precinct election board or as a helper to a political candidate or to a political party, on the date of each general, city or town, special, and primary election at which the student works. Prior to the date of election, the student shall submit a document signed by one (1) parent/guardian giving permission to participate, and the student must verify to school officials performance of services by submitting a document signed by the candidate, political party chairman, campaign manager or precinct officer.
 8. Ordered to active duty with the National Guard. For verification, copies of orders to active duty and orders releasing the student from the active duty shall be submitted.
 9. A student assigned to the Pike Support Academy.
 10. A member of the Indiana wing of the civil air patrol who is participating in a civil air patrol program for not more than five (5) days in a school year.
 11. Is receiving homebound instruction due to a chronic illness, as documented by a certificate of incapacity.
- D. Absences Counted – A student shall be counted absent in the following circumstances:
1. Personal Illness
 2. Parent-requested funeral attendance for other than immediate family
 3. Medical and dental appointments
 4. Emergency situations
 5. Family vacations
 6. Non-school sponsored school-to-work activities
- E. Tardy Policy
 Students who have difficulty making it to their assigned classes in a timely fashion will face the following disciplinary consequences:

Offense	Consequence	Additional Information
1 st – 2 nd Tardies	Warning	
3 rd Tardy	Phone Call Home (Automated)	
4 th Tardy	After School Detention	
5 th – 6 th Tardies	May Include: PSA, Out Of School Suspension,	
7 th – 8 th Tardies	Habitual Offender Contract, Alternative to	
9 th -12 th Tardies	Expulsion, Expulsion	
13 th or More Tardies		

The number of tardies will be calculated cumulatively in a day (periods 1-8).

Example: a student can receive 8 tardies in a day. Tardies will not carryover to the next quarter; however, consequences not served will still be enforced.

Explanation of Policy

Student absences must not exceed seven (7) days per quarter for elementary schools, ten (10) days per semester for middle schools, and must not exceed nine (9) days in any one class per semester at the high school. All absences other than those listed in Section C will count toward the seven-day limit at the elementary school, the ten-day limit at the middle school, or the nine-day limit at the high school, with the following exceptions:

*Indiana State Statute

1. Extended illness of more than three (3) consecutive school days. The first three (3) days of the illness will count toward the limit. The extended illness must be documented by a physician's statement indicating that the student was unable to attend school due to said illness. The medical/physician's statement must be on file within (6) days after the student returns to school. Failure to produce the physician's statement in the required time will result in all days missed counting toward the ten-day limit.
2. Out-of-school suspension
3. In-school suspension
4. Expulsion

A truancy will be reported to officials as required by law.

Consequences

- A. On the seventh (7th) day at the elementary school a notification of absences will be mailed to the parent/guardian. The notice will serve as a reminder that his/her child has three (3) more days before reaching the ten-day limit. The notice will serve as a warning of possible legal proceedings. On the eleventh (11th) day at the elementary school legal notice will be served notifying the parent/guardian that his/her child has been unlawfully absent from school. On the twelfth (12th) day at the middle school there will be a required, pre-court conference with the school social worker. Non-compliance will mean the filing of education neglect papers with Juvenile Court.
- B. **Middle School:** On the seventh (7th) day at the middle school a notification of absences will be mailed to the parent/guardian. The notice will serve as a reminder that his/her child has three (3) more days before reaching the ten-day limit. The notice will serve as a warning of possible legal proceedings. On the eleventh (11th) day at the middle school legal notice will be served notifying the parent/guardian that his/her child has been unlawfully absent from school. On the twelfth (12th) day at the middle school there will be a required, pre-court conference with the school social worker. Non-compliance will mean the filing of education neglect papers with Juvenile Court.
- C. **High School:** On the sixth (6th) day of absence in any one (or more) class at the high school a notification of absences will be mailed to the parent/guardian. The notice will serve as a reminder that his/her child has three (3) more days before reaching the nine-day limit. The notice will serve as a warning of possible legal proceedings. On the tenth (10th) day of absence in any one class at the high school legal notice will be served notifying the parent/guardian that his/her child has been unlawfully absent from school. The student will receive a grade of WF (withdrawal/failure) with no credit given for that class. In addition, the student will be removed from the class and placed in study hall.

Make Up Work

1. Elementary Schools regardless of the number of days of absence, will be allowed to make up work. It is the responsibility of the student to arrange for make-up work due to absences. The student will be given one school day to make up work missed for each day of absence, PLUS one day added to the total number of days missed PER OCCURRENCE. For example, if a student misses two (2) school days, he/she shall have three (3) school days to complete all make-up work.

2. Middle school students will be allowed to make up and receive credit for any work missed during the ten-day limit. There WILL BE NO CREDIT given for work made up for absences beyond the ten-day limit. The student will be given one school day to make up work missed for each day of absence, PLUS one day added to the total number of days missed PER OCCURRENCE. For example, if a student misses two (2) school days, he/she will have three (3) school days to complete all make-up work.
3. High School students will be allowed to make up and receive credit for any work missed during the nine-day limit. There WILL BE NO CREDIT given for work made up for absences beyond the nine-day limit. The student will be given one school day to make up work missed for each day of absence, PLUS one day added to the total number of days missed PER OCCURRENCE. **For example**, if a student missed two (2) school days, he/she will have three (3) school days to complete all make-up work.

NOTE: Make-up work is encouraged, but will not be allowed for credit for out-of-school suspensions, truancy and expulsions.

General Guidelines

- A. Parents/guardians are to call school to report or verify an absence. This ensures the safety of the child, and it documents the reason for absence.
- B. Every effort should be made to schedule medical, dental or other such appointments outside the regular school day. Such appointments resulting in a half-day or full-day absence at the elementary school will count toward the seven-day limit or, at the middle school, will count toward the ten-day limit. Such appointments which result in an absence for one or more periods at the high school will count toward the nine-day limit in those classes missed.
- C. Families should plan their vacations at times when school is not in session to avoid student absences. School days missed because of vacations will count toward the seven-day elementary, ten-day middle, or nine-day class period high school limit.
- D. During the school year, parents will be advised on any problems their child might be having with school attendance either by phone or in writing by the building principal or designee.
- E. Regular school attendance is required from the beginning of the Fall term for the school year in which a child become seven (7) years of age but until the child graduates, reaches eighteen (18) years of age.
- F. Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of the court with jurisdiction over the student. The maximum age permitted for school attendance shall be twenty-one (21). Alternative school programs shall be recommended for persons age 22 or over having legal settlement in the Metropolitan School District of Pike Township.

School District

1. A child of school age shall attend school in the school district in which the child resides (unless changed to equalize enrollments).

A child may remain in attendance in the same school for the remainder of that semester/trimester at the election of the parent where a change in the attendance area is made within the M.S.D. of Pike Township, after said child has commenced attendance for such year. Transportation of the child shall be the responsibility of the parent. A child may be enrolled in the school located in the attendance area established by the permanent residence of the parent by virtue of the proof of purchase or construction of housing to be completed by November of the current school year when said parent established initial residence in temporary housing outside of regular attendance area in the Metropolitan School District of Pike Township. Transportation shall be the responsibility of the parent. Parent(s) whose student(s) is/are expected to an elective enrollment school will assume that elective enrollment school as their attendance area school (home school).

2. The legal settlement of a child shall be defined in accordance with I.C. 20-18-2-11 and I.C. 20-26-11-1 through I.C. 20-26-11-29 as approved and as amended by the Indiana General Assembly.
3. A child with legal settlement in the M.S.D. of Pike Township will be granted a transfer to another school corporation only in accordance with state law and the rules of the Indiana State Board of Education.
4. Attendance of any child, whose legal settlement is outside the M.S.D. of Pike Township, shall be in accordance with I.C. 20-26-11-1 through I.C. 20-26-11-29 as approved and as amended by the Indiana General Assembly. Students may be enrolled in grades K through 12 or Special Education Programs on a cash transfer tuition basis as may be approved for such enrollment by the Superintendent or his designee in accordance with an annual fee schedule as approved by the Board of Education.

I.C. 20-33-2-47

511 IAC 1-3-1

511 IAC 6-2-1(c)(12)

Revised 6/17/10

BULLYING

The Metropolitan School District of Pike Township is committed to maintaining a positive learning environment that is free from bullying. Indiana law defines bullying as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment.

Students should see a building administrator, counselor, school social worker, or a teacher to report bullying. Staff will investigate reports of bullying per IC 20-33-8-8-0.2 as appropriate and intervene when necessary. Pike Township will also encourage parents to become involved in resolving situations involving bullying.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBERS

Any address or telephone number change, whether it is for home or work, needs to be submitted to the school office. It is imperative that if you move at any time during the school year you will need to contact the school with updated lease information as well as home telephone, work, emergency, cell phone and fax numbers are kept up-to-date. If we should need to get in touch with you about your child, this information is vital.

COMMUNICABLE/INFECTIOUS DISEASES

If a school age child in the school district is suspected of or diagnosed as having a chronic, communicable disease, he or she will be automatically excluded from attending school in the normal setting, subject to the review and approval of the local health authorities, in accordance with applicable Indiana Law.

Decisions regarding the child's educational program when he/she cannot attend school in a normal setting due to the disease should initially be made in the framework of Rule S-1 implementing the education for all handicapped children's act. Local and/or state health authorities as required by law shall make the decision concerning school attendance.

General Guidelines for Chronic Communicable Cases:

- 1) Attendance decisions (admission or continued attendance) will be addressed on a case by case basis.
- 2) The Superintendent or designee shall serve as the central contact for handling information about this section of the policy.
- 3) The Superintendent initially shall decide appropriate educational placement after reviewing the recommendations of any school district physician/consultant, local health authorities, the child's physicians, and parents and school officials, subject to the provisions of Rule S-1 and Indiana statutes.
- 4) An effort shall be made to maintain the anonymity of the affected individual in so far as practically possible. Health records are to be kept confidential. The use of "universal precautions" when an employee has direct contact with blood or other body fluids is required. Universal precautions means: procedures specified by the State Board of Health that are used to prevent the transmission of dangerous communicable diseases, including AIDS, through blood or other body fluids.

COMMUNICATION, TELEPHONES AND WIRELESS COMMUNICATION DEVICES

A student may possess a cellular telephone or other wireless communication devices WCD (e.g., paging, devices/beepers, personal digital assistants, and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other WCD remains off. Students may not use cellular telephones or WCDs on school property or at a school-sponsored activity to gain access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during school activities when directed by the administrator or sponsor, cellular telephones and other WCDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that cellular telephones and WCDs must be turned off will not apply if the student obtains prior approval from a teacher for educational purposes only or from the building principal. A teacher can also give permission, for an educational purpose.

The use of cellular telephones and other WCDs that contain built-in cameras is prohibited in locker rooms, classrooms, bathrooms and/or swimming pools.

Possession of a cellular telephone and other WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or WCD. If the cellular telephone or WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or WCD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or WCDs brought onto its property. The school administration is not required to and may not conduct a search for a lost or stolen communication device.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NON-CASUAL-CONTACT-COMMUNICABLE DISEASES

The Corporation has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department.

The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

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

DEFINITIONS OF DISTRICT-WIDE BEHAVIOR OFFENSES

METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP DISTRICT –WIDE BEHAVIOR GUIDE:

Codes: GL: Guided Learning OSS: Out of School Suspension PSA: Pike Support Academy

Offense	Definition	Range of Consequences
Academic Misconduct	The illegal use of written, printed, or electronic materials to gain an academic advantage. This includes, but is not limited to; plagiarism, cheating (the use of crib notes, cheat sheets, etc.) and the unauthorized reproduction and/or use of academic properties (tests, quizzes, answer sheets, etc.)	Parent conference, zero (0) credit for the assignment, additional assignments required, withdrawal/"F" grade for the course, assignment to study hall, PSA, suspension, GL
Assault/Threat	Threatening to physically harm an individual, bringing any weapon to school or threatening to use any against a student or staff member. Using words that arouse alarm in others through the use of language that is discriminatory, abusive, threatening, or obscene.	Verbal reprimand, parent conference, PSA, suspension, expulsion, refer to Law Enforcement, GL
Battery on an Individual	Intentionally causing or attempting to cause physical injury and/or intentionally behaving in such a way as could reasonably cause physical injury to any person.	Refer to Law Enforcement, suspension, PSA, expulsion, GL
Disruptive Behavior	An action which creates turmoil or disorder. Any action that causes a disruption in or around the learning environment or one that constitutes an interference with school purposes.	Parent conference, detention, Friday/Saturday School, suspension, PSA, parent shadowing, GL
Driving Violations	Reckless driving or misuse of driving privileges.	Loss of driving privileges on the MSD of Pike Township's property, Refer to Law Enforcement
Drugs/Alcohol	Possessing, using, selling, consuming, transmitting, or being under the influence of drugs, alcohol or any substance represented to be drugs or alcohol or anything used or designed to be used primarily for the storage, processing, delivery or consumption of a controlled substance. *See Expanded Definition	This offense carries a minimum 5 days OSS, Refer to Law Enforcement, 5 – 10 day OSS, expulsion

Failure to Follow Directions/Insubordination	The failure to comply with directions of teachers/administrators or other school personnel during any period of time when the student is properly under their supervision.	Parent conference, detention, Friday/Saturday School, parent shadowing, suspension, PSA, referral to Habitual Offender, GL
Extreme Disrespect	Highly inappropriate gestures, language and/or actions that can be viewed as obscene or rude to a peer, staff member or adult in authority.	Parent conference, parent shadowing, detention, Friday/Saturday School, suspension, PSA, expulsion, GL
False Alarm	Making a report, attempting to call or pull, or calling or pulling an alarm for fire or bomb when it does not exist.	Refer to Law Enforcement, suspension, PSA, expulsion, GL
Fighting	Engaging in a physical contact or struggle with one or more students. A disagreement between two or more students in which physical contact occurs, punches are thrown, or any part of the body is used either aggressively or in retaliation. (This could include but is not limited to throwing fists, kicking, or pulling hair.)	Parent conference, Friday/Saturday School, restitution (if applicable), suspension, PSA, expulsion, refer to Law Enforcement, GL
Gang Activity	Wearing or displaying any gang symbol, insignia, emblems, shirts or clothing. Any act or speech showing gang affiliation and/or any conduct in the furtherance of gang activity.	Refer to Law Enforcement, suspension, PSA, expulsion, GL
Habitual Offender	Repeatedly violating school rules or regulations. Previous interventions have not been successful in modifying student behavior.	PSA, OSS, expulsion, GL
Highly Inappropriate Language	The use of offensive or inappropriate language through written word, gestures, or speaking. Engaging in speech or conduct including clothing, jewelry, or hair style which is profane, indecent, lewd, vulgar, or offensive to school purposes.	Parent conference, detention, Friday/Saturday School, suspension, PSA, GL
Improper Sexual Behavior/ Sexual Harassment	The act of making improper, unacceptable sexual advances/contact/exposure or sexual harassment which includes verbal statements, gestures or physical contact; an act not in accord with propriety, modesty, or good manners. This would include possession or distribution of pornographic materials, or the accessing of pornographic materials through technology.	Parent conference, detention, suspension, PSA, referral to Law Enforcement, GL
Inappropriate Use of Technology	<ul style="list-style-type: none"> a) An action that would violate copyright provisions. b) Accessing unauthorized school records or technology files. c) Accessing pornographic or inappropriate Internet sites. d) Posting or publishing derogatory or inappropriate information. e) Any action constituting an interference with school purposes or educational function. Any violation of the written technology policy.	Loss of computer privileges, parent conference, suspension, PSA, refer to Law Enforcement, GL
Intimidation/Bullying	Any attempt to make an individual fearful. Acts or gestures, including but not exclusive to; verbal or written communication, physical acts or behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, extort, intimidate or harm the other student. To make an individual fearful of an act. *See Expanded Definition	Parent conference, detention, restitution (if applicable), PSA, suspension, expulsion, GL
Stealing / Knowingly Possessing Stolen Goods	The act of taking or knowingly possessing an item (property) of the school or of another person.	Parent conference, restitution, detention, Friday/Saturday School, suspension, PSA, refer to Law Enforcement, GL

Student Misrepresentation	The willful act of using school materials to deceive school officials. This includes, but is not limited to: adding name(s) to hall passes, using another student's ID, giving another student your ID, altering or defacing an ID, giving the wrong name or ID number.	Detention, Friday/Saturday School, PSA, suspension, GL
Terrorism	The use of violent threats which cause others to be afraid for their lives and /or overwhelmed with extreme fear, panic or terror. Such threat may be used to intimidate and coerce individuals into submitting to demands of the terrorist. Such threatening acts violate the right of students, staff and community to a peaceful and safe environment and endanger the well-being and safety of all.	Expulsion, refer to Law Enforcement
Trespassing	Unauthorized or illegal intrusion of a building or grounds before, during or after school.	Refer to Law Enforcement, suspension, PSA, expulsion, GL
Truancy (from Class or School)	The willful non-attendance of a student from school without parent/guardian/custodial permission. Habitual tardiness may be considered truancy.	Parent conference, Friday/Saturday School, ISS, referral to Habitual Offender, PSA, refer to attendance officer, GL
Use, Possession, Transmission or Sale of Tobacco Products, Matches, Lighters or Fireworks	Using any form of tobacco products. Having in one's actual and physical control any form of tobacco. Possessing, transmitting, using or selling any tobacco product, lighter, firecracker, matches or item that is flammable or could cause fire. *See Expanded Definition	Refer to Law Enforcement, suspension, Friday/Saturday School, parent conference, PSA, expulsion, GL
Vandalism / Arson	Willful or malicious destruction or defacement of property. Intentionally setting fire to any school building or property.	Refer to Law Enforcement, suspension, PSA, expulsion, GL
Weapons / Instruments of offensive or defensive combat	Possession, handling, using, transmitting or selling any object that could be used to intimidate, inflict pain, or cause injury. Any weapon or form of firearm that could cause injury to another individual. *See Expanded Definition	Refer to Law Enforcement, suspension, expulsion, GL

PLEASE NOTE:

- **This guide is not all inclusive. Discretion is up to the building administrator (or designee) who will determine the consequence that is appropriate for each specific incident. Decisions will be made with the best interest of all parties involved. Every effort will be made to keep all students in a learning environment.**
- **Make up work is expected to be completed, but credit will not be given by classroom teachers for out of school suspensions, truancy or expulsions.**

***Expanded Definitions:**

Bullying: (IC 20-33-8-0.2)

Bullying as defined by IC 20-33-8-0.2 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment.

Staff will investigate reports or bullying per IC 20-33-8-0-.2.

Drugs/Alcohol:

Possessing, using, selling, consuming, transmitting, or being under the influence of drugs, alcohol or any substance represented to be drugs or alcohol or anything used or designed to be used primarily for the storage, processing, delivery, or consumption of a controlled substance.

- a) Possessing – Having in one’s actual and physical control.
- b) Using – Employing or availing ones’ self.
- c) Selling – The act of transferring or the offer to transfer (written or oral), to another person in a contract of sale. Selling applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented by any of the substances listed.
- d) Consuming – Having taken or eaten or drunk.
- e) Transmitting – To pass from one person to another.
- f) Being under the influence – Indulging in any degree to deprive one of that clearness of intellect and control which he/she would otherwise possess.
- g) Anything used or designed to be used for storage, processing, delivery, or consumption (paraphernalia).
- (a-g) Applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be any of the substances listed above.

Tobacco Products / Matches / Lighters / Fireworks:

Using any form of tobacco products. (This includes but is not limited to smoking cigarette, cigars, pipes, or chewing tobacco.) Having in one’s actual and physical control any form of tobacco. (This includes but is not limited to chewing tobacco or other smokeless tobacco, cigarettes, cigars, pipe tobacco, or vaporizers.)

Possessing – Having in one’s actual and physical control.

Using – Employing or availing ones’ self of.

Transmitting – To pass from one person to another.

Selling – Transferring the property in a contract of a sale.

Fireworks/Firecrackers – A device for producing a reaction (as of light, noise, or smoke) by combustion or flammable composition.

Weapons / Instruments of offensive or defensive combat:

Possessing, handling, using, transmitting, or selling any object than can reasonable be considered an instrument which could be used to intimidate, inflict pain, or cause injury. An instrument of offensive or defensive combat, any firearm or deadly weapon.

(This would include any knife, but exclude school supplies such as pencils or compasses where such items have reasonable use in connection with an educational function.)

Possessing – Having in one’s actual and physical control.

Handling – The act of holding.

Using – Employing or availing one’s self of.

Transmitting – To pass from one person to another.

Selling – Transferring the property in a contract of a sale.

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

The following devises are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.

The frame or receiver of any weapon described above.

Any firearm muffler or firearm silencer.

Any destructive devise which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.

Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Any explosive, incendiary or other pressure device that is shaped as a bomb, grenade, rocket or a weapon that may be converted to expel a projectile by the action of an explosive or other propellant.

Suspension Procedures

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- 1) A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a) a written or oral statement of the charges;
 - b) if the student denies the charges, a summary of evidence against the student will be presented;
 - c) the student will be provided an opportunity to explain his or her conduct.
- 2) The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- 3) Following the suspension, the parents/legal guardians/legal custodians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

Expulsion Procedures

- 1) The superintendent (or designee) may conduct an expulsion meeting or appoint one of the following to conduct the expulsion meeting:
 - a) legal counsel
 - b) a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion
- 2) An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or the person designated above. Failure by student or a student's parent to request and appear at an expulsion meeting after the receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion.
- 3) Notice of the right to appear at an expulsion meeting shall be made by certified mail or by personal delivery, contain the reason for the expulsion, and contain the procedures for requesting an expulsion meeting.
- 4) At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting; the attorney may be available for consultation outside the meeting room during the course of the meeting.
- 5) If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The Board of Education of the MSD of Pike Township does not hear appeals of expulsion examiners student due process case determinations.

PLEASE NOTE: No expulsion of a student shall be for a longer period than the remainder of the school year in which it took effect if the misconduct occurs during the first semester / trimester. However, whenever the expulsion takes place during the second semester / second or third trimester, the expulsion remains in effect for summer school or intersession and may remain in effect for the first semester / trimester of the following school year. (This does not include students who are expelled for possession of a deadly weapon.)

Other Remedies

Action in addition to suspension and/or expulsion that is necessary to insure a safe, orderly and effective educational environment may include the following:

- 1) A reciprocal agreement in regard to expulsion or suspension shall be in effect with all extension schools and/or training stations which enroll students from the M.S.D. of Pike Township.
- 2) The superintendent, principal, or other administrative personnel, or teachers shall be authorized to take any action in connection with student behavior in addition to the actions specifically provided which may be reasonable, desirable or necessary to help a student, or further school purposes, or to prevent interference or disruption including such actions as:

- a) Counseling with a student or group of students.
 - b) Conferencing with a parent or group of parents.
 - c) Assigning students additional work.
 - d) Rearranging class schedules.
 - e) Requiring a student to remain after regular school hours to do additional work, or for counseling, or for detention.
 - f) Restricting extracurricular activities, or
 - g) Removing of a student by a teacher from that teacher's class for a period not to exceed:
 - Five (5) class periods for middle/high school (subject to approval of principal).
 - One (1) school day for elementary. If the student is assigned regular or additional school work to complete in another school setting (subject to approval of principal).
 - h) Assigning by the principal to:
 - Special course of study
 - An alternative educational program or
 - An alternative school
 - i) Removal of a student from school-sponsored transportation.
 - j) Referring the student to the juvenile court having jurisdiction over the student.
 - k) If the student's legal settlement is not the attendance area of the school district where the student is enrolled and the student is not approved for cash tuition, the student will be recommended for expulsion.
 - l) The possible referral to an alternative educational setting.
 - m) Requiring a student to adhere to an individualized behavioral contract.
- 3) Transfers
- a) The continuation of the Discipline Guide will follow the student to any other school within Pike Township.
 - b) The Discipline Guide remains in effect for the entire school year and does not begin again at semester or trimester break.
- 4) Administrators may use the following alternatives to suspension at their discretion. If not successfully completed, suspension will be mandated. Alternatives may include, but not limited to:
- K-2:** Natural Consequences, Parent Shadowing
 - 3-5:** Natural Consequences, Parent Shadowing, PSA
 - 6-8:** Natural Consequences, Parent Shadowing, PSA, Restitution, Community Service
 - 9-12:** Natural Consequences, Parent Shadowing, PSA, Restitution, Community Service, Loss of Driving Privileges

INDIANA STATE STATUTES AND THE M.S.D. OF PIKE TOWNSHIP'S POLICIES

Indiana State Statutes and M.S.D. of Pike Township Policies Affecting the Conduct of Students Due Process for Students

(The M.S.D. of Pike Township has adopted the State of Indiana statutes (I.C. 20-33-8-1 et seq) as they relate to policies affecting the conduct of students.)

1) Basis for policies affecting students

The purpose of establishing rules and guidelines for student conduct shall be the promotion of learning and knowledge in an orderly and efficient educational system consistent with the statement of philosophy for the MSD of Pike Township and in accordance with the Constitution for the State of Indiana.

Student supervision and the desirable behavior of students are responsibilities shared by students, parents, and teachers subject to the control of the principal of each school and the supervisory authority of the school district's administrative staff. Standards of conduct apply in general to behavior in the classroom, on the school grounds, at all school-sponsored functions and to any behavior outside of school which causes a substantial and material disruption of the school purposes or an educational function. Rules or guidelines pertaining to student conduct are intended as a basis for the development of positive attitudes on the part of student's interacting with parents, teachers, administrators and others rather than a structure only for punitive measures.

In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation.

Therefore, school corporation personnel have the right, subject to suspension, expulsion, and student discipline, to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system.

2) Delegation of Authority

In carrying out the school purposes of the school corporation, the following grants of authority are hereby made:

- Each teacher and any of the other school personnel shall, when pupils are under his charge, have the right to take any action which is then reasonably necessary to carry out or to prevent an interference with the education function of which he is then in charge.
- Each principal may take any action concerning his school or any school activity within his jurisdiction which is reasonably necessary to carry out or prevent interference with an educational function or school purpose.
- Such action may include establishing written rules and standards to govern student conduct. Similarly, the superintendent or his administrative staff, with his approval, may take any action with respect to all schools within the superintendent's jurisdiction which is reasonably necessary to carry out or prevent interference with an educational function or school purpose.
- The governing body may make written rules and establish written standards concerning student conduct which are reasonably necessary to carry out, or to prevent interference with carrying out an educational function or school purpose.
- The governing body may make such other delegations of rule-making, disciplinary and other authority, as are reasonably necessary in carrying out the school purposes of the school corporation.
- The terms "superintendent" and "principal" shall include their respective designees.

3) Limitation of Delegation

Delegation of authority shall be subject to the following limitations:

- Delegated authority shall be in conformance with applicable statutes of the State of Indiana and with the Constitution of Indiana and the United States. Rules, standards, or actions shall not be discriminate against any student or class or students, but the number of schools or students to which they apply shall not be determinative of whether they discriminate.
- Any handbook or other written rule, standard or policy applying to students generally or to any group of students shall not be effective until they are reviewed and approved by the superintendent and until they shall be presented to the Board of Education.
- Revisions or additions to the policies affecting students shall not be effective until they are reviewed and approved by the superintendent and until they shall be presented to the Board of Education.
- Rules and standards of conduct shall not apply to students generally, or to any group of students, until a written copy is made available to the student or his parents, or is otherwise given general publicity within any school to which it applies. This limitation shall be satisfied in any case where a good faith effort has been made to disseminate such rules and standards of conduct to students or parents.

4) Conduct Constituting an Interference with School Purposes or an Educational Function

Conduct constituting an interference with school purposes or an educational function shall mean any conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or material interference in the carrying out of a school purpose or an educational function. Undifferentiated fear or apprehension of disturbance, disruption, or interference shall not alone constitute grounds to support a determination that such conduct exists.

5) Expulsion or Suspension

a) Expulsion (IC 20-33-8-3) shall mean a disciplinary action whereby a student:

- (1) Is separated from school attendance for a period in excess of ten (10) days.
 - (2) Is separated from school attendance for the balance of the current semester, balance of the school year, or first semester of the following school year or one calendar year unless said student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or school year.
- Expulsion may result in a loss of all credits for the current semester.

When a student is separated from school attendance the first semester, such separation shall terminate by the end of the school year. When the separation from school takes place during the second semester, said separation shall remain in effect for summer school and may remain in effect for the first semester of the following school year. When the separation is for a period of at least one (1) calendar year, the student will return at the beginning of the first semester after the end of the one (1) year period.

- b) Suspension (IC 20-33-8-7) shall mean any disciplinary action whereby a student is separated from school attendance for a period of not more than ten (10) days which does not constitute an expulsion. Suspension shall not include situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, noncredit school activities, or school-provided transportation.

6) Grounds for Expulsion or Suspension (IC 20-33-8-14)

A student may be suspended or expelled for either misconduct or substantial disobedience which occurs when a student is:

1. On school grounds immediately before and immediately after school hours and at any other time when the school is being used by a school group.
2. Off the school grounds at a school activity, an educational function, any event sponsored by the school district, or when such student is traveling to or from school for said school activities, functions or events. The following are examples of conduct constituting student misconduct or substantial disobedience, but are not exclusive examples:
 - a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct or possessing any firearm, explosive or any other instrument of offensive or defensive combat. The following enumeration is illustrative of the type of conduct prohibited by this subsection:
 - (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - (2) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from or of use of the building or corridor or room.
 - (3) Setting fire to or substantially damaging any school building or property.
 - (4) Possessing, firing, displaying, or threatening use of firearms, explosives, or other instruments of offensive or defensive combat on the school premises for any unlawful purpose.
 - (5) Prevention of or attempting to prevent by physical act the convening or continued function of any school or educational function or of any lawful meeting or assembly on school property.
 - (6) Continuously and intentionally making noise or acting in any manner or conspiring so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
 - b. Causing or attempting to cause damage to school property, stealing or attempting to steal school property of value or repeated damage or theft involving school property of small value.
 - c. Causing or attempting to cause damage to private property or stealing or attempting to steal private property, or repeated damaging or stealing private property.
 - d. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
 - e. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from such student.
 - f. Possessing, handling or transmitting any object that can reasonably be considered firearms, explosives, fireworks/firecrackers, any knife, but excluding school supplies such as pencils or compasses where such items have reasonable use in connection with an educational function.
 - g. Knowingly possessing, using, consuming, transmitting tobacco products or knowingly possessing, using, consuming, transmitting or being under the influence of any prescription drug, narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be any of the aforementioned substances, or anything used or designed to be used primarily for the storage, processing, delivery, or consumption of controlled substances.

As an alternative to expulsion in disciplinary actions involving the possession, consumption, or being under the influence of alcohol or drugs, students enrolled in the MSD of Pike Township Schools are given a one-time option of waiving the right to an expulsion meeting **where multiple charges are brought against a student or where such charges involve the delivery or transmission of alcohol or drugs.**

If the student/parent/guardian/legal custodian chooses to waive the right to an expulsion meeting by signing Form S-8A and enrolls the student in an approved alcohol and substance abuse education program, the student will return to school to continue his/her education on a probationary basis under the conditions of the waiver.

Should the student fail to comply with the stipulations of the waiver and not complete the alcohol and substance abuse education program, the recommended expulsion will then become effective immediately.

The cost of the approved alcohol and substance abuse education program and chemical assessment shall be paid by the student and/or his parent(s), guardian(s), or legal custodian(s).

Upon completion of the alcohol and substance abuse education program, the student and his/her parents/legal guardians/legal custodians shall confer with the Special Services Designee to determine the status and future recommendations for the student. **THIS OPPORTUNITY MAY BE GRANTED TO A STUDENT NO MORE THAN ONE (1) TIME WHILE HE/SHE IS ENROLLED IN THE MSD OF PIKE TOWNSHIP.**

Make-up work shall be permitted from the time that said student/parent/guardian/legal custodian signs the Form S-8A (Waiver of an Expulsion Meeting, Alcohol and Substance Abuse) formally requesting enrollment in the alcohol and substance abuse education program. Make-up work will not be permitted for days of suspension prior to the signing of Form S-8A.

- h. Engaging in the unlawful selling of narcotics or other violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes of an educational function.
- i. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
- j. Engaging in any activity forbidden by the State of Indiana which constitutes an interference with school purposes or an education function.
- k. In addition to the grounds for expulsion or suspension already mentioned, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or education function or the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- l. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held telephone in a situation not related to a school purpose or an educational function.
- m. A violation or repeated violation of any rules validly adopted.
- n. Caps, insignia, emblems, shirts, and other items identified and associated with gang activity will not be allowed.

7) Unlawful activity by student (IC 20-33-8-15)

Sec. 15. In addition to the grounds specified in section IC 20-33-8-14, of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- 1. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- 2. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

*The Board of Education of the MSD of Pike Township does not hear appeals of expulsion examiners student due process case determinations.

MOMENT OF SILENCE

There shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

DISPLAY OF THE AMERICAN FLAG AND THE PLEDGE OF THE ALLEGIANCE

The United States flag shall be displayed in each classroom of every school in the corporation. A daily opportunity will be provided for all students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- a. The student chooses not to participate; or
- b. The student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge of Allegiance shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hand over their hearts or in an appropriate salute if in uniform. The student code of conduct applied to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

DISTRIBUTION OF LITERATURE

The distribution of literature or other materials in school buildings, other structures, or upon grounds used by the Metropolitan School District of Pike Township by any student regularly enrolled in kindergarten through grade twelve of said district shall be subject to the following stipulations:

- 1) The distribution of any literature or material shall be prohibited which:
 - a) Is obscene as to minors,
 - b) Is libelous,
 - c) Is productive of or is likely to produce a substantial and material interference with or delay normal classroom activity or normal school function due to its content or by the manner of distribution itself.
- 2) Literature or materials other than the kind described in item one (1) may be referred to as distributable literature. Such literature shall be subject to the following:
 - a) Distribution in classrooms, hallways, or other areas of a school building, other structures, or grounds at times which would delay passing to and from classes, disturb classes in session, or otherwise interfere with a normal school function or activity shall be prohibited.
 - b) Distribution shall be made only in the place designated by the school principal in such a way as not to coerce or otherwise interfere with students or others on school premises.
 - c) Distribution shall be made in such a way to insure that said premises do not become littered.
- 3) Nothing contained herein shall be construed as an indication that the Board of Education shall permit, without its express prior consent, the distribution of any literature or materials by any person who is not a regularly enrolled student in the specific school or schools where such is to be distributed.
- 4) The violation of any portion of this policy by a student regularly in the M.S.D. of Pike Township may cause such student to be suspended or expelled.
- 5) In the application of the foregoing policy pertaining to the distribution of literature or materials by students, school district staff shall take appropriate care to insure that constitutional and other legal rights of such students to freedom of expression shall not be abridged. The policy shall combine a respect for the rights of students with an appropriate regard for the maintenance of the type of decorum and environment which are conducive to the accomplishment of the school district's overall purpose.
- 6) In the event any one or more provisions of this policy should be declared unconstitutional, such decision shall in no sense invalidate any other part of said policy.

DRESS FOR SUCCESS

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. Those standards generally acceptable to the community as appropriate in a formal school setting ordinarily will be the reference criterion.

A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety.

When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. In partial attainment of the foregoing, a student: (1) must groom hair so that it is clean and safe for any school activity in which he or she will take part; (2) must wear footwear; (3) must wear attire which is not disruptive. Each middle school has specific required attire.

Standard Dress Guidelines

SCHOOL I. D. MUST BE WORN AND VISIABLE AT ALL TIMES!

Appropriate Apparel

Shirts:

- Color: Any **SOLID**
- Style: Polo-style (no logos), Button-down, straight collared, Turtleneck or mock turtleneck, Long or short sleeves, **Must be long enough to be tucked in at all times**
- Worn: Tucked in at all times, buttoned

Undershirts:

- Color: Any SOLID (with no visible printing)
- Style: Long or Short sleeves (with no printing)
- Crewneck or V-neck, No visible camisoles or other attire considered "underwear" by administration
- Worn: Tucked in at all times, Under appropriate shirt

Shoes:

- Style: Any closed Toe, Closed heel, No Flip-Flops

Socks, Stockings, Tights, Hose:

- Color: Any solid
- Worn Full length under Pants (socks)

Pants, Walking-Shorts, Skirts, Capris, Skorts, Jumpers:

- Color: Khaki (Tan), Navy Blue, Black, Gray
- Style: Pleated or Flat Front, Cargo, Dickie, or Docker style, Leg must be wide (NO SKINNY LEG-style), NO JEANS or DENIM
- Worn: **Loose at bottom** (NO banding, tucking, rolling, with or without rubber bands, or strings) [Pants], No pencil or skinny legged pants, No less than 2 inches above the knee [Shorts, Skirts, Skorts, Jumpers], Pulled up on the waistline

Belt: Color: Solid Color

- Style: Any appropriate leather, or cloth, Buckle **MUST** be a standard size, Buckle **MUST** be non-ornamental
- Worn: Visible at all times, Fastened

Sweaters, sweatshirts:

- Color: Any solid
- Style: Hoodless, Crewneck, Button down, Waist length
- Worn: Over an approved shirt with collar visible

Purse:

- Style: Small, NOT large enough to hold a book

Articles of Non-compliance

Pants

- Jeans
- Torn, tread patches, destroyed
- Rivets
- Banding at the bottom of pants
- Skinny legged

- Baggy or skateboard pants
- Spandex, leggings, and/or Stirrups
- Sweats, jogging suits
- Pajamas
- Sagging –pants below waistline

Shirts

- Layered or multiple
- Hoods
- Cut of hoods
- Tee shirts (unless on designated special days)
- Off the shoulder
- Tank tops, halter tops, tube tops
- Sleeveless, or spaghetti straps
- Bare Midriffs
- Denim Shirts

Shorts/Skirts

- Micro/mini length

Head coverings

- Hats
- Caps
- Headbands
- Bandanas

Footwear

- Skate shoes (Heelies)
- House slippers
- Flip-flops/Crocs

Accessories

- Mardi Gras Beads, long necklaces
- Chains
- Dog Collars
- Spiked Bracelets
- Gloves (with or without fingertips)
- Bags (carried during the day)
- Fangs, detachable gold teeth or grills (removable teeth covers)
- Sports symbols, logos, and brand names on clothing

Coats, Jackets, Raincoats

- Not to be worn during the school day in the building

Backpacks, book bags, carryalls

- Not to be carried in the halls during the school day

All clothing must be of appropriate size (no oversized, baggy, sagging, undersized, or extremely tight pants or tops)

Spirit wear (Middle school or Pike labeled tee shirts or polo shirts) will be allowed on Friday's. All spirit wear will be worn with uniform pants, fully tucked in, with belts visible.

- * **Special Dress days may be advertised with descriptions throughout the year.**

ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

In Pike Township middle schools, student athletes must maintain a grade point average (GPA) of 2.0 or higher. This GPA demonstrates the student's ability to manage both academic requirements and participation in sports successfully. A student's academic success is MSD Pike Township's first priority. Students may not try out for a sport/extracurricular activity until he or she has completed one full grading period where grading standards were met.

Students will be placed on academic probation if determined not to be meeting academic standards. Students will be required to attend study tables, help sessions, tutorials and other interventions to assist them in obtaining the grades that will return the athletes back to full eligibility status.

EXIT INTERVIEW FOR STUDENT WITHDRAWAL

Under Indiana Law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of a court with jurisdiction over the student.

The Board of Education for the MSD of Pike Township designates the principal/and or designee to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school.

At least five (5) days before holding an exit interview, the School Corporation shall give notice by certified mail and personal delivery to the student, the student's parent(s), or the student's guardian. The student's failure to attend an exit interview or return to school if the student does not meet the requirements to withdraw from the school will result in the revocation or denial of the student's driver's license or learners permit and employment certificate.

AMERICAN DISABILITIES ACT (504)

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regard as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate education accommodation.

EXCEPTIONAL LEARNERS (Special Education)

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – PROTECTION AND PRIVACY OF STUDENT RECORDS

The Corporation maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the principal by October 1. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board of Education.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent.

To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information a parent may access includes:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

Informal inquiries may be sent to the family policy compliance office via the following e-mail addresses:

FERPA@ED.GOV; and
PPRA@ED.GOV.

EMERGENCY SCHOOL CLOSINGS

When weather conditions exist which might cause uncertainty about Pike Township School closings, parent and students are urged to listen to one of the local television stations. You may also find information on the M.S.D. of Pike Township's website at www.pike.k12.in.us.

Television Stations
WRTV – Channel 6
WISH – Channel 8
WTHR – Channel 13
WXIN – Fox 59

If school is to be delayed or closed, it will be announced. If school is delayed, there will be an alternative kindergarten schedule. If school dismisses early, there will be no afternoon kindergarten. Please DO NOT call the school office. If Pike Township or M.S.D of Pike Township schools are not mentioned as one of the school corporations having a delayed time of school, students should arrive at the proper time. Thank you for your cooperation in this manner.

FIELD TRIPS

The Board of Education recognizes that field Trips, when used for teaching and learning and are well planned, organized and executed are an educationally sound and important ingredient in the instructional program of the schools.

The following guidelines have been developed to ensure the effectiveness of all field trips. Properly planned and executed field trips should:

- Supplement and enrich classroom procedures by providing learning experiences in an environment not available in the schools;
- Develop new interests in students;
- Help students relate school experiences to the reality of the world outside of school;
- Bring the resources of the community – natural, artistic, industrial, commercial, governmental, educational – within students’ learning experiences; and,
- Afford students the opportunity to study real things and real processes in their actual environment.
- Integrates Indiana Academic Standards.

FIRE DRILLS/TORNADO DRILLS

Fire Drills

State law requires that fire drills be held monthly. Specific instructions on which exit to use are posted in each room. When the alarm sounds, all students are to leave the building in a quiet, orderly manner as rapidly as possible without running. There is to be no talking as, in any emergency, it would be important that all hear directions. Students are to proceed a safe distance from the building and will re-enter only when the signal for their return sounds.

Tornado Drills

State law requires that tornado drills be held one time per semester. In the event the occupants should need protection from an approaching tornado, the following instructions should be followed:

- Listen carefully for instructions on the P.A. system or from the teacher(s).
- If time permits, all personnel should go to an interior hallway.
- If there is no time to leave the classroom, all should get as far as possible from the windows and should get under tables or desks.
- If outside the building, all should lie flat in the nearest depression, such as a ditch or ravine.
- PLEASE NOTE: The office monitors a National Weather Service radio throughout the school day. This radio has an alarm that alerts the office staff in the event of approaching inclement weather.

GRADING SCALE – BOARD APPROVED JUNE 14, 2018

GRADING SCALE
% grade ≥ 97 and $\leq 100 \rightarrow A+$
% grade ≥ 93 and $\leq 97 \rightarrow A$
% grade ≥ 90 and $\leq 93 \rightarrow A-$
% grade ≥ 87 and $\leq 90 \rightarrow B+$
% grade ≥ 83 and $\leq 87 \rightarrow B$
% grade ≥ 80 and $\leq 83 \rightarrow B-$
% grade ≥ 77 and $\leq 80 \rightarrow C+$
% grade ≥ 73 and $\leq 77 \rightarrow C$
% grade ≥ 70 and $\leq 73 \rightarrow C-$
% grade ≥ 67 and $\leq 70 \rightarrow D+$
% grade ≥ 63 and $\leq 67 \rightarrow D$
% grade ≥ 60 and $\leq 63 \rightarrow D-$
% grade 59 and below $\rightarrow F$

HABITUAL TRUANT

Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or until the student's attendance record has improved as determined by the school board upon review of the student's record.

A student is considered a "habitual truant" when the student has ten (10) or more unexcused absences during a school year.

HOMEWORK

Well-chosen and clearly communicated homework is an integral part of the instructional process which shall be utilized as an extension of classroom instruction. Classroom instructional strategies shall include homework appropriate for students and their educational needs.

HUMAN DIGNITY

The Metropolitan School District of Pike Township has a diverse, multicultural school community; a fact the Board of Education considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination.

The Metropolitan School District of Pike Township believes it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board of Education believes that all employees, parents/guardians and students are entitled to be treated and are obligated to treat others with courtesy, fairness and decency.

Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens and productive members of society.

Accordingly, in this school district, statements or behavior by any member of the school community which insult, degrade, harass, or stereotype any other person on the basis of race/color, sex/gender, disability, physical condition, socioeconomic background, ethnic or national origin, or religion, are unacceptable.

HUMAN SEXUALITY AND HIV PREVENTION EDUCATION POLICY

The MSD of Pike Township actively endorses the axiom of “Education for Life”. However, the opportunities for education for life can be quickly eliminated through premature involvement in sexual activity. Such behavior increases the risk of unplanned pregnancy, as well as infection with sexually transmitted diseases, including HIV, the virus that causes AIDS.

In light of these serious threats to the present and future well-being of our students and to current patterns of sexual activity among young people, it is imperative that clear policy be established regarding the education of students about the risks of premature sexual activity. This policy must be based on what is in the best interest of the individual students, school system, and community as a whole.

As a school system, our goal must be to prepare our students to make informed, responsible life decisions regarding their sexuality, as well as in other areas of their lives. We recognize that our efforts must address these three distinct groups of students:

- 1) *Those students not yet sexually active*--We will provide the support and life skills for students to continue to abstain from premature sexual behavior.
- 2) *Those who are active, but do not yet have any physical or visible consequences*--We will provide the support and life skills for students to avoid future negative consequences.
- 3) *Those who are active and have physical or visible consequences from their actions*--We will provide support and life skills for students to begin to abstain, and to minimize possible negative consequences of their actions.

Therefore, the educational program in MSD of Pike Township will:

- a) Be in accordance with state law which governs these areas, pursuant to Indiana Codes: I.C. 20-34-1-1 et seq. and I.C. 20-30-5-12 through 13.
- b) Be medically current, accurate and true.
- c) Be taught in age-appropriate manners in all grades, K-12, with emphasis on middle and secondary levels.
- d) Build both skills and knowledge in sequential order. All programs and materials will be developmentally appropriate.
- e) Be integrated into a comprehensive health education program.
- f) Involve instruction over multiple sessions.
- g) Utilize peer education and outside programs when appropriate.
- h) Establishes abstinence as the expected standard and stresses the benefits of abstinence from premature sexual activity.
- i) Equip students with skills to be able to choose abstinence even in the midst of conflicting cultural messages.
- j) Discuss the consequences of premature sexual activity at an age appropriate level.
- k) Involve parents and family by offering information on how to address these issues with their child.
- l) Provide for ample opportunities for parents to review curriculum and materials related to this program.
- m) Is reviewed annually to update information and review effectiveness.
- n) Will allow the opportunity for parents to excuse their child/children from instruction in these areas without penalty or stigma. Provide teachers with adequate training and educational resources in related subject matter.

As part of Indiana Code and the Indiana Academic Standards, MSD Pike Township provides Health Curriculum that address human growth and development. In addition, the Ruth Lilly Health Education Center (RLHEC) provides instruction about human sexuality in the following grades:

- Grade 4: The *Read, Set, Grow!* Program is presented to boys and girls separately and focuses on the emotional and physical changes of puberty, basic anatomy, and hygiene.
- Grade 5: The *Life Begins* program uses anatomical and embryological models to help students learn about growth and development from conception to birth.
- Grade 6: The *Teen Transitions* with *Human Immunodeficiency Virus (HIV)* programs provide instruction on universal safety precautions, the effects of hormonal changes in adolescents, and the consequences of sexual activity. Abstinence is advocated as the preferred alternative throughout these programs.
- Grade 7/8: The *STOP! No Excuse for Abuse* program addresses components of healthy and unhealthy relationships, effective communication skills, and how to break the cycle of domestic violence.

Human Sexuality instruction in Grades 9-12 is provided through various Health, Science, and FACS courses as described in the Academic Planner.

As required through Senate Enrollment Act 65, PL 154, materials are available for inspection to the parent/guardian. Parents/guardians who desire to opt their child out of instruction may do so by contacting the school principal or declining instruction when written request for consent is provided at least 21 days prior to instruction.

IMMUNIZATIONS

When a student enrolls in a school for the first time or at any subsequent time and at any level, the parent must show that the student has been immunized or that a current medical or religious objection is on file. Parents must provide the school corporation with complete immunization records prior to the beginning of the school year. In the event a child enrolls in school without proper immunization documentation, the school may grant a waiver for a period not exceeding 20 days.

INDIANA 2018-2019 Required and Recommended School Immunizations

	REQUIRED		RECOMMENDED
3-5 years old	<ul style="list-style-type: none"> • 3 Hepatitis B • 4 DTaP (Diphtheria, Tetanus & Pertussis) • 3 Polio 	<ul style="list-style-type: none"> • 1 Varicella (Chickenpox) • 1 MMR (Measles Mumps & Rubella) 	<ul style="list-style-type: none"> • Annual Influenza
K-4 th grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP • 4 Polio 	<ul style="list-style-type: none"> • 2 MMR • 2 Varicella • 2 Hepatitis A 	<ul style="list-style-type: none"> • Annual Influenza
5 th grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP • 4 Polio 	<ul style="list-style-type: none"> • 2 MMR • 2 Varicella 	<ul style="list-style-type: none"> • Annual Influenza • 2 Hepatitis A
6 th grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP • 4 Polio • 2 MMR 	<ul style="list-style-type: none"> • 2 Varicella • 2 Hepatitis A • 1 MCV4 (Meningococcal) • 1 Tdap (Tetanus, Diphtheria & Pertussis) 	<ul style="list-style-type: none"> • Annual Influenza • 2 HPV (Human Papillomavirus)
7 th -11 th grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP • 4 Polio • 2 MMR 	<ul style="list-style-type: none"> • 2 Varicella • 1 MCV4 (Meningococcal) • 1 Tdap (Tetanus, Diphtheria & Pertussis) 	<ul style="list-style-type: none"> • Annual Influenza • 2 Hepatitis A • 2/3 HPV
12 th grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP • 4 Polio • 2 MMR 	<ul style="list-style-type: none"> • 2 Varicella • 2 Hepatitis A • 2 MCV4 • 1 Tdap 	<ul style="list-style-type: none"> • Annual Influenza • 2 MenB (Meningococcal) • 2/3 HPV

Number under vaccine denotes the number of cumulative doses needed.

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

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

Polio: *3 doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV).

*For students in grades K–8th grade, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 10th grade. Parental report of disease history is acceptable for grades 11–12.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 after their 16th birthday only need 1 dose of MCV4.

Hep A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses of Hep A is required for grades K–4, 6 and 12.

*For grades 5, and 7–11, 2 doses of Hep A

INSURANCE CLAIM

Instructions on How to File a Notice of Tort Claim

General Liability, Law Enforcement Liability and School Board E&O

Should an individual intend to pursue a claim for damages against the MSD of Pike Township, he/she is required to file an adequate Notice of Tort Claim as per Indiana Code § 34-13-3. Included in this Notice of Tort Claim should be the following:

1. Name, address and telephone number of the Claimant;
2. Location, date and time of occurrence;
3. Description of occurrence (including names and contact information of any witnesses);
4. Description of loss (property damage, personal injury, etc.);
5. Extent of loss (documentation supporting claim, i.e. – estimates, invoices, records, etc.); and
6. Total amount of damages sought.
7. Address of claimant on both date of occurrence and filing of Notice of Tort Claim (if different)

This information should be faxed, mailed or hand delivered to the following:

Karen D. Cartmell
Assistant Chief Financial Officer
MSD of Pike Township
6901 Zionsville Road
Indianapolis, IN 46268-2467
317-387-2207 Office
317-387-2261 Fax

Under Indiana Law (I.C. § 34-13-3-12), a Notice of Tort Claim must be either delivered in person or sent registered or certified mail and received by the MSD of Pike Township within one hundred eighty (180) days after the date of the loss to be deemed as being filed timely (I.C. § 34-13-3-8).

Any claim that is filed will be investigated and adjusted according to the validity of the Notice of Tort Claim and the facts of the individual occurrence. The claimant will be contacted in regard to the MSD of Pike Township's position once the claim investigation has yielded enough information to proceed with the adjustment of the claim.

INTERVENTION AND PROMOTION POLICY

The Metropolitan School District of Pike Township Board of Education holds high expectations for all students and believes staff, students, parents and the community must share accountability for student achievement. Local student standards and performance guidelines are based on the need for students to demonstrate proficiency in reading, writing, and mathematics.

These standards and guidelines embody a belief in the need to provide early and ongoing assistance to students who are not performing at the appropriate level.

State standards have increased, and the United States Congress has enacted legislation requiring academic testing. It is imperative that local promotion standards be rigorous enough to ensure students have the skills, knowledge, and confidence they need to be successful at the next level.

The Board of Education acknowledges the necessity for thoughtful decisions with input from teachers, parents and involved professional staff, regarding the promotion or retention of students. The complex dimensions of all promotion/retention decisions make it clear that each child's placement deserves to be decided on its own merits. The final decision regarding promotion and/or retention will be made by the school principal.

Guidelines for Promotion and Retention

Local Standards have been established for each grade level. Appropriate assessments are being utilized to evaluate a student's level of achievement performance. Specific guidelines based upon research have been developed to assist in the final decision.

Definition

The following definitions will be used in developing guidelines and policies regarding promotion and retention.

Social Promotion refers to the practice of passing students who have failed to master part or all of the district's grade level standards and curriculum and who are passed on to the next grade with their age/grade/peers.

In-grade Retention is the practice of requiring students to repeat the same grade a second time in order to master the grade level standards and curriculum.

Promotion

The Metropolitan School District of Pike Township requires standard levels of achievement for students at each grade level as a prerequisite for promotion to the next grade level. The Board of Education advocates minimal use of social promotion of students.

Retention

Students may be retained if they have not reached pre-determined standards of achievement.

Opportunities for Focused Instruction

Working in partnership, schools and families shall provide focused instruction for all students not meeting promotion standards. This may involve extended instructional opportunities, which are designed to improve students' performance.

Ongoing assessments document student progress throughout the RTI process. At the time deficiencies are identified, teachers develop and implement a general education intervention plan to provide additional student support on specific skills. The intervention plan may include the following: diagnostic evaluation, instructional strategies, and monitoring strategies.

Final Decision-Promotion/Retention

The principal shall make the final decision regarding the student's first retention at either the elementary or middle school level.

Ideally, there would be no more than one retention recommended in grades K-5, *and no more than one retention recommended in grades 6-8*. In the event a second retention is recommended by the school's principal at either of these two levels, the parents may make the choice for the school to promote their child to the next grade level. *In such a case*, the parents must sign a letter that acknowledges that the school has recommended retention.

In addition, the parents must provide a written plan that delineates educationally sound strategies they will employ to insure their child's academic success. The plan must be mutually agreed upon by the parents and the principal.

Retention will be recognized as valid when transferring within or outside the Metropolitan School District of Pike Township.

LATCH KEY PROGRAM

Loving Care Child Care Program

As part of the M. S. D. of Pike Township, Loving Care Child Care Program offers before and after school child care. The purpose of the Loving Care Program is to provide a safe and caring environment in which children can work and play with adult supervision in those hours before and after school. The program offers a variety of activities which includes arts

and crafts, recreational games, guest performances, computer lab and supervised homework. The Loving Care program is open to any child who is currently enrolled in Pike Township schools and who is in Kindergarten through grade 6.

LOCKER SEARCH

Student use of lockers owned by the school district shall be subject to the following:

- 1) Any student using a school-owned locker shall have no expectation of privacy in such locker or its contents.
- 2) The school principal or designee may search a locker and its contents at any time.
- 3) A law enforcement agency having jurisdiction over the geographic area in which the school is located may:
 - At the request of the school principal; and
 - In accordance with rule of the Board of Education of the M.S.D. of Pike Township assist a school administrator in searching a student's locker and the locker's content.
- 4) Care of and/or damage to an individual locker shall be the responsibility of the student to whom it is assigned.

MEDICAL

Clinic

The school has a registered nurse/clinic aide on duty during school hours. If students are sick, they should request to go to the clinic. Parents will be notified by the clinic in case of serious illness or injury, and arrangements will be made for students to be picked up or sent to a hospital. Only minor first aid services are available in the clinic. Communicable diseases are reported to the Department of Health.

Medication

It is strongly recommended that medications be given at home whenever possible. However, recognizing the necessity of some children to have medication while attending school, the following requirements must be observed to comply with the school policy:

- 1) Prescription medications must be sent to school in the original doctor's or pharmacy's container, labeled with the student's name, the name of the medication, the amount to be given, the time of day to be taken, a physician's consent, and a parent or legal guardian's consent.
- 2) Over-the-counter medication will be dispensed under the following conditions:
 - a) The medication is in the original container.
 - b) Written permission to give medication must be signed by parent or legal guardian of the child.
 - c) Written instructions should include time of day, amount to be taken, and parent or legal guardian's signature.
 - d) Only the amount of medication for the length of distribution should be sent.
- 3) All prescription and non-prescription medications **must be** administered to students in the health clinic by designated school employees.
- 4) Prescription medication will not be administered in dosages which exceed the limits set by the Physician's Desk Reference unless such increased dosage is specified in a written report by a licensed physician. Such report must be on the physician's letterhead stationery, personally signed by the physician, and the original kept on file in the school clinic.

Any medication brought to school without meeting these guidelines will not be dispensed. It is strongly recommended that medications be brought to school by the parent/guardian, particularly for elementary school students.

Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

NOTE: Failure to following these procedures for safety and health reasons could result in discipline action.

Guidelines for Self-Administration of Medication by Students while in School

(Metered Dose Inhalers)

The objective for self-administration of medicines includes facilitating self-responsibility for medication. Also, students who have been identified as having conditions necessitating immediate action or who might have an exacerbation of symptoms due to possible delay in time needed to obtain medication normally stored in the medical clinic will benefit from self-medication.

After health counseling with his/her physician and the school nurse, self-administration of medication may be considered as an option. If the student can demonstrate proper administration of the medication and if the student, parent/guardian, and school nurse agree it is appropriate for the student to self-administer the medication, the student will be allowed to carry and self-administer medication.

Medication for self-administration must be accompanied with written permission from the parent/guardian as well as written instructions from the prescribing physician in accordance with I.C. 20-33-8-13 the guidelines established for all prescription medications given in school.

Exclusions

The following are symptoms for which children must be kept home from school and taken to a doctor if symptoms warrant such an action:

- 1) **Fever of 100 or higher.** Children must not return to school until they are **fever free** for 24 hours without Tylenol or Motrin.
Children on antibiotics for contagious diseases such as tonsillitis, bronchitis or pneumonia must not return to school until they have taken the medication for 24 hours.
- 2) **Nausea and/or vomiting.** Children must stay home for 24 hours post vomiting.
- 3) **Diarrhea.** Children must stay home for 24 hours post diarrhea.
- 4) **Sore Throat** (pustules and/or blisters in throat) . Children must be fever free for 24 hours. Physician diagnosis will determine if child is contagious or not. If medication(s) are prescribed, child must take for 24 hours before returning to school.
If child is diagnosed with strep throat or scarlet fever, medication must be taken for 48 hours before returning to school.
- 5) **Rash.** Physician diagnosis will determine if child is contagious or not. If child is contagious, he/she cannot return to school until prescribed treatment has been started.
- 6) **Pink Eye or Discharge from Eyes.** Children must stay home until a physician makes a diagnosis, antibiotics have been taken for 24 hours and drainage from eye(s) has stopped.
- 7) **Lice/Nits.** Students with lice do not need to be sent home early from school. They can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.
- 8) **Open or Draining Eyes.** Physician needs to confirm if contagious or not. Appropriate treatment should be started before child returns to school.
- 9) **Ringworm.** Diagnosis by a Physician must be made and anti-fungal treatment needs to be started. While in school the site must be covered.

NO SMOKING ON PROPERTY

There is no Smoking on Property. The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore of concern to the Board. For purposes of this policy, “use of tobacco and battery powered vaporizers” shall mean all uses of tobacco, including a cigar, cigarette, E-cigarette, pipe, snuff, or any other matter or substance that contains tobacco marijuana, propylene glycol, nicotine or any tobacco paraphernalia. In order to protect the students and staff who choose not to use tobacco from an environment noxious to them and because the Board cannot, even by inaction, condone the use of tobacco, the Board prohibits the use of tobacco in school buildings at all times. Such prohibition also applies on school property, on school buses or school owned vehicles, and at any school-related event.

NON-CUSTODIAL PARENT RIGHTS

When parents of a student are estranged, separated, or divorced, unless restricted or prohibited by a court order, both parents shall have the following rights:

1. View the child's records
2. Receive school progress reports
3. Visit the child at school
4. Participate in Parent-Teacher-Conferences
5. Accompany the child on field trips
6. Upon request, the school shall provide announcements, notices, and newsletters to both custodial and non-custodial parents.

The parent with whom the student resides is known as the educational custodial parent, unless a legal document of signed parental agreement indicates otherwise. While both parents can visit the student at school, only the custodial parent has the right to remove the child from school property.

Written permission has to be given by the custodial parent to the school, allowing removal of the child by another person. In the event the non-custodial parent requests to remove the child from school property without prior permission, the principal or office staff will verify the request to remove the child with the custodial parent. If permission cannot be obtained, the school will not release the child to the non-custodial parent.

Unless restricted or prohibited by court order, both parents may request to receive copies of student report cards, and they may attend Parent-Student-Teacher Conferences together or separate conferences may be held in special circumstances.

It is the responsibility of the custodial parent to provide to the school current and accurate information about the custodial status of the child. Efforts should be made to keep the school informed as soon as possible about any changes in custody and about all revisions or new court orders that are relevant to this matter.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal.

The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-corporation-sponsored organization may use the name of the School or School mascot.

PARENTAL CONFERENCES

The academic success of a student is shared by students, parents/guardian, and the school. Staff is encouraged to hold conferences with students and parents whenever it appears useful and appropriate. Since teachers are responsible for student groups throughout the day, it is best to pre-arrange conferences by calling the school. There are formal parent/teachers conferences scheduled for September and February. E-mail can also be used effectively to communicate with your child's teacher(s).

PARENT LIABILITY

Under Indiana law, parents can be held liable for up to five thousand dollars (\$5,000) in actual damages arising from harm to a person or damage to property knowingly, intentionally, or recklessly caused by the parent's child if: (i) the parent has custody of the child; and (ii) the child is living with the parent. Also, parents can be held liable for actual damages arising from harm to a person or property caused by the child while participating in criminal gang activity if the parent's child is a member of a criminal gang and the parents actively encourage or knowingly benefit from the child's involvement in the criminal gang.

PEST MANAGEMENT

The Metropolitan School District of Pike Township is committed to providing students and staff with a safe environment. It seeks to prevent children and staff from being exposed to pests and pesticides. While pesticides protect children and staff from pests that may be found in the school and its surrounding grounds, under some circumstances pesticides may pose a hazard to children and staff.

Therefore, integrated pest management practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children and staff.

The Metropolitan School District of Pike Township will:

- Inform parents and staff members annually of the district's integrated pest management policy at the time of student registration as provision in the student handbook.
- Contact the Director of Facilities, at 280-2400, for information regarding pest control.
- Establish a registry of parents and staff members who want to receive advance notice of all pesticides' use and provide such notice.
- Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
- Maintain a written record of any pesticide applications for 90 days.

The Metropolitan School District of Pike Township will provide notice at least two school days prior to the date and time of pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more important.

In case of emergency pesticide applications because of immediate threat to public health, the school shall give written notice as soon as possible.

The Metropolitan School District of Pike Township may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Metropolitan School District of Pike Township subject to budgetary constraints of the district.

The Superintendent or his designee shall prepare and disseminate regulations for the implementation of this policy.

PICK UP AND DROP OFF PROCEDURES

We want our students to be safe, protected, and properly supervised at all times. Parents can join us in this expectation. We provide adult supervision ten minutes before school and until ten minutes after school. Please drop off students and pick up students only during that time frame. The dropping off and the picking up of students before or after that timeframe are unacceptable.

PUBLIC COMPLAINTS, COMMENTS AND CONCERNS ABOUT CURRICULUM

Complaints, comments and concerns related to curriculum, methods of instruction, or instructional materials shall be submitted in writing to the principal of the school. Complaints, comments and concerns thus submitted will be considered by designated assistants and the principal. At the discretion of the principal, a committee may be appointed to review the matter in question and submit a written decision to the principal. Any appeal of decisions made will be made through the principal.

REPORTING THREATS AGAINST SCHOOL PERSONNEL

Indiana Code 20-33-9-1 *et seq.* requires a report to the local law enforcement agency when any school employee is the victim of threats, intimidation or physical aggression. Any employee with reason to believe another employee is a victim should report it to the building administrator.

If for any reason the report cannot be made to the building administrator, the employee is obligated to make the report to the local law enforcement agency.

If the report is made in good faith, the person making the report is immune from civil or criminal liability.

THREAT defined in the policy: An expression, by words or actions, of an intention to:

1. Unlawfully injure the person threatened or another person, or damage property;
2. Unlawfully subject a person to physical confinement or restraint;
3. Commit a crime;
4. Unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses;
5. Expose the person threatened to hatred, contempt, disgrace or ridicule;
6. Falsely harm the credit or business reputation of the person threatened; or
7. Cause the evacuation of a dwelling, a building, another structure, or a vehicle.

INTIMIDATION defined in the policy: A person commits intimidation, to another with intent:

1. The other person engages in conduct against the other person's will.
2. The person can be placed in fear of retaliation for a prior lawful act or
3. Of causing:
 - a. A dwelling, building or another structure or
 - b. A vehicle to be evacuated

RED-SHIRTING

The practice of retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular Athletics programs is prohibited.

REQUIRED ANNUAL AHERA NOTICE

This information is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required by law are available for review upon request.

A copy of the plans for all buildings under jurisdiction of this local education agency is available in Facilities/Transportation office of MSD of Pike Township located at 3950 West 56th Street, Indianapolis, Indiana 46268. Plans for individual schools and other buildings are located in the administration office of each building. The plans can be viewed by any person during normal business hours of the particular school.

Interested parties wishing to inquire about the hours and times that the plans are available should contact the above office. At this time, the management plans can provide information regarding inspections, response actions, post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. Inquiries regarding any facet of the regulation or the management plans should be directed to the Director of Facilities during regular business hours.

RIGHT TO INSPECT TEACHING MATERIALS/SURVEY PARTICIPATION

IC 20-30-5-17 requires that a school corporation shall make available for inspection by the parents or guardians of a student any instructional materials, including:

- 1) Teachers' manuals
- 2) Student texts
- 3) films or other video materials
- 4) tapes
- 5) other materials used in connection with a personal analysis, an evaluation, or a survey described in subsection (b). A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:
 - 1) political affiliations
 - 2) religious beliefs or practices
 - 3) mental or psychological conditions that may embarrass the student or the student's family
 - 4) sexual behavior or attitudes
 - 5) illegal, antisocial, self-incriminating, or demeaning behavior
 - 6) Critical appraisals of other individuals with whom the student has a close family relationship
 - 7) legally recognized privileged or confidential relationships, including a relationship with lawyer, minister, or physician, or
 - 8) income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program) without the prior consent of the student (if the student is an adult or emancipated minor). A parental consent form for such a personal, analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.

ROLES AND RESPONSIBILITIES

All school community members are responsible for assuring that the environment of the school is supportive to the educational program. This school community is defined as parents, guardian/legal custodians, students, faculty/staff, administrators, and the Board of Education of the Metropolitan School District of Pike Township.

⇒ Parent(s), Guardian(s), Legal Guardian(s) Responsibilities:

- To work with school personnel and community agencies to enforce appropriate student behavior, and to provide for students growth.
- To care for student's health and well-being.
- To see that their student attends school on a regular basis, on time, and with lessons prepared.
- To understand each section of the student handbook as it relates to discipline and to assure that their child knows the established standards, rules, and consequences of rule violations.
- To be an active participant in your child's school.

⇒ Student Responsibilities:

- To understand the established standards, rules, and consequences of rule violations as outlined in the student handbook as they related to discipline.
- To demonstrate fully the expectations for students outlined in the student handbook.
- To attend school regularly, attend classes on time, and prepare for lessons.
- To demonstrate respect for the rights and feelings of other students, school personnel, and visitors or guests at school.
- To do their personal best.

⇒ **Faculty/Staff Responsibilities:**

- To provide an inviting environment for learning.
- To understand and consistently encourage the established standards and rules at all times.
- To confer with parents, school personnel, and students to assist in correcting unsatisfactory behavior.
- To use the student handbook discipline section to help teach students to understand the established standards and rules.
- To provide for academic excellence.

⇒ **Building Administrator (Principal/Assistant Principal Responsibilities:**

- To plan, organize, and direct the schools to assure that all standards are implemented and understood.
- To monitor the standards to assure that the schools are safe learning environments.
- To confer with students, parents, and staff concerning the standards and rules.
- To counsel with staff on effective ways to improve student behavior.
- To establish programs for staff so that all persons understand the established standards.

⇒ **Superintendent Responsibilities:**

- To assure that building administrators follow the policies of the M.S.D. of Pike Township relative to student discipline.
- To make recommendations to the Board of Education for changes that should be made in policies in light of changes in state and federal legislation and based on recommendations of administrators.

⇒ **Board of Education Responsibilities:**

- To establish and uphold discipline standards and policies of the district to foster an optimal learning environment.

PROCEDURES FOR RTI

The Response to Instruction (RTI) process is a multi-step approach to providing services and interventions to students who struggle with learning at increasing levels of intensity. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education, in special education or both.

SAFE SCHOOLS

The Metropolitan School District of Pike Township believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board of Education, administrators, teachers, students, parents and the community. A variety of prevention and intervention strategies, programs and activities must be in place to ensure students' and staff welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, possession of weapons or gang activity will not be tolerated. Anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the Student Discipline Code, employee discipline up to and including discharge, and Indiana and Federal regulations.

The M. S. D. of Pike Township believes that:

1. The school district should provide the resources necessary to maintain safe schools.
2. Each school's safety and security plan, with stipulated procedures to be followed, will enhance the feeling of well-being at each school site.
3. Various safety and security measures should be implemented, including intervention and police security, as necessary.
4. Administrators, teachers, and support staff are the individuals responsible for appropriately supervising, monitoring and assisting students.
5. Parents' presence in schools, as visitors or volunteers, on a regular basis enhances school safety and security. To insure school safety all parent volunteers must complete a Background Check prior to volunteering in a Pike School.

The Superintendent shall establish procedures to be followed regarding implementation of school safety and security measures.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter.

The School has many student groups that are authorized by the School. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

SEARCH OF PERSONAL PROPERTY, STUDENT, LOCKER AND/OR VEHICLES

The Board of Education recognizes its obligation to balance the privacy rights of its students with its responsibility to provide students, staff, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment. The Board directs administrators, when there is reasonable suspicion that a violation of the District policy, school rules, the student code of conduct, or the laws of the State of Indiana has occurred, to conduct a search of a student and the student's belongings, including the student's vehicle.

Anything found in the course of a search which constitutes evidence of a violation of a law, district policy or school rule or which endangers the safety or health or any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the owner may lawfully possess the items.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student will be expected to pass the ISTEP Test. Students only need to retake those parts of the test they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

STUDENT CONDUCT

The M.S.D. of Pike Township Discipline Code provides a standardized procedure for establishing a positive environment in which students can learn. All students during the regular school term and summer school are expected to adhere to the rules set forth in this handbook, and it is the responsibility of the staff and the administration to enforce the discipline code as established.

Expectations for Our Students:

Considerate of Others

Enthusiastic and Motivated

Life-Long Learners

Self-Disciplined

Honesty/Integrity

Classroom Standards for All Students

Students will be on time and at the scheduled place throughout each school day.

Students will be prepared for lessons with assignments completed.

Students will have the necessary books, supplies, paper and materials required.

Students will use their own personal knowledge as they complete assignments, test, or other work intended to determine that knowledge.

Students will follow any other standards or procedures established by the teachers and/or administrators.

STUDENT ORGANIZATION AND EQUAL ACCESS

The Metropolitan School District of Pike Township ("Pike Township") is committed to offering its student organizations equal access to its school facilities in accordance with the Equal Access Act, 20 U.S.C. § 4071, and all other applicable federal, state, or local laws. No Pike Township school shall deny equal access to its facilities to a student group solely on the basis of the religious, political, philosophical, or other content of any speech at such meetings.

Student organizations shall not engage in any activity:

1. which is contrary to law, Pike Township policy, or school rules;
2. which disrupts or clearly threatens to disrupt the orderly operation of the school; or
3. which would adversely affect the health, safety, or welfare of any students or staff members.

Failure to comply with these provisions and any corresponding provisions of a Pike Township building handbook shall be grounds for revocation of the right to continue to conduct meetings under this section.

STUDENT PUBLICATIONS

There are several functions of student publications including: to provide instruction for students in the basic skills of responsible guidelines with the school setting. In addition, student publications provide opportunities for student expression, and keep the community informed of school activities.

The faculty advisor and principal are responsible for all legal requirements and monitoring appropriateness of materials.

STUDENT RIGHTS OF EXPRESSION

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

A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet.

The School Board is pleased to provide Internet service to its staff. The Board encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the Corporation with computers and users worldwide. Access to the Internet enables staff members to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Corporation may not be able to technologically limit access to services through the Corporation's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum.

Unlike other types of media, where educators and community members have the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, adult and/or child pornography or harmful to minors. The Corporation utilizes software and/or hardware to monitor online activity of staff members to restrict access to child/adult pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

The Superintendent shall prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet.

All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in the classrooms, school hallways, and other school premises and school sponsored event. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.

Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and the Director of Information Services as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the network and the Internet for instructional purposes.

Statement of Purpose

It is the objective of the Board of Education to provide electronic and communication resources to its school community for the purpose of promoting student achievement and the efficient operation of the District. To promote this objective and prevent the exposure of students and staff to harmful or inappropriate influences, the Board expects school community members to utilize the electronic and communication resources provided in a manner consistent with this objective.

All students and employees have the responsibility to use these resources only in a professional, ethical and lawful manner.

Definitions

"Electronic and Communication Resources" as used in this guideline are defined as any electronic tool, device, program, or system that aids the educational and work environment and enables the employee to be more efficient in a technological world. Technology includes:

- all computer hardware and software,
- personal digital assistants including Palms, pocket PCs, cell phones
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology,
- servers, routers, hubs, switches, and Internet gateways,
- administrative systems, media systems, and learning information systems,
- related and forthcoming systems and new technologies.
- Metropolitan School District of Pike Township's PONY services

"Confidential Information" as used in this guideline means information that is declared confidential by state or federal law or Board Policies on public records access.

"Proprietary Information" as used in this guideline means information in which a person or entity has a recognized proprietary interest, such as a registered copyright.

"PONY" as used in this guideline means paper and package intra-district routing and delivery services provided by the District without U.S. postage affixed.

"District" as used in this guideline means the Metropolitan School District of Pike Township

"User" as used in this guideline means a person using the District's electronic and communication resources and includes, but is not limited to students, employees, independent contractors retained by the District, and volunteers.

OWNERSHIP OF DISTRICT ELECTRONIC AND COMMUNICATION RESOURCES & STORED INFORMATION

The electronic and communication resources provided by the Board and all information contained in or on them and all information transmitted on or stored on them are at all times the property of the Board, subject to any proprietary interest such as the registered copyright interest of an author. In no case are these electronic and communication resources or the information stored on or in them owned, rented, or leased by users to the exclusion of authorized District administrators.

Documents and other data created or stored on District provided electronic and communication resources may be protected by copyright by the author and reproduced by a duly authorized licensee, but this ownership interest shall not be utilized to deny access to information stored or reproduced through District electronic and communication resources.

No user of the District's electronic and communication resources shall have an expectation of privacy in any information created, received, or stored on the District's electronic and communication resources. If a user transmits or receives message on the District's electronic and communication resources such as e-mail, voice mail, or facsimile, the content of such a communication is subject to investigation, search, retrieval, and review in accordance with this policy.

Confidential communications shall not be transmitted on District electronic and communication resources except where the confidential or privileged communication is on behalf of the District and not an individual user.

Users of the District's electronic and communication resources are on notice by this guideline that messages and other information transmitted, stored, or received on the District's electronic and communication resources may become a "public record" under the Indiana Access to Public Records Act, Indiana 5-14-3 ["APRA"]. Message and information are subject to disclosure by the District pursuant to APRA request without further notice to the user.

Users should be aware that the District does not guarantee the safety of any data stored on school equipment. The District will not be responsible for any damages, direct or indirect, arising out of the use of its electronic technology resources. Further, the District shall not be liable for any direct or indirect, incidental, or consequential damages relative to information stored on diskettes, hard drives or servers, information received through the District's computers, networks or online resources, or for any financial obligations resulting from use of the District's access to the Internet.

The District has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring those sites that students, administrators, staff or employees visit on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by administrators, staff or employees, and reviewing e-mail sent and received by employees.

Students, administrators, staff and employees understand that the use of District owned technology and equipment must be related to school activities and is a privilege extended to them by the corporation. Students, administrators, staff and employees agree that by signing this guideline they will be the sole users of said equipment, that is given to them for M.S.D. of Pike Township use and accept all responsibility for any and all content added and/or changed on the equipment.

In addition, it is agreed to only use software that is owned and provided by the District and therefore agree not to install or copy any software.

It is recognized that the District will determine the appropriate hardware and software configurations for all technology and it is forbidden to alter or change any configurations without written consent of the Information Technology Department.

In the event there is any confusion as to the provisions of this Guideline, the student, administrator, staff or employee agrees that he/she will seek clarification of these guidelines and procedures from his/her supervisor or the Director of Information Services.

Appropriate & Prohibited Uses of Electronic and Communication Resources

Any use of the District's electronic and communication resources must be consistent with the educational mission and objectives of the District. Misuse of electronic and communication resources may result in a range of consequences including denial of access to those electronic and communication resources.

The Director of Information Services shall monitor the use of all District electronic and communication resources and shall be authorized to immediately suspend any user's access to an electronic or communication resource pending review of any alleged misuse by the appropriate supervisor. "Appropriate Supervisor" for purposes of this section means the principal of the school or building, or the administrator in charge of a facility, to which an employee or student is assigned, or the Superintendent/designee in the case of an administrator.

Students will be permitted access to the Internet through District electronic and communication resources when a parent and student sign and return the appropriate use form. All student and staff access to the Internet will be subject to a program that filters out Internet sites and information that promote inappropriate or dangerous behavior or contain obscene, pornographic, sexually explicit, or otherwise harmful content.

The operation of the filtering software will be monitored for effectiveness by the Director of Information Services or their designee and its use shall not be disabled or circumvented without the approval of the Superintendent.

Students, administrators, staff and employees understand that the use of District owned technology and equipment must be related to school activities and is a privilege extended to them by the corporation. Students, administrators, staff and employee agree that by signing the Technology Equipment Loan Form, they will be the sole users of said equipment, that is given to them for M.S.D. of Pike Township use and accept all responsibility for any and all content added and/or changed on the equipment. In addition, it is agreed to only use software that is owned and provided by the District and therefore agree not to install or copy any software.

It is recognized that the District will determine the appropriate hardware and software configurations for all technology and it is forbidden to alter or change any configurations without written consent of the Information Technology Department.

Users should not respond to unsolicited online contact and should report any harassment to a supervisor or the Director of Information Services. Care should be taken to protect personal information, such as name, address and telephone number. It is a violation to misrepresent the user's identity, or access or attempt to access another person's materials, information, or files.

It is expressly prohibited to send, knowingly receive, display, print, or otherwise disseminate material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating or defamatory. Students, administrators, staff or employees encountering such material should report it immediately to their immediate supervisor or to the Director of Information Services.

Students, administrators, staff and employees should exercise the same care in drafting e-mails communications to others as they would in any other form of communication. E-mail communications should not be obscene, harassing, defaming, discriminatory, demeaning or contain abusive or sexually explicit language.

No grade, test score or any other confidential student information may be posted on a public web site or transmitted via e-mail in such a way as to become publicly accessible in violation of State or Federal laws requiring student records be kept confidential.

All material downloaded from the Internet, or from computers, networks or software that does not belong to the District must be first scanned for viruses and other destructive programs before being placed into the District's computer system.

The District's computer technology must not be used in any way that would violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation.

Further, the computer technology should never be used in such a way that would violate any local, state or federal laws. This prohibition includes use of software in violation of any license or contract.

DEFINITION OF UNACCEPTABLE USE

THE FOLLOWING USES OF SCHOOL-PROVIDED TECHNOLOGY ARE PROHIBITED:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your supervisor.
- b. to use technology to harass, bully, or threaten another individual;
- c. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material;
- d. to vandalize, damage, alter, or disable the property of the District;
- e. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission;
- f. to introduce unauthorized information, computer viruses or harmful programs into the computer system in either public, private files, or messages;
- g. to download games or entertainment software;
- h. to participate in gambling or on-line games;
- i. to assign students to use technology without proper supervision;
- j. to send non-job related e-mails; however, when essential during business hours, limited, reasonable personal use of the District's technology hardware is permitted provided that such use does not violate other prohibited uses set forth herein;
- k. to participate in chat rooms, chat lines or instant messaging;
- l. to participate in non-job related shopping or bartering;
- m. to send personal ads or sell items using school e-mail or computer bulletin boards other than on a separate specially designated school bulletin board;
- n. to utilize District technology for commercial purposes or personal financial gain;
- o. to install or use encryption software on any computer without the authorization of the Director of Information Services;
- p. to engage in any activity which is injurious to the health, safety or welfare of a student

With respect to the prohibitions described in sections k and l above, to the extent that educational purposes can be identified, a teacher may seek written approval from the Principal to engage in these otherwise prohibited activities.

THE FOLLOWING SHALL NOT BE PERMITTED, ACCESSED, CREATED, TRANSMITTED, OR STORED ON THE DISTRICT'S ELECTRONIC AND COMMUNICATION RESOURCES:

- a. Obscene, pornographic, or sexually explicit materials;
- b. Information that enables or supports the commission or a crime or an act that would endanger the user or others or damage property;
- c. Unsolicited offers to buy or sell goods or services from an individual or private business or entity for-profit purposes; Not-for-profit solicitations must be approved by the Superintendent.
- d. Jokes, comments, or messages that contain content that is demeaning, defamatory, harassing, threatening, objectively offensive, or disruptive to the intended recipient. Examples of information that violate this provision include, but are not limited to, harassment in violation of Board Policies, sexual comments or images, pornography, and racial, ethnic, disability, or religious slurs;
- e. Information that hides or attempts to hide the identity of the sender, or represent the sender as someone else or from another user;
- f. Information that would enable a user to obtain access to the files or e-mail of others without authorization;
- g. A computer virus or other message that is known by the sender to have the capability to damage or impair the operation of a District electronic resource or another person or organization's electronic resource.
- h. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

It shall not be a violation of the District Internet and Technology Acceptable Use Safety Policy for an employee to use District electronic and communication resources to communicate concerning an organization consisting solely of employees of the District.

District Communication Resources shall not be used in political campaigns or elections to do the following:

- a. Solicit donations
- b. Advocate for any candidate(s) or political party
- c. Recruit participants or volunteers

PENALTIES FOR VIOLATION OF POLICY

Violations of this policy may result in consequences ranging from restrictions or loss of computer privileges up to and including the suspension or expulsion of a student or volunteer, discipline of an employee, including possible termination, as determined by the Superintendent, Superintendent's Designee and/or Board of Education.

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The employee's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

PROCEDURE FOR INSPECTING THE ELECTRONIC AND COMMUNICATION RESOURCES USAGE OF A USER

In cases where electronic messages, documents, files or other electronic and communication resources must be accessed or read, the person who desires access to such materials shall notify the user's immediate supervisor, (or student's teacher and principal) explaining the reason for the request. The supervisor (teacher, principal) shall submit a request to review the electronic and communication resources usage of a user in writing or by e-mail to the Director of Information Services.

All requests shall be forwarded to the Superintendent who shall consider each request's disposition and shall have the authority to grant or deny the request for access. A denial of access by the Superintendent shall be final.

CONFIDENTIALITY

Users of the District's electronic and communication resources are expected to protect the integrity of proprietary and confidential information maintained by the District. "Confidential Information" as used in this guideline means information declared confidential by the Board's policy on Access to Public Records or by state or federal law.

Confidential information shall never be transmitted or forwarded to a person not authorized to receive the information.

The practice of using electronic resource distribution lists to send information shall not excuse the unauthorized disclosure of confidential information by a user.

Users shall determine whether a distribution list is current and review each name on any list before sending confidential information including but not limited to personally identifiable student records protected by the Family Educational Rights and Privacy Act.

Messages containing confidential information should not be left visible on the monitor when a user is away from his/her computer.

Users shall not copy or distribute through the e-mail system and copyrighted material of a third party (such as software, database files, articles, graphic files and downloaded information) unless the user has confirmed in writing in advance that the District has a license or other right to copy or distribute the material. Violation of the rights of a copyright owner will result in discipline of a user.

SECURITY OF DISTRICT ELECTRONIC AND COMMUNICATION RESOURCES

Security on any District electronic resource is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall immediately notify the System Administrator or Director of Information Services if a security problem is identified on any District electronic resource. The problem shall not be demonstrated to other users.

A user of the District's electronic and communication resources who makes use of a password, code or encryption device to restrict or inhibit access to a District electronic resource shall provide immediate unlimited access to this data when requested to do so by the user's supervisor, if an employee, or teacher or principal, if a student.

A user's supervisor (if an employee) or principal or teacher (if a student) is authorized by this guideline to override, void, or destroy any code, password, or encryption device to access any information stored on or accessible through a District's electronic resource.

Except as provided above, no person shall request or require that a user reveal a password or access code for any District electronic resource.

Students, administrators, staff or employees may only access the Internet through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the accessing computer is not connected to the District's network.

A user shall not attempt to obtain or use another user's password, sign-on, or account without written permission from the user and a System Administrator. Any unauthorized attempt to log onto any electronic resource as a System Administrator will result in disciplinary action, including termination for employees and expulsion for students.

A user identified as a security risk based upon one or more violations of this guideline may be denied access to all District electronic and communication resources.

By signing the Technology and Internet Acceptable Use Safety Contract and using the District's electronic technology as defined above, the administrator, staff member, employee or student is consenting to have such use monitored by authorized personnel, at the District's sole discretion.

The administrator, staff member, employee or student also expressly waives any right to privacy and anything they create, store, send or receive on the computer or the Internet under the Electronic Communication Privacy Act, and any other state or federal law regarding e-mail and Internet use.

The administrator, staff member, employee or student further realizes that he or she does not have a personal privacy right in any matter created, received or sent utilizing the MSD of Pike Township's computer systems, Internet access or e-mail system.

Approved: 7/20/06

SCHOOL MEAL PRICES

Meal prices for the 2018-2019 school year are:

Lunch-\$2.70 Middle School Breakfast-**Free** and Adult Lunch-\$3.50

Breakfast Program

The Food Service Department is pleased to provide a free universal breakfast program that is open to all students in the district. Breakfast selections change daily, menus are available online at <http://pike.nutrislice.com/> or you can download the free Nutrislice app to any smartphone device.

Lunch Program

The Food Service Department is committed to providing a healthy and nutritious lunch to students. All students are eligible to participate in the National School Lunch Program. Menus are planned following the guidelines set forth by the National School Lunch Program and are available online at <http://pike.nutrislice.com/> or you can download the free Nutrislice app to any smartphone device.

Meal Benefits

Through the National School Lunch Program, your child may be eligible for free or reduced meals at school. You may apply at any time during the school year. This benefit is based solely on household income or if your student is considered a foster child or homeless. Applications MUST be completed each school year by law. The district now has free & reduced applications available online at <http://msdpike.heartlandapps.com>. We encourage all parents to use the online method, however, paper applications are also available from the Food Service Department, the school office, or on the M.S.D. of Pike Township website, www.pike.k12.in.us. Benefits are effective the date the application is processed, not the date that you sign and turn in your form.

The food service department will send e-mail communications regarding meal benefits and the online application link to all families in mid-July. All children (no matter which Pike school they attend) are to be included on one application. DO NOT complete an application for each child. Incomplete applications will result in a delay of processing. Parents are financially responsible for any meals consumed prior to the application being processed. If you have applied for free & reduced meal benefits and have not received a letter informing you of your benefit level, please contact the Food Service Office at 387-2501 or via email at foodservice@pike.k12.in.us. In August & September, please allow up to 10 business days to process your application due to the high volume of submitted applications.

Methods of Payments

- Credit card payments can be made online via the myschoolbucks.com website. This is a great tool for parents to monitor student spending, view current balances, set spending limits and low balance alerts.
- Students may make a payment at their school cafeteria's point of sale. School cafeterias accept check, cash, or money order.
- Checks or Money Orders should be made out to MSD of Pike Township with your child's student ID number noted on the memo line, and can only be deposited for the entire amount; no change will be given to students. Checks drawn off of a business account will not be accepted for lunch payments, and will be returned to you.

You must have money on your account to use your ID account, unless you receive free meal benefits. Students who forget their money or do not have money left in their account may charge up to two school lunches, and then a sack lunch will be provided at a cost of \$2.70 current price until the debt is paid. You must have your student I.D. to make purchases if you do not have cash in hand. You will not be allowed to purchase or charge snacks or a la carte items if you have a negative balance. No charging will be permitted during the last two weeks of school. All negative balances must be paid to avoid collection action.

Additional Information

In an effort to model healthy eating habits, we encourage students to eat school lunches or bring food from home that is of high nutritional value. Please do not bring in any food purchased at a restaurant. A school lunch includes your entrée, your choice of vegetable and fruit, and a half-pint of milk. A la carte items may be purchased for an additional cost.

To assist the lunchroom staff and supervisor in maintaining a pleasant atmosphere in the lunchroom at all times, the following suggestions are made:

1. All food items and drinks must be consumed in the cafeteria.
2. Do not make purchases for others; buy only what will be eaten in the cafeteria.
3. Do not cut in front of others in line or save a place for others in line.
4. To avoid confusion, keep the aisle clear for the return of empty trays and articles.
5. All spilled food should be reported immediately. The faculty supervisor or cafeteria manager will provide a mop, broom, dustpan, etc. Careless conduct by one person may cause another an accident or a cleaning bill.
6. All trays, paper and dishes are to be taken to the conveyor belt and not left on dining tables. Paper, napkins, etc., should be put in the trash containers.
7. Remove paper items from trays before placing trays on the conveyor belt. Use the trash can for paper.

TEXTBOOK RENTAL

Book rental fees are established by the Board of Education. The fees vary each year due to the unpredictable costs of books and materials. Metropolitan School District of Pike Township values and appreciates the promptness with which most of our families pay their textbook rental and school fees. It is our belief that this obligation is a responsibility all must take seriously so we can continue to provide our students with the books and materials they need in their education. Parents/guardians may complete an application for Federal assistance, which covers the expense of textbooks. Consumable fees are still to be paid by the parent/guardian.

Please remember, if your child's book rental fees are not paid or if regular payments are not made as agreed, you will be subject to collection agency procedures.

TRANSPORTATION

Bus transportation is available for all students. Riding the bus is a service/privilege and not a right. All conduct and safety rules must be adhered to by all in order to protect the health and well-being of students and adults. A student who fails to follow the bus rules will be denied the privilege of riding the bus.

USE OF VIDEO CAMERAS

The M. S. D. of Pike Township uses video surveillance in many parking lots, buses and buildings for the safety and protection of individuals, property equipment, and other valuables.

VISITORS

The Board welcomes the active interest of parents and citizens in the public schools, and invites the community to visit at any time. However, since schools are a place of work and learning and must be secure, certain limits must be set to visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

- Anyone who is not a regular staff member or student of the school will be termed a "visitor".
- Any visitor to the school must report to the office of the principal upon arrival at the school.
- If going to another part of the school other than the office, all guests are required to sign-in by providing a valid ID (driver's license) and being processed through the school's Lobby Guard System.
- Parents or citizens who wish to observe a classroom while school is in session are expected to arrange such visits in advance with the teacher and inform the principal.
- Teachers should not be expected to take class time to discuss individual matters with visitors.
- The principal has final authority on permitting/approving school visitations.
- Visitors who violate the school visitation policy shall be asked to leave the building. Future visitations may be denied by the building principal/designee to maintain building decorum.

WALKING TO SCHOOL

Students are not permitted to walk to or from school unless there is a contiguous boundary. This rule is in place to maintain the safety of the students.

WELLNESS

The Board of Education has approved a District Wellness Policy. There will be an emphasis on Wellness throughout the district per policy and through the leadership of the District Health Council and building level coordinators.

NOTE:	<p>This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July, 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the Corporation's website: www.pike.k12.in.us by clicking on "Board of Education" and "Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.</p>
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Adopted by the Board of Education on June 14, 2018