

Metropolitan School District of Pike Township

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

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

Pike Preparatory Academy

7140 Waldemar Dr.
Indianapolis, Indiana 46268
317-347-8352

2018-2019 Student/Parent Handbook

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: _____

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POLICY NOTIFICATION STATEMENT

It is the policy of the M.S.D. of Pike Township not to 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 & Sexual Harassment/Racial Harassment Coordinator
Mr. Joe Lampert- 317-293-0393
Director of Human Resources
6901 Zionsville Road
Indianapolis, Indiana 46268

M.S.D. Pike Township Board Policies for Sexual Harassment (B.P. 5517), and Racial Harassment (B.P. 3362) are available upon request or online at www.pike.k12.in.us

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.

Pike Preparatory Academy

A Message from the Principal

Dear Parents and Students:

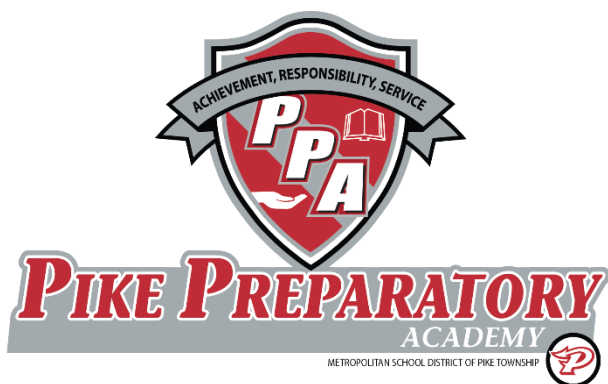
On behalf of the Pike Preparatory Academy faculty and staff, I would like to welcome you to our school and its community of learners. The Metropolitan School District of Pike Township established Pike Preparatory Academy to meet the needs of middle and high school students who would benefit from a non-traditional learning environment.

The mission of Pike Preparatory Academy is to promote achievement, responsibility, and service. Through the course of this school year we will be working to increase student achievement by providing a rigorous and accelerated curriculum. We plan to develop students into responsible citizens, and engage them in a variety of service learning activities to promote character. Our mission can only be made possible with a collaborative partnership between the school, the student, and the parents. Your feedback regarding our progress toward this mission is greatly valued.

By working together, I believe we will make great strides toward our students' goals and dreams. Please feel free to contact me, or set up a time to meet with me and any of our staff members about questions or concerns you may have.

Sincerely,

Roy Dobbs
Principal
Pike Preparatory Academy
rdobbs@pike.k12.in.us
317.347.8351



Metropolitan School District of Pike Township
7140 Waldemar Drive, Indianapolis, IN 46268
(317) 347-8352 Main Office
(317) 298-0681 Fax
www.pike.k12.in.us

HIGH SCHOOL PROGRAM OVERVIEW

HIGH SCHOOL MISSION STATEMENT

The mission of the Pike Preparatory Academy High School is to provide Pike High School seniors an alternative setting and opportunity to obtain a diploma at a pace more relevant to their individual lifestyles. These students are either behind in earned credits or face circumstances that hinder their success in the traditional school setting. **Pike Preparatory Academy is an extension of Pike High School.** Therefore, students remain active as Pike High School students, but they take their courses in the alternative setting until they meet the requirements necessary to earn a Pike High School Diploma. **All students who meet the graduation requirements participate in the Pike High School Graduation Ceremony at the conclusion of the school year.**

Our mission is centered on three fundamental concepts of learning:

1. A flexed schedule for extended instructional time that provides students with an accelerated academic program. This program meets the individual needs of each student.
2. An enhanced relationship between teacher and student. Each high school student attending Pike Preparatory Program Academy will have an Individual Service Plan (ISP) completed and followed. The classroom teacher to student ratio will be 15 students to every one teacher. This small class size allows teachers to serve as a valuable resource for students who need individual attention.
3. Empowerment opportunities, such as service learning, college readiness and career exploration prepare students to be productive members of society.

PIKE PREPARATORY ACADEMY ENROLLMENT PROCESS

The program is designed to help students due to graduate in the present year by catching up on their credits, so that they may graduate on time. Students who have challenging life situations (i.e. need to work, home life, personal matters, minor attendance), **NOT** major discipline matters or major attendance problems, are accepted.

- Minimum **20** credit requirement for students beginning 1st Semester of Senior Year – (August)
- Minimum **26** credit requirement for students beginning 2nd Semester of Senior Year – (January)
- Students are referred to PPA by their Pike High School counselor or administrator.
- Students attend informational and parent orientation meetings.
- Students and their families are notified from the PPA Principal if they are accepted into the program.

PIKE PREPARATORY ACADEMY HIGH SCHOOL EXPECTATIONS

Attendance

Students are expected to attend class each day as a student at Pike Preparatory Academy.

- **Each quarter, a student cannot accumulate more than five (5) unexcused absences in any one class.**
- Parents/students are expected to notify the office ahead of time if they will be late to school. If students are late more than fifteen minutes to class, it will be recorded as an absence.
- Students are expected to provide the principal with documentation for excused absences. Examples include doctor statements, court documentation, obituaries, etc.
- The principal may report a student/family to the district social worker and task force committee if a student is excessively absent without prior notice.

Behavior

Pike Preparatory Academy has a zero tolerance for students who are disruptive, disrespectful, or violate any other code of conduct outlined in the student handbook.

- The principal makes all decisions regarding behavior. Students who violate the MSD Pike Township Code of Conduct will be referred to the principal on an office referral (S-1). **Students may receive an out of school suspension or be completely removed from the Pike Preparatory Academy High School Program. Students who are removed from Pike Preparatory Academy may not return to Pike High School to attend classes.**
- Students attending Pike Preparatory Academy are expected to conduct themselves as responsible young adults. Class schedules, lunch times, and school privileges may be altered in order to help students achieve academic success and graduate with a diploma.

Academic Achievement

All courses must be completed with a final grade of 75% or higher. This grade will be based on homework assignments, tests/quizzes, and presentations. Students will be working to earn a Pike High School Core 40 or General Diploma.

- **Students will be expected to turn in assignments daily in order to stay on pace for course completion and graduation. Each course is taught over the course of nine weeks, but in some cases, students may work ahead to earn a credit early.**
- Students may be requested by Pike Preparatory Academy staff members to spend extra time after school to ensure course completion.
- Failure to comply with the academic requests and overall lack of academic effort may result in removal from the Pike Preparatory Academy High School program.

SCHOOL CALENDAR INFORMATION

- The Pike Preparatory Academy High School Program has four - 9 week quarters throughout the school year and students earn credits at the end of each quarter.
- Pike Preparatory Academy is on the MSD of Pike Township traditional calendar and will have the same breaks, holidays, and snow days/delays as Pike High School.

HIGH SCHOOL DAILY SCHEDULE

***Students will be served breakfast from 7:15 – 7:50 am**

Directed Studies	7:15 – 7:50 am
Period 1:	7:50 – 8:40 am
Period 2:	8:40 – 9:30 am
Period 3:	9:30 – 10:20 am
Period 4:	10:20 – 11:10 am
Period 5:	11:10 – 12:30 pm
A – Lunch	11:30 – 12:00pm
B – Lunch	12:00 – 12:30pm
Period 6:	12:30 – 1:20 pm
Period 7:	1:20 – 2:20 pm

TRANSPORTATION

Transportation to Pike Preparatory Academy is available by shuttle bus. Students will catch their regular bus to Pike High School, and then take the shuttle bus to Pike Preparatory Academy at 7:00am. The shuttle bus will take students from Pike Preparatory Academy back to Pike High School by 2:23pm and students will ride their regular school bus home.

PIKE PREPARATORY ACADEMY HIGH SCHOOL GRADING SCALE

A	100 - 94
A-	93 - 90
B+	89 - 87
B	86 - 84
B-	83 - 80
C+	79 - 77
C	76 - 75
F	74 - 0

Pike Preparatory Academy High School requires that students score a minimum of 75% on all work turned in for credit in any class. This includes homework, projects, tests, quizzes, and tests. Any work that is scored below seventy-five percent must be resubmitted.

CORE 40
GRADUATION REQUIREMENTS

<p>English (8) Credits English 9-1 English 9-2 English 10-1 English 10-2 English 11-1 English 11-2 English 12-1 English 12-2</p> <p>Math (6) Credits Algebra 1-1 Algebra 1-2 Algebra 2-1 Algebra 2-2 Geometry 1-1 Geometry 1-2</p>	<p>Social Studies (6) Credits U.S. History 1 U.S. History 2 Government Economics World Geography 1 World Geography 2 or World History 1 World History 2</p> <p>Physical Education (2) Credits Physical Education 1 Physical Education 2</p> <p>Health (1) Credit</p>	<p>Science (6) Credits Biology 1 Biology 2 ICP or Chemistry/Physics 1 ICP or Chemistry/Physics 2 Earth Space Science 1 Earth Space Science 2</p> <p>Elective Classes (11) Credits Each student will need a minimum of 11 elective credits.</p>
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GUIDANCE

Professional guidance and counseling services are available to all students. Each student will be asked to meet with his/her counselor at least once each quarter. At this time records are brought up-to-date, test scores explained, questions answered and future plans discussed. However, all students are encouraged to see their counselor whenever the need arises by simply requesting a conference. Besides counseling, the school counselor offers the following services:

1. Assistance to the individual student in analyzing his/her needs through exploration of interests, abilities, aptitudes, and personality.
2. Information of an educational, vocational, and social nature to students and their families. This includes college requirements, other training programs, job opportunities, financial aid information, and other topics the student and his/her family may wish to discuss.
3. Assistance for students in selecting courses of study, training programs, and colleges are consistent with their needs and desires.
4. Research to evaluate and improve the school's current programs and services.
5. Attendance-related matters and their resolution.

RETAKE A CLASS

- A student electing to retake a class to earn a higher grade must meet with the Guidance Counselor to determine if space is available in the course.
- The student will complete a form, which requires signatures from the student, parent, counselor, and principal.
- When a student retakes a course, the grade will replace the earlier grade and the original grade will not count as an attempt for credit on the student's transcript or in the GPA calculation. **However, when a required course is failed** and retaken, the original grade will remain on the transcript, count as an attempt for credit, and be figured into the GPA along with the retaken course grade.

WORK PERMITS

The Pike Preparatory Academy High School will require intent to employ forms to be signed by the prospective employer before issuing a work permit. Students who desire a work permit must show adequate academic progress and good attendance.

PIKE PREPARATORY ACADEMY TELEPHONES

The telephones located in the main office and in the classrooms are for official school business. Students are only allowed to use these phones for emergency purposes only.

CELL PHONE/ELECTRONIC DEVICE USAGE

MSD Pike Township staff members are not responsible for any stolen or misplaced cell phones or electronic devices. Pike Preparatory Academy teachers may require that cell phones and other electronic devices be turned off during school. Students are expected to ensure that their cell phone/electronic devices are not disruptive to the learning environment. Students who fail to comply with these guidelines may be referred to the principal for appropriate disciplinary measures.

FOOD & DRINKS

In an effort to keep Pike Preparatory Academy clean, no food or drinks will be permitted in the school outside of the cafeteria. Students are not permitted to eat or drink in the classrooms.

TARDINESS

Our expectation for students and staff is to be on time to class. Habitual tardiness will have a negative impact on the student's ability to earn credits and graduate with a high school diploma.

- Students who arrive late will be marked as tardy during the first **15 minutes** of each period.
- Those who arrive after that time will be counted as absent.
- Missed class time may be assigned to be made up during an independent study session with the teacher.
- Excessive and recurring tardiness shall result in a principal's conference and can ultimately lead to a student's removal from the affected class with a **WF** grade.

ATTENDANCE & ABSENCES

A student's attendance is an essential component for a successful education as well as an important life lesson which must be mastered. Good attendance not only promotes good grades; it also supports a healthy relationship between the school and the home.

The staff at the Pike Preparatory Academy High School will work with its students to learn the importance of good attendance, but to obtain the amount of instruction necessary to master a course of study in a reasonable amount of time; the following standards and attendance expectations will be observed:

Reporting Absences

It is the responsibility of the parent/guardian/student to call (317) 347-8352 to report an absence. The phone system is accessible 24 hours a day, seven days a week. Voice messages for attendance should include:

- The name and relationship of the caller
- The student's name and reason for the absence
- The date(s) and/or period(s) for the absence

Excessive Absences

Students who miss class excessively are jeopardizing their academic status at the Pike Preparatory Academy High School. Continued absences can result in withdrawal from a class and ultimately removal from Pike Preparatory Academy.

Skyward Attendance Code Meanings

Code	Short Description	Long Description
B	UNV	Unverified Absence
C	ILL	Illness- 1 st 3
E	MED	Medical Appointment
H	VAC	Vacation
M	TRU	Truant
S	NCO	Non-Ordered Court Appearance
Y	UNX	Other Unexcused Absence
2	TABS	Teacher Absence
V	CUT	Cut Class
D	WAI	Extended Illness
F	DIM	Death in Immediate Family
G	REL	Religious Observance
I	FTR	Field Trip
J	PLG	Page/Polls
K	COL	College Visit
L	OFF	Office Visit
N	ISS	In-School Suspension
O	OSS	Out-of-School Suspension
P	ITO	In-School Time Out
Q	OTO	Homebound/Out of School Time Out
R	PEX	Pending Expulsion
T	SCO	Subpoena for Court Appearance
U	ICR	Incarcerated
X	EXC	Other Excused Absence
W	APG	Alternate Program
A	TDY	Unexcused Tardy- Office
1	TTDY	Teacher Tardy

Leaving School

Though every effort should be made to honor a student's time in class; sometimes a student may need to leave school early for an appointment or unforeseeable need. In such instances, parent/guardian or student if eighteen or older should:

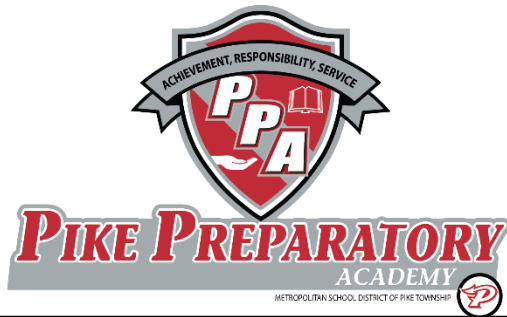
- Notify the office with time, date, and purpose (other documentation may be requested if necessary). Principal or his designee must grant approval.
- Approved students should sign out at main desk with name and time leaving
- Students may not leave to self-administer medication and return to school
- **STUDENT LOITERING IS NOT PERMITTED OUTSIDE THE SCHOOL ENTRANCE BEFORE, DURING, OR AFTER SCHOOL.**

WITHDRAWAL FROM SCHOOL

Students choosing to withdraw from the Pike Preparatory Academy H.S. for whatever reason must schedule and attend an **exit interview** with the principal or his designee to discuss the withdrawal decision. Indiana Code **IC20-30-2-28.5** mandates that this interview take place. Failure to do so can result in the withholding of student documentation and/or the invalidation of the student's driver's license and work permit.

PERMANENT RECORD

A permanent record is kept for each student at his/her home school. It includes subjects taken, grades received, honors, attendance, class rank and standardized test scores for each student during his/her high school career. This record becomes very important to students because copies of the record are often requested by employers and other institutions after the student has graduated. Colleges, employers, and other training institutions require a copy of this cumulative record. A parent, or student if over 18, must sign a release form to send records to other institutions. Requests for these records should be made through the guidance departments of the student's home school. Records at the Pike Preparatory Academy High School are used for tracking students' academic progress and scheduling classes. These records cannot be released without a request authorized through the student's home school.



Metropolitan School District of Pike Township
7140 Waldemar Drive, Indianapolis, IN 46268
(317) 347-8352 Main Office
(317) 298-0681 Fax
www.pike.k12.in.us

MIDDLE SCHOOL PROGRAM OVERVIEW

Student Profile:

- 7th grade students who need support.
- 8th grade students who choose to remain at PPA or did not qualify to return to their traditional middle schools.

Enrollment process:

Any MSD of Pike Township parent may request for their child to attend Pike Preparatory Academy for 7th and 8th grade. Students also may be recommended by their current middle school administrators to attend Pike Preparatory Academy.

Mission Statement

The mission of the Pike Preparatory Middle School Program is to empower middle school students to become confident, courageous, contributors in their schools and communities. We aim to provide middle school students with a safe, intellectually challenging environment that will prepare them to make positive decisions. The staff will provide caring, and culturally competent interventions through structured activities. The Pike Preparatory Academy is specifically designed for students who benefit from the attention provided in a smaller learning environment.

Program Information

The Pike Preparatory Middle School Program was established to create a unique and empowering learning experience for middle school students. The curriculum includes grade level math, language arts, reading, science, and social studies classes. In addition to the core subjects, each student will be involved in a character education program (life skills class) that includes mentoring, counseling, and service learning.

The faculty works closely with parents to foster an atmosphere that promotes a learning community characterized by child-centered instruction, in a no nonsense nontraditional learning environment. A strong emphasis on clearly defined academic and behavioral expectations will help prepare each student to be socially and academically successful while attending Pike Preparatory Academy.

Program Highlights:

- Each student will have an Individual Service Plan (ISP) completed and monitored.
- Small, structured environment focused on student development. Each class has a maximum of 15 total students per classroom.
- Mentoring and guidance is provided through our advisory program
- Academic enrichment through core and elective course curriculum
- High school Preparation, College Readiness, and Career Exploration

Middle School Daily Schedule

Regular Schedule Monday – Thursday

Period 1/HR: 7:00am – 8:30am

Period 2: 8:30am – 9:30am

Period 3: 9:30am – 10:30am

(Lunch 10:30 – 11:00am)

Period 4: 11:00am–12:00pm

Elective Course: 12:00pm – 2:00pm

Bus Dismissal: 2:00pm

Recreation Schedule Friday

Period 1/HR: 7:00am – 8:30am

Period 2: 8:30am – 9:30am

Period 3: 9:30am – 10:30am

(Lunch 10:30 – 11:00am)

Period 4: 11:00am–12:00pm

Recreation: 11:00am – 2:00pm

Bus Dismissal: 2:00pm

Middle School Uniform Expectations

Students are expected to wear an official Pike Preparatory Academy uniform Monday through Friday. Students are expected to adhere to the following school uniform guidelines:

Tops: Students are expected to wear one of the assigned Pike Preparatory Academy tops, which display the Pike Preparatory Academy crest.

*All other tops and jackets are not permitted.

*Shirts are to be tucked in at all times

Pants: Students are expected to wear standard khaki pants in one of the following colors:

- Navy Blue
- Black
- Khaki

*Shorts, denim or other pants are not permitted.

*Sagging will result in disciplinary action.

Belts: Black or brown belts must be worn.

Shoes: Students are expected to wear standard sneakers, casual, or dress shoes. Students may not wear sandals, flip flops or house shoes.

Other items not permitted to be worn to Pike Preparatory Academy:

Hats, head wear, chains, necklaces, bracelets, and grills are not to be worn at school. Students will store all backpacks in their lockers. These are not allowed to be carried during the school day.

Consequences for school uniform violations include: notifying parents to request a change of clothes, loss of privileges, community service, In-School Suspension, and Out of School Suspension.

ATTENDANCE

A student's attendance is an essential component for a successful education as well as an important life lesson which must be mastered. Good attendance not only promotes good grades; it also supports a healthy relationship between the school and the home.

Reporting Absences

It is the responsibility of the parent/guardian to call Pike Preparatory Academy at (317) 347-8352, to report an absence. The phone system is accessible 24 hours a day, seven days a week. Voice messages for attendance should include:

- The name and relationship of the caller
- The student's name and reason for the absence
- The date(s) and/or period(s) for the absence

Excessive Absences

Students who miss class excessively are jeopardizing their academic status at the Pike Preparatory Academy.

Process of Communication for Absences – per semester:

- Skyward message will be sent to parents if a student is absent.
- Pike Preparatory Academy staff will regularly notify parents of student absences.
- (7) Absences – MSD Pike Township letter will be sent to parent/meeting with the principal will be recommended.
- (11) Absences – MSD Pike Township letter will be sent to parent/MSD Pike Township social worker will schedule a meeting/home visit.

Leaving School

Though every effort should be made to honor a student's time in class; sometimes a student may need to leave school early for an appointment or unforeseeable need. In such instances, parent/guardian or student if eighteen or older should:

- Notify the office with time, date, and purpose (other documentation may be requested if necessary). Principal or his designee must grant approval.
- Approved students should sign out at main desk with name and time leaving
- Students may not leave to self-administer medication and return to school
- **STUDENT LOITERING IS NOT PERMITTED OUTSIDE THE SCHOOL ENTRANCE BEFORE, DURING, OR AFTER SCHOOL.**

STUDENT ACHIEVEMENT

Five Keys for Success

- Exhibit a positive attitude
- Respect yourself, peers, and teachers
- Stay focused in the classroom
- Remain organized
- Turn in all assignments and study for all tests

Classes

Each student will take core classes, electives, and have one directed studies period. The students will be divided into classes based on their grade level. These classes will be taught according to the 7th and 8th grade Indiana State Standards.

Pike Preparatory Academy Middle School Grading Scale

GRADING SCALE
BOARD APPROVED - JUNE 25, 2009
% 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 ≥ 40 and $\leq 60 \rightarrow$ F+
% grade ≥ 20 and $\leq 40 \rightarrow$ F
% grade ≥ 0 and $\leq 20 \rightarrow$ F-

Homework Expectations

The students at Pike Preparatory Academy are expected to complete and return homework assignments for each class weekly. It is our belief that homework is extension of school which promotes academic rigor and success. Homework is expected to be returned in a timely manner. The teacher will provide a deadline for when the assignment is due.

Make up work

Students are required to complete all homework assignments. Students who are present at school and do not complete homework, may be required to make it up during detentions that take place before the start of the school day. If homework completion remains a problem, parents may be required to attend a parent/teacher conference.

Homework and Excused Absences

For every day a student has an excused absence, an additional day is given to make up their work. Students are expected to complete all of their assignments while serving an out of school suspension.

Organization

Students are expected to utilize and maintain their Pike Preparatory Academy organizational binder. Teachers will encourage students to keep their assignments and school supplies organized each day.

Parent Communication

- Prior to the start of the school year, the principal will hold an orientation in order to explain the procedures and expectations at Pike Preparatory Academy.
- School website
- Newsletters and flyers sent home or mailed
- Phone calls made to and from school
- Parent emails

Parent Conferences

- Middle school parent conferences will be held periodically through the school year. Parents will be notified of the conference nights. Parents are welcome to request conferences with the teacher and the principal. Pike Preparatory Academy staff members may also request a parent conference as needed.

EXTRACURRICULAR ACTIVITIES

ATHLETICS

Purpose

- To promote health and wellness at Pike Preparatory Academy.
- To provide an incentive for good behavior and academic progress.
- To provide a social outlet for the students at Pike Preparatory Academy.

Transportation

Athletes will travel via school bus from Pike Preparatory Academy to their home schools for practice and competitions. The bus will arrive at Pike Preparatory Academy at 3:40pm each day and drop them off at their home schools.

Athletic Contract

Pike Preparatory Academy students will sign an athletic contract agreeing to the following expectations:

- Students will be required to be academically eligible according to the MSD of Pike Township guidelines
- Students must complete all required forms for athletics including submitting a physical form
- Students cannot accumulate any discipline referrals at PPA or disciplinary infractions while participating as an athletic team member.
- Students are expected to meet the Athletic Directors, coaches, and bus driver's expectations at all times.

If the student violates the written athletic agreement, they lose the privilege of participating in the traditional school athletic program.

RECREATIONAL ACTIVITIES

Recreational activities will be established to promote health, wellness, and good citizenship. Each student will need to have a waiver/release form completed by their parents in order to participate in these recreational activities.

SERVICE LEARNING PROJECTS

Students will participate in the following service projects annually. This will strengthen the young men's character by demonstrating the importance of giving back to the community. In addition, young men will be taught how to incorporate these projects on their resumes.

These service projects will include: Coats for Kids, Canned Food Drive, Gleaners Food Bank, Adopt a Family for Christmas, Pennies for Patients, Wheeler Mission, Cross Age Mentoring and Tutoring

CELL PHONE/ELECTRONIC DEVICE EXPECTATIONS

In an effort to provide students with an environment focused on student achievement, cell phones and other electronic devices are to be stored in the student's locker during the school day. **Students are not permitted to have these cell phones/electronic devices out during school hours.**

Parents are to contact the school secretary at 317.347.8352 or principal at 317.347.8351 if they need to send a message to their child.

Procedures:

1. Students are expected and will be reminded to put their cell phones/electronic in their lockers prior to the start of 1st period. Students in violation of this expectation will face disciplinary action.

****MSD of Pike Township staff members are not responsible for any stolen or misplaced cell phones or electronic devices.***

MIDDLE AND HIGH SCHOOL INFORMATION

Use of Medications at School

It is strongly recommended that medications be given at home when possible. However, recognizing the necessity requiring medication while attending school, the following must apply:

1. Self-administration of medication (including over-the-counter medication) by students while in school must comply with school policy. Permission for self-administration must be granted in writing by the parent, the prescribing physician, and school.
2. Medication handed or sent to school employees to dispense shall be accompanied by a written permission form from the student's parents, guardians, or legal custodians.
3. Written instructions from a physician shall be provided with prescription medication to include:
 - a. Medication in its original container with name of student and physician
 - b. Type and name of medicine
 - c. Dosage
 - d. Daily time for administration
 - e. Consent of physician and consent of parent (written)

Students must have a pass from one of their teachers to be admitted for medication.

Note: It is strongly recommended that medication be brought to school by the parent/guardian/ custodian. Only the amount to be taken should be brought to school in accordance with the amount and frequency of dosage.

If any medication remains at the school when it is no longer to be taken, it is recommended that it be picked up by the parent/guardian/custodian. Such medication shall be sent home upon the written request of the parent/guardian/custodian. Medication shall be destroyed by the designated school employee after being held a reasonable time.

Note: Medication brought to school and not meeting these guidelines will not be dispensed.

Immunizations

When a student enrolls in a Pike school at any time or at any subsequent 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 twenty (20) days.

The following are symptoms for which a child must be excluded from school and recommended to see a physician.

Fever of 100 degrees or higher. Children should not return to school until they are fever free for 24 hours without the aid of Tylenol or Motrin, etc.

Nausea and/or vomiting- Children should stay home for 24 hours post vomiting.

Diarrhea- Children who have diarrhea should stay home for 24 hours.

Sore Throat- (pustules and/or blisters in throat) Physician diagnosis will determine if child is contagious.

Rash- Physician diagnosis will determine if child is contagious.

Pink Eye or Discharge from Eyes- Child is to stay home until a Physician can make a diagnosis.

Lice/Nits- Treatment to begin immediately. Child is to stay home until **nit free** for 24 hours.

Open or Draining Sores- Physician to confirm if contagious.

PIKE HIGH SCHOOL TECHNOLOGY VISION STATEMENT

Students must acquire the technological awareness, the ability to communicate with diverse groups; obtain a sense of physical, emotional, and psychological wellness in a dynamic, complex society.

M.S.D. of Pike Township Network and Acceptable Use and Safety Policy

The M.S.D. of Pike Township School Board is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of district operations. It also recognizes that safeguards have to be established to ensure that the district's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines to ensure that students and staff are making appropriate and ethical use of district technology including but not limited to the use of computers, networks, and access to on-line services and the Internet. M.S.D. of Pike Township will maintain a district web page and individual schools will maintain a school web page. These web pages are to provide communication with the world about school curriculum, instruction, school-authorized activities and other general information related to our district and schools. Students and staff are expected to act in a responsible, ethical, and legal manner when posting or accessing school related web-pages. The Superintendent shall establish administrative guidelines which comply with federal and state laws which are in accordance with any guidelines promulgated by the State Department of Education.

The Superintendent shall also ensure that staff and students are informed about disciplinary actions that will be taken if district technology is abused in any way or used in an illegal or unethical manner.

Administrative Regulation and Procedure for Technology and Internet Guidelines (B.P. 7540.03) is available upon request.

Technology Policy

It is the joint responsibility of students, parents, and employees of the school corporation to use Technology and its resources appropriately. General school rules of behavior and communications apply as set forth in each school's Student/Parent Handbook. In addition to having his or her Technology privileges temporarily or permanently suspended, the student who violates the Technology and Internet Acceptable Use Guidelines may be subject to punishment pursuant to the Disciplinary Code set forth in the Student/Parent Handbook.

Building Technology Policy

MSD of Pike Township offers many computer classes and has abundant technology available as part of the curriculum of other classes. However, it is a privilege, not a right, to have access to the use of computers and all technologies. Regardless of the class in which the technology is used, each student is expected to be responsible and honest, use common sense, and practice proper etiquette at all times.

Millions of dollars have been invested in hardware and software to prepare students for today's world, and it is imperative that students help protect this investment. In order to do this, the following rules have been established.

1. It is a federal crime to unlawfully copy software; any student attempting to copy the school's software and/or multi-media materials will be referred to the schools' administration and law enforcement for disciplinary consequences according to the student handbook for stealing.
2. Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
3. Using any commands on the computer which could alter the operations of any part of the computer system, including the default settings, will result in disciplinary consequences according to the student handbook for vandalism.
4. The downloading of programs from any source is strictly prohibited. Failure to comply will be treated as insubordination.
5. No diskettes or CD-ROMS other than those provided by the school are allowed. If a disk is taken home, it must be scanned before being used at school. Failure to comply will be treated as insubordination.
6. Technology is to be used for educational purposes only. Games or inappropriate files including pornography are never to be used in the classroom. Failure to comply will be treated as insubordination.
7. Use of computers outside of the class period and after school is at the discretion of the teacher. No student is to use computers without an authorized staff member present. Failure to comply will be treated as insubordination.
8. Students are not allowed to take computer books out of the room without teacher approval. Failure to comply will be treated as insubordination.
9. A student's USER ID and PASSWORD must be kept confidential at all times. A student may not change his/her password. A student may only log in using his/her own User ID and password and may only use his/her own home directory. Any attempt to do otherwise will be treated as insubordination.

BUILDING AND GROUNDS FACILITIES

Care of the Building

Students should take pride in the excellent, attractive facilities and do nothing which might damage or destroy property. Students have a responsibility for cooperating in maintaining a clean, well-kept building.

- All waste paper and refuse should be placed in the waste containers located throughout the building.
- Vending machines are provided for student use in the Doss Student Center

Electrical Power Failure/Security Alert/Early Dismissal

In case of power failure or security alert, the following points are to be observed:

1. All students are to remain with their teachers in their classroom locations.
2. Students in the Doss Student Center are to remain in that location in their seats.
3. If the failure or alert should occur during a passing period or before classes, all students should report directly to their next scheduled location.
4. In the event of a necessary dismissal, students will go to the north entrance in an orderly manner, leave the building immediately, and wait for their transportation. There should be no running at any time. Students should report home upon dismissal.

Fire Drills

State law requires that fire drills be held periodically. 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

If an emergency tornado warning is announced, the procedure will depend on the amount of time available. If the action must be immediate, all persons in the building should follow the instructions as posted in the area. If students are outside the building when a warning is sounded and the danger is immediate, they should enter the building immediately and proceed to an interior room.

Emergency School Closing

In the event that the school is closed or the starting time delayed due to inclement weather or other such emergencies, parents and students should monitor the local radio and television stations. In the event of a two-hour delay, students should report for afternoon classes only.

SAFE SCHOOLS HOTLINE

The **SAFE Schools Hotline** can be used by students, parents, and community members to report any unsafe, illegal, violent, or acts of vandalism conceived, planned, or committed **at Pike Township schools, or** by Pike Township students. The number is **387-2227**.

PEST CONTROL POLICY

The Metropolitan School District of Pike Township is committed to providing students and staff 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, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children and staff.

The Metropolitan School District of Pike Township will:

- Inform parents and staff members annually of the district pest control policy at the time of student registration as a provision in the student handbook.

- Provide the name and phone number of the person to contact 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 written record of any pesticide application 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. 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 information. 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.

CODE OF CONDUCT FOR THE M.S.D. OF PIKE TOWNSHIP

Discipline is the demonstration of responsible behavior academically, socially, physically and ethically.

Parents/Guardians and students are to read and know the requirements in the MSD of Pike Township’s Student / Parent Handbook. Please sign and return this Code of Conduct on the first day of school to acknowledge your support of our district’s expectations.

Students of Pike Township Schools are expected to:

1. Show respect and consideration for self, others, and property at all times.
2. Exhibit cooperative behavior toward peers, teachers, administrators, bus drivers, staff members and volunteers.
3. Take responsibility for learning by being prepared with assignments and materials, by making positive contributions to class activities, by actively listening, and by putting forth their best effort.
4. Take attendance seriously. Arrive to school and all classes on time and remain present for the entire school day.
5. Obey all school regulations, as well as local, state and federal laws, including those pertaining to weapons, drugs, alcohol, tobacco products, and the verbal or physical threat (bullying) of another individual(s).

6. Refrain from language or gestures that are profane, inflammatory, degrading, or that provoke disruptive behavior.
7. Dress in accordance with the school policies. A student's dress should not distract or disrupt the school environment or prove offensive to others.
8. Follow the rules of appropriate bus behavior as described in the transportation rules and regulations to ensure the safety and welfare of themselves and others.
9. Demonstrate appropriate behavior, good citizenship and sportsmanship while participating in or attending any school-sponsored event or after school activity.
10. Honor the MSD of Pike Township's Human Dignity Policy.

Metropolitan School District of Pike Township
DISTRICT-WIDE BEHAVIOR GUIDE

Codes: ISS: In School Suspension 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
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
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
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
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
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
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
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

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
Habitual Offender	Repeatedly violating school rules or regulations. Previous interventions have not been successful in modifying student behavior.	PSA, ISS, OSS, expulsion
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
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

DISTRICT-WIDE BEHAVIOR GUIDE: (CONTINUED)

Codes: ISS: In School Suspension OSS: Out of School Suspension PSA: Pike Support Academy

Offense	Definition	Range of Consequences
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
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.
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
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, theft or possession of stolen 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
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
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
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
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

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
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- 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. Additional policies, rules and regulations may be found in the District Student/Parent Handbook.
- 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 20-33-8-0.20)

Bullying as defined by IC 20-33-8-0.20 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 of 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 one’s 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--f) 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 cigarettes, 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.)

- a) Possessing – Having in one’s actual and physical control.
- b) Using – Employing or availing one’s self of.
- c) Transmitting – To pass from one person to another.
- d) Selling – Transferring the property in a contract of a sale.
- e) 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 that can reasonably 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.)

- a) Possessing – Having in one's actual and physical control.
- b) Handling – The act of holding.
- c) Using – Employing or availing one's self of.
- d) Transmitting – To pass from one person to another.
- e) Selling – Transferring the property in a contract of a sale.
- f) No student shall possess, handle or transmit any deadly weapon, firearm or destructive device on school property.
- g) The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - (1) Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.
 - (2) The frame or receiver of any weapon described above.
 - (3) Any firearm muffler or firearm silencer.
 - (4) Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - (5) 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.
 - (6) 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.
 - (7) 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; and
 - 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 a 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.

Except for expulsion for possession of a deadly weapon or firearms and the battery of staff members, the student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) calendar days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

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) Removing 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 in 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 M.S.D. OF PIKE TOWNSHIP 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 Metropolitan School District 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 students 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:

- a.) 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.
- b.) 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.
- c) 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.
- d) 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.
- e) 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 20-8.1-1-10) shall mean a disciplinary action whereby a student:
Is separated from school attendance for a period in excess of ten (10) days.
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 20-8.1-1-11) 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 20-8.1-5.1-8,9,10)

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

- a. 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.
- b. Off grounds at a school activity, function, or event.
- c. Off the school grounds at a school activity, and 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:

1. 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:

- a.) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- b) 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.
- c) Setting fire to or substantially damaging any school building or property.
- d) 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.
- e) 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.
- f) 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.

2. 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.

- a. Causing or attempting to cause damage to private property or stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
- b. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
- c. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from such student.
- d. 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.

- e. Knowingly possessing, using, consuming, transmitting tobacco products or knowingly possessing, using, consuming, transmitting or being under the influence of any prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be any of the afore listed 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 and enrolling in a substance abuse education program. **This option does not apply 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 his 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 M.S.D. OF PIKE TOWNSHIP.

Make-up work shall be permitted from the time that said student/ parent/legal 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.

- a. 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.
 - b. 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.
 - c. Engaging in any activity forbidden by the State of Indiana which constitutes an interference with school purposes or an educational function.
 - d. 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 educational 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.
 - e. 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.
 - f. A violation or repeated violation of any rules validly adopted.
 - g. Caps, insignia, emblems, shirts, and other items identified and associated with gang activity are not allowed.
- 7) Unlawful activity by student (IC 20-33-8-15) Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:
- a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

- b. 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

NOTE:	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.
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Adopted by the Board of Education.