



2021-2022

Elementary Parent Student Handbook

MSD Pike Township



Handbook Use

This handbook is prepared for use by the Student, Parent, 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.

6901 Zionsville Road Indianapolis, IN 46268

(317) 293-0393

(Board Approved Revisions 6/24/2021)



Welcome to MSD Pike Township

Welcome to the 2021-2022 school year. It is my honor to lead the MSD of Pike Township with the support of a dynamic staff dedicated to serving our students.

In the MSD of Pike Township, we strongly support the ongoing efforts of our school community to make every child feel welcome, seen, accepted, and understood. We do this by striving to provide all students with an affirming education that honors their identities, acknowledges their varied backgrounds and perspectives, and respects their experiences. We are committed to ensuring that we recognize every child's strengths and be responsive to their needs, build strong relationships with the communities, and offer relevant lessons grounded in inclusive curriculums.

The MSD of Pike Township mission statement drives our daily work. It reads, "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."

As we continue to celebrate the diversity of our community, our Equity Council will lead our efforts to ensure an inclusive environment for our students, staff, families, and the community.

The Equity Council's work reflects MSD Pike Township unwavering belief that:

- Our community is strengthened by diversity, multiple perspectives, and mutual respect
- All students deserve an equitable school experience
- All are invited, welcomed, and valued members of our Pike Family
- We will follow and be accountable to the tenets of our human dignity policy
- We will continue to integrate culturally responsive instruction
- We will continue to review our policies and guidelines to be sure we walk the talk
- We will reach students where they are and build on their backgrounds and not just ours
- We will maintain high expectations because we BELIEVE everyone needs the opportunity to do more than they might believe they can

We are #PikeProud of our community and the educational experience that we provide! Join us in celebrating our fundamental belief that the children we serve have the passion to understand the world and the power to change it.

Dr. Flora

Dr. Flora Reichanadter, Superintendent of Schools

FReichanadter@pike.k12.in.us

MSD Pike Township

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, sexual orientation, gender identity, United States Military Service, 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. Eric Parquet (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.

Pike Township School Board of Education



[Terry A. Webster, Sr.](#)

Title: President

Email: TWebster@pike.k12.in.us

Phone: 317 329-6506

Term Ends: 1/1/2022



[Veronica "Roni" Ford](#)

Title: Member

Email: VRFord@pike.k12.in.us

Phone: 317-513-8470

Term Ends: 1/1/2024



[Regina C. Randolph](#)

Title: Vice President

Email: RCRandolph@pike.k12.in.us

Phone: 317-328-1887

Term Ends: 1/1/2022



[Nichole Kelley](#)

Title: Member

Email: NKelley@pike.k12.in.us

Phone: 317-697-1206

Term Ends: 1/1/2024



[Alonzo A. Anderson](#)

Title: Secretary

Email: AAnderson@pike.k12.in.us

Phone: 317-654-5519

Term Ends: 1/1/2022



[Temeka Lomax](#)

Title: Member

Email: TLomax@pike.k12.in.us

Phone: 317-643-0610

Term Ends: 1/1/2024



[Larry J. Metzler](#)

Title: Member

Email: lmetzler@pike.k12.in.us

Phone: 317-538-7399

Term Ends: 1/1/2024

Table of Contents

Welcome to MSD Pike Township	3
Policy Notification Statement	4
Section 504 Compliance	4
Pike Township School Board of Education	5
Table of Contents	6
Foreword	10
MSD of Pike Township Mission Statement	10
MSD of Pike Township Core Values	10
MSD of Pike Township Vision	10
Section I - General Information	11
Admission/Placement of Students	11
Entrance Requirement for Kindergarten/Grade One	11
Kindergarten	11
First Grade	12
Withdrawal From School	12
Birthdays, Holidays, & Special Events	13
Communication	13
Change of Address and/or Telephone Numbers	13
Communication, Telephones, and Electronic Communication Devices	13
Distribution of Literature	14
Dress for Success	15
Food Service	16
Breakfast Program	16
Lunch Program	16
Methods of Payments	17
Negative Balances	17
Meal Benefits	17
Additional Information	18
Loving Care Child Care Program	18
Library/Media Center	19
Money	19
Parental Conferences	19
Parent/Teacher Organization	20
Personal Belongings	20
Pick Up and Drop Off Procedures	20
Early Release/Dismissal	21

Pictures	21
Recess	21
Roles and Responsibilities	21
Student Fund-Raising Activities	23
Textbook Rental	23
Visitors	24
Section II - Student Academics	24
Exceptional Learners (Special Education)	24
Grading System	25
Homework	26
Human Growth and Development Curriculum	27
Intervention and Promotion Policy	27
Permanent Student Records	28
Procedures for RTI	31
Public Complaints, Comments, and Concerns About Curriculum	31
Student Assessment	32
Technology and Internet Acceptable Use of Policy	32
Section III - Student Conduct	32
Attendance and Tardy Policies	32
Attendance	33
Consequences	33
Definitions	34
Explanation of Policy	35
General Guidelines	36
Make Up Work	36
School District	37
Tardy Policy	37
Bullying	38
Definitions of District-Wide Behavior Offenses	38
Search of Personal Property, Student and/or Vehicles	45
Student Conduct	46
Section IV - Health, Wellness, and Safety	46
Communicable/Infectious Diseases	46
Control of Casual-Contact Communicable Diseases and Pests	47
Control of Non-Casual-Contact-Communicable Diseases	47
COVID-19	48
Emergency Information	48
Emergency School Closings	48
Fire Drills/Tornado Drills and Lockdown (Man-Made) Disaster Drills	49
Fire Drills	49
Tornado Drills	49
Lockdown Drills	49

Food Items	50
Immunizations	50
Indiana 2021-2022 Required and Recommended School Immunizations	51
Medical	52
Clinic	52
Medication	52
Guidelines for Self-Administration of Medication	53
Exclusions	53
Pest Management	54
Reporting Threats Against School Personnel	55
Safe Schools	56
Smoke Free Property	57
Wellness	57
Section V - Student Activities	58
Assembly Programs	58
Before/After School Procedures	58
Field/Study Trips	58
Non-School-Sponsored Clubs and Activities	59
School-Sponsored Clubs and Activities	60
Student Publications	60
Section VI - Transportation	60
Bus Transportation	60
Bus Regulations	61
Bus Transfers	61
Section VII - Rights and Laws	61
American Disabilities Act (504)	61
Child Abuse and Child Sexual Abuse Policy	62
Display of the American Flag and The Pledge of Allegiance	62
Family Educational Rights and Privacy Act - Protection and Privacy of Student Records	63
Homeless Students	64
Human Dignity	65
Indiana State Statutes and M.S.D. of Pike Township Policies	66
Insurance Claims	72
Moment of Silence	72
Non-Custodial Parent Rights	73
Parent Liability	73
Required Annual AHERA Notice	74
Right to Inspect Teaching Materials/Survey Participation	74
Student Organization and Equal Access	75
Student Rights of Expression	75
Note	76

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 June 2021. If any of the policies or administrative guidelines referenced herein is revised after June 2021, language in the most current policy or administrative guideline prevails. Copies of current Board policies are available on the District's web site found at www.pike.k12.in.us.

MSD 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.

MSD 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.



MSD of Pike Township Vision

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.

Section I - General Information

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 the Indiana Code). The building principal or designee 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.

Entrance Requirement for Kindergarten/Grade One

The Board of Education believes it is important to establish student entrance requirements which are consistent with Indiana law based on sound educational practice and which ensure equitable treatment and proper placement. The Board of Education encourages the enrollment and attendance of all students at the earliest date eligible.

Kindergarten

Each child of legal settlement shall be eligible for Kindergarten provided they have attained the age of five (5) on or before August 1. This requirement shall also apply to children who transfer into the School Corporation and who may have attended private or public kindergarten in another locality. Students who will be five (5) on or before September 1st may apply for a waiver for kindergarten enrollment. Pike Township provides a full-day Kindergarten program for all students of legal settlement. The Kindergarten experience provides curriculum through units of study guided by the Indiana Academic Standards in reading, writing and mathematics. Science and social studies are also integrated throughout the day using an inquiry approach. Each component of the day is connected and allows our young learners to develop and grow a passion for learning. Based on the new Indiana Academic Standards, Pike Kindergarten teachers have created a common vision for students as learners. This vision includes children seeing themselves as capable and competent learners that use an inquisitive stance to ask questions, make connections and seek answers as well as

using creativity, imagination, play, reading, writing, and so forth as avenues for making meaning in their lives.

Additionally, Kindergarten teachers work towards helping students develop independence and responsibility for their own learning. They assist in building confidence in students so that they are willing to take risks in their learning and communicate their thoughts and opinions to others through a variety of ways. The kindergarten experience is meant to be well rounded as it builds foundational skills for your child's future success.

First Grade

Each child shall have attained the age of six (6) on or before August 1 or completed a state accredited kindergarten taught by a licensed teacher to be eligible to enter first grade. Although it is not required, the Board of Education strongly recommends that a child attend an accredited kindergarten program before attending first grade. The Superintendent has established administrative guidelines to ensure compliance with State law. These guidelines require that parents provide proper documentation of birth, a certified copy of any custody order or decree, and certification that proper immunization is complete or in process. In addition, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs should be provided upon request. Administrative guidelines are also established to ensure that students enrolling in the District for the first time, at whatever level, submit the proper documentation and records are promptly transferred.

Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities. If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent.

Withdrawal From School

It is the responsibility of the parent/guardian to notify the school office as soon as possible of an upcoming move or transfer. When a student withdraws from school we request that you provide a forwarding address and all outstanding fees (cafeteria, library, book rental, etc.) must be cleared with the office. School records will be forwarded to the new school when a request for records has been received.

Birthdays, Holidays, & Special Events

Classroom teachers recognize birthdays and celebrate special events/activities. Food items/treats for the entire class are not permitted. In addition, parents are asked to refrain from sending balloons, flowers, etc. These items are not permitted on the school bus and disrupt the learning environment. Cards and invitations may not be distributed at school unless every girl/boy in the class receives one. Consistency in recognizing these special events is essential to ensure that every child feels honored and valued.

Communication

Communication is an important ingredient in the partnership between home and school. Information regarding various school events, lunch menus, and other pertinent information is communicated through email, E-dialer, voicemail, newsletters, etc. You can also find information on the M.S.D. of Pike Township's website at www.pike.k12.in.us.



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 contact the school with updated lease information as well as home telephone, work, emergency cell phone.

If a student changes his/her address, the new address should be promptly reported to the registrar along with the necessary documents needed.

Communication, Telephones, and Electronic Communication Devices

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g., paging, devices/beepers, personal digital assistants (PDAs), 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 ECD remains off. Students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to gain access and/or view Internet websites that are otherwise blocked to students at school.

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

The requirement that cellular telephones and ECDs must be turned off will not apply if the student obtains prior approval from the building principal.

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

Possession of a cellular telephone and other ECD 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 ECD. If the cellular telephone or ECD 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 ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

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

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 or is likely to produce 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 a 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 ensure 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

The way students dress has a direct effect on his/her behavior and academic progress. Standardized dress fosters school unity and pride, eliminates "label competition," ensures modest dress, simplifies dressing, and minimizes cost to parents. **The standardized dress code consists of navy, black, gray, or khaki-style pants and solid color collared polo shirts for both boys and girls. In addition, girls may wear navy, black, gray or khaki jumpers or skorts.**



In warmer temperatures, students may wear the same colored walking shorts (knee-length shorts) or capris with their polo shirts.

Dressing improperly is the act of wearing clothing that creates undue attention or a disturbance within the school and interferes with one's own learning or the learning of other students. Coats, hats (except for religious reasons), scarves, hoods, etc. are not to be worn in the building during the school day.

It is also recommended that students refrain from wearing jewelry to school. Necklaces, earrings, etc. are subject to damage during physical activity (i.e., gym, recess). Schools will not be liable for accessories that are damaged or lost during the school day.

Proper shoe attire is also requested. Students need to wear appropriate gym shoes which help protect their feet while playing active games, etc. in PE classes as well as on the playground. Students are not permitted to wear opened-toed or shoes with rollers or lights. Children are discouraged from changing shoes while at school.

Your cooperation will help us maintain an environment conducive to learning. When, in the judgment of the 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. Parents may be contacted to bring replacement clothes to school if inappropriate clothing is worn or the student will be expected to wear alternative clothing from our clinic.

Food Service



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.

Methods of Payments

- Credit card payments can be made online via the www.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.
- **Students who forget their lunch money or a lunch from home may charge up to two lunches on their food service account. During the last two weeks of school, charging of lunches will not be permitted.**

Negative Balances

A student whose account is in the negative will have a reminder note sent home to the parent. Negative balance letters are sent home on a weekly basis with your child. Students whose accounts are more than two meals in the negative will not receive a hot lunch; instead they will be served a sack lunch meal at the cost of current meal price. Please pay all negative balances promptly to avoid collection agency action.

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 (317) 387-2501 or

via email at foodservice@pike.k12.in.us. In August and September, please allow up to 10 business days to process your application due to the high volume of submitted applications.

Additional Information

In an effort to model healthy eating habits, we encourage students to eat school lunches or bring in 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, dust pan, etc. Careless conduct by one person may cause another an accident or a cleaning bill.
6. All trays and paper are to be taken to the trash containers and not left on dining tables.
7. Carryout/fast food items are not to be eaten in the school cafeterias. Delivery of these items is prohibited.

Loving Care Child Care Program

As part of the M.S.D. of Pike Township, the 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.

Library/Media Center

The Media Center is open for the use of students and teachers throughout the school day. The Media Center is an attractive and inviting place in which books, technology, and a variety of other resources are available. The Media Center provides reference materials for school subjects and

[Go to Table of Contents](#)

www.pike.k12.in.us

assignments, books and magazines for recreational reading, and audiovisual items for listening and viewing.

Items that are damaged beyond repair or are overdue for two months are considered “lost.” The replacement cost of any lost item will be communicated in a letter to the parents. Please help us maintain our library collection by helping take care of our books, technology, and resources.

Money

Whenever money is sent to school with your child(ren), please place it in a sealed envelope with your child's name and their teacher's name on the envelope, and a note indicating how the money is to be used. Please caution your child(ren) NOT to open the envelope.



Separate checks must be issued for the cafeteria, book rental, and book store expenses as well as any other activity or expense conducted by the school. Be advised that change is not always available so please send the correct amount. It is asked that students not bring articles of great value or large amounts of money to school.

Parental Conferences

During the 2020-2021 school year, Parental Conferences will not occur in-person until further notice; Events may be conducted virtually at the building or classroom-level via live streaming, video conferencing, or digital recording. Each school will provide more information about scheduled events.

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 twice a year. E-mail can also be used effectively to communicate with your child's teacher(s).

Parent/Teacher Organization

PTO events are a major part of the “life” of our schools. Your membership and participation in the PTO is extremely important. Please look for information about PTO meetings and activities in your school's newsletter. We look forward to working with you.

Personal Belongings

Items, materials, and containers that may prove disruptive for any reason may be confiscated and excluded from any/all school premises, vehicles, or sites of any school event, field experience, or other school sponsored activity.

This covers a wide variety of possibilities including but not limited to: electronic devices, cosmetics, jewelry, balls, stuffed animals, electronic watches, and key rings.

Toys, CD and DVD players, I-Pods, MP3 players or other similar devices, handheld electronic games, and laser pointers/pens are prohibited on school grounds.

Teachers and administrators must often make judgment calls as to the disruptive or potentially harmful nature of various items. Such items may be confiscated at any time without warning. It is not our intent to separate students from their personal property. Most items confiscated will be returned to the student's parent or guardian.

Pick Up and Drop Off Procedures

Parents picking up students before or after regular dismissal time will be asked to sign the student out by completing the sign out sheet in the office. This safety precaution helps account for the children for whom we are responsible.



Please note: We will only make a change in the way your child leaves school at the end of the day if we have received **written instruction** from the parent. We cannot make a change based on your child telling his/her teacher that they need to go home a different way. For the safety of your child, we will release him/her to an adult only if that person's name has been submitted by a parent or guardian. Parent(s)/Guardian(s) can update student information via Skyward. We want our students to be safe, protected, and properly supervised at all times. Parents can join us in this expectation by following each building's arrival and departure procedures. Procedural information can be obtained at the school office.

Early Release/Dismissal

Students are dismissed early on Conference Days. Please refer to your school newsletter and calendar for specific dates and times of dismissal for early release days.

Pictures

Individual student pictures will be taken in the Fall and Spring. Purchase of a photo package is optional. Parents will receive an information sheet about photo package costs before each picture date. Yearbooks will be available for purchase mid-year.

Recess

Children will go outside daily for recess. In keeping with our Wellness Policy, children need fresh air and exercise daily. This will promote a healthy lifestyle. We ask that parents send students to school dressed appropriately with a coat, gloves/mittens, a hat, and warm footwear. Decisions about whether children go outside for recess are based upon the following:

- Weather / Temperature;
- Wind chill / heat index; and
- Playground conditions / safety.

The following Administrative Guidelines will be used when wind chill is a factor:

1. Temperature 30 degree F or higher with wind speed above 0 MPH means the children will have normal recess outdoors.
2. Temperature 20 degree F or higher with wind speed less than 5 MPH means the children will have normal recess outdoors.
3. Temperature 20 – 29 degree F with a wind speed above 10 MPH or higher means – RED ZONE – NO outside recess.
4. Temperature of 19 degree F or below means – RED ZONE – NO outside recess.

Students must have a written doctor's excuse if they have been ill and should not go outside for recess.



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.

[Go to Table of Contents](#)

www.pike.k12.in.us

- 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.

Student Fund-Raising Activities

The Board prefers that the school district support student activities, but it may be necessary for students to raise funds to support some extracurricular activities. This should be restricted, but if considered necessary, the fund-raising must be approved by the principal. Fund-raising projects involving the sale of products must be submitted by the principal to the superintendent or designee and approved before the activity is initiated. The solicitation of funds is expressly prohibited without consent of the principal. Fundraising, for any reason, is not allowed without expressed written permission from school and/or district administration. Selling items for personal gain (candy or other items) is not allowed. Discipline procedures will be enforced.

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. The 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.

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. 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.

Children who are not enrolled at the school are not permitted to visit classrooms during regular school hours. Due to security reasons we ask that parents not enter a classroom once students have been dismissed for the day unless they have an appointment or are accompanied by a school employee. Parents should always make arrangements with the teacher prior to a visit.

Section II - Student Academics

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 at their respective school.

Grading System

Grading Scale – Board Approved 6-14-2018

Grading Scale: Grades K-2
E - Excellent
S - Satisfactory
N - Needs Improvement

Grading Scale: Grades 3-5
% 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 $\leq 59 \rightarrow F$

Students in grades K-5 will receive a standards based report card via Pike's Skyward Student Management System. Each child's progress is assessed through observation and other performance tasks, and recorded at regular intervals. Results are used to improve and individualize instruction.

Students in K-2 receive "progress" marks (E-excellent, S-satisfactory, and N-needs improvement) as children are helped to develop, understand, and apply grade level skills and concepts. Report cards for students in grades 3, 4 and 5 include letter grades.

Pike Township uses Skyward's Family Access to provide parents access to their student information. Family Access is a secure Internet based website that will allow parents to keep track of attendance, assignments, and grades of each student.

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 instruction strategies shall include homework appropriate for students and their educational needs. Approximate homework expectations by grade level are:



Kindergarten-First Grade	10-15 minutes per night
Second Grade	20 minutes per night
Third Grade	30 minutes per night
Fourth Grade	40 minutes per night
Fifth Grade	50 minutes per night

Homework is a valuable teaching tool, particularly in the intermediate grades where the teaching of self-reliance and study skills is essential to middle school success. Whether assigned or student-initiated, homework can provide pathways to greater success for students of all performance levels.

Teachers will provide appropriate homework and accompanying follow-up. Parents are needed in the homework process for providing support, encouragement, a quiet place to study, and for the communication of high expectations relating to all academic endeavors – homework included. Parents are asked to quiz students about what they are learning, read to students, model good reading habits in the home, and participate as a “teaching resource” throughout school age years. Students who excel in school have parents who nurture learning in the home and model the characteristics of life-long learners.

Human Growth and Development Curriculum

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.

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.

Promotion

The Metropolitan School District of Pike Township considers levels of achievement and academic growth for students at each grade level as prerequisites 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 expected levels of achievement and academic growth.

Opportunities for Focused Intervention

Working in partnership, schools and families shall provide focused intervention 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 an intervention plan to provide

additional student support on specific skills. The intervention plan may include the following: diagnostic evaluation, intervention strategies, and monitoring strategies.

Alternatives will develop that may include:

1. After School Tutoring
2. Reading Enrichment/Intervention
3. Math Enrichment/Intervention

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.

Permanent Student Records

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.



A social security number of a student contained in the records of the school corporation may not be disclosed or released by the school corporation unless the record is specifically required by a State or a Federal Statute or is ordered under the rules of discovery.

The School Board is responsible for maintaining records of all students attending schools in this Corporation.

In addition to records mandated by the Federal Government, the State of Indiana requires that the School Corporation record or include in the official high school transcript for each high school student the following information:

- attendance records;
- the student's latest assessment results;

- any secondary level and postsecondary level certification of achievement earned by the student; and
- immunization information from the student's immunization record.

The Board also authorizes the collection of other student information including, but not limited to:

- observations and ratings of individual students by professional staff members acting within their sphere of competency;
- samples of student work;
- information obtained from professionally acceptable standard instruments of measurement such as interest inventories and aptitude tests, vocational preference inventories, achievement tests, and standardized intelligence tests;
- authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record;
- verified reports of serious or recurrent behavior patterns;
- rank in class and academic honors earned;
- psychological tests; and
- custodial arrangements.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, that is a student who is (eighteen (18) years of age or older), parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family as defined in Corporation administrative guidelines.

The Board authorizes the administration to:

- forward student records including any suspension and expulsion action against the student, on request to a school or school corporation in which a student of this Corporation seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party;
- disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than another juvenile justice agency, without the consent of the child's parent, guardian, or custodian.
- a disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the School Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon

reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only “directory information” regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

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.

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.

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 iLearn tests. 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.

Technology and Internet Acceptable Use of Policy

All technology policies can be found [here](#).



Section III - Student Conduct

Attendance and Tardy Policies

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.

Attendance

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

- a. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- b. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)

- c. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20- 33-2-16)
- d. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- e. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- f. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33- 2-17.7)
High school seniors will be allowed two (2) college/university visitation days. This stipulation will only be granted after student has verified these visitations through college/university office of admissions. The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.
- g. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5).
- h. A student assigned to the Pike Support Academy.

Consequences

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. Non-compliance will mean the filing of education neglect papers with the Juvenile Court. There will be a required, pre-court conference with the school social worker. Non-compliance will mean the filing of education neglect papers with the Juvenile Court.

Definitions

- a. Absence – Each teacher will record an absence when the student is not in attendance for any time during the school day.
- 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:

[Go to Table of Contents](#)

www.pike.k12.in.us

- Traditional Schools and ECES: 8:00 a.m. to 11:30 a.m.; 11:31 a.m. to 3:00 p.m.
(CES, CPES, DRES, EES, GCE, SCES, ECES)

- Lottery Based Schools

FCPA: 9:00 a.m. – 12:30 p.m.; 12:31 p.m. – 3:50 p.m.

NASC: 9:00 a.m. – 12:30 p.m.; 12:31 p.m. – 3:50 p.m.

*ECES – follows Traditional Schools' schedule

*Due to different starting and ending schedules, the definitive times for a half-day absence may vary in the lottery based 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 the 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. Absences Truancy – All absence from school without parental knowledge or consent.

Explanation of Policy

- a. Student absences must not exceed seven (7) days per trimester for elementary schools. All absences other than those listed in Section C will count toward the seven-day limit at the elementary school:

*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.
- b. Truancy will be reported to officials as required by law.

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.
- 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 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 becomes 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.

Make Up Work

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.

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

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 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 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 the 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 accepted 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 IC 20-18-2-11 and IC 20-26-11-1 through IC 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 IC 20-26-11-1 through IC 20-26-11-29 as approved and as amended by the Indiana General Assembly. I.C. 20-33-2-47 511 IAC 1-3-1 511 IAC 6-2-1(c)(12)

Revised 8/23/07

Revised 7/10/08

Revised 6/17/10

Tardy Policy

Tardiness takes away from valuable learning time at the beginning of the school day. Taken to extreme, chronic tardiness can result in the reporting of offenders to juvenile court authorities. Parents are asked to please ensure the teaching of life skills related to being on time and ready for work.

If a student misses the school bus or for some reason arrives after school is in session, he or she should report to the office for an admission pass before going to class. Students made late by bus delays will not be counted tardy.

Bullying

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 of bullying per IC 20-33-8-0.2.

Definitions of District-Wide Behavior Offenses

DISTRICT-WIDE BEHAVIOR OFFENSES AND CONSEQUENCES 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, GL, 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, GL, 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, GL, 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, GL, 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, GL, 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, GL, 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, GL, suspension, PSA, expulsion
Fighting	Engaging in 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, GL, 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, GL, 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, GL, 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, GL, suspension, PSA, referral to Law Enforcement
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, GL, 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), GL, 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, GL
Student	The willful act of using school materials to deceive school officials.	Detention, GL, Friday/Saturday School, PSA,

Misrepresentation	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.	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 threats 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, GL, 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, GL, Friday/Saturday School, 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, GL, 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, GL, 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, GL, suspension, expulsion

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,

[Go to Table of Contents](#)

www.pike.k12.in.us

intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment.

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 (Policy 5512 – 1/10/19):

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

Having in one's actual and physical control any form of tobacco.

- 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 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.)

- Possessing – Having in one's actual and physical control.
- Handling – The act of holding.
- Using – Employing or availing oneself 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 devices 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 device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - 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 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. 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. However, whenever the expulsion takes place during the second semester, 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. Guided Learning
 - b. Counseling with a student or group of students.
 - c. Conferencing with a parent or group of parents.
 - d. Assigning students additional work.
 - e. Rearranging class schedules.
 - f. Requiring a student to remain after regular school hours to do additional work, or for counseling, or for detention.
 - g. Restricting extracurricular activities, or
 - h. 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).
 - i. Assigning by the principal to:
 - Special course of study
 - An alternative educational program or
 - An alternative school
 - j. Removal of a student from school-sponsored transportation.
 - k. Referring the student to the juvenile court having jurisdiction over the student.
 - l. 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.
 - m. The possible referral to an alternative educational setting.
 - n. 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 PikeTownship.

- b. The Discipline Guide remains in effect for the entire school year and does not begin again at semester 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, GL, PSA

Search of Personal Property, Student 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 of 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 Conduct

The M.S.D. of Pike Township 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 the Pike Township Elementary Student/Parent Handbook. It is the responsibility of the staff and the administration to enforce student expectations as established by the Board of Education.



Expectations for Our Students:

- Be Considerate of Others
- Be Enthusiastic and Motivated
- Become Life-Long Learners
- Have Positive Attitudes
- Become Self-Disciplined
- Have 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.

Section IV - Health, Wellness, and Safety

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.

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.

COVID-19

The MSD of Pike Township will consider it's school based data, along with the Indiana State Health Department, and the Marion County Public Health Department guidance to determine any adjustments needed for the student method of instruction.

We continue to learn more about the virus on a regular basis based on research and data. Adjustments may be necessary.

Emergency Information

In case of an emergency, each parent is required to have the following up-to-date information on file:

[Go to Table of Contents](#)

www.pike.k12.in.us

1. Parent/Guardian Name;
2. Complete, up-to-date address;
3. Home phone/parent's work phone/cellular/pager;
4. Emergency phone number of friend or relative;
5. Physician's name and phone number;
6. Medical alert information (allergies, daily medications, pertinent health histories; and
7. Current proof of residency.

Emergency School Closings

When weather conditions exist which might cause uncertainty about Pike Township School closings, parents 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.

If school is to be delayed or closed, it will be announced by means of the news media such as TV or via **Twitter @PikeSchools**. Please DO NOT call the school office. If the MSD 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. Please be sure to update your phone number by calling your school should it change after registration.

Television Stations

WRTV – Channel 6 - WISH – Channel 8 - WTHR – Channel 13 - WXIN – Fox 59

Fire Drills/Tornado Drills and Lockdown (Man-Made) Disaster 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.

Lockdown Drills

State Law requires that one man-made occurrence drill be held each semester. There is a procedure in place to respond to an emergency in which the school needs to be locked down. This security procedure requires that every student and staff member quickly and quietly be relocated and accounted for within the building.

- When a determination is made to initiate an external lockdown the Principal will convene their Crisis Team and inform them of the decision and circumstances surrounding this decision.
- The building administrator and/or designee will ensure all exterior doors are locked and secure.
- Custodial staff will make periodic checks of exterior doors to ensure they remain locked and secure.
- All outside activities will be cancelled and students will be returned to the building.
- A faculty member will be stationed at or near the main entrance where they may allow and monitor access to the building.
- Parents that request to remove their child from school must show proper photo identification and sign children out at the main office.
- All visitors to the building will sign in at the main office and wear a visitor tag while in the building.

- Parent volunteers will be required to wear visitor identification and informed of the lockdown and the procedures outlined above.
- Deliveries and vendors should be accepted on a normal basis but maintain vigilance during this period.

Food Items

Any items that are brought into school for general student consumption must be prepared in a commercial kitchen, which is properly licensed under the state department regulations. We require this procedure to protect students' health and parents from any personal liability in bringing personally prepared items from home. Soda, candy, gum, and restaurant items are prohibited.

Immunizations

When a student enrolls in a school for the first time or 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 2021-2022 Required and Recommended School Immunizations

	REQUIRED		RECOMMENDED
	*The number before the vaccine denotes the number of cumulative doses needed.		
3-5 years old	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles Mumps & Rubella)	Annual Influenza
K-4 th grade	3 Hepatitis B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hepatitis A	Annual Influenza
5 th grade	3 Hepatitis B 5 DTaP 4 Polio	2 MMR 2 Varicella	Annual Influenza 2 Hepatitis A

[Go to Table of Contents](#)

www.pike.k12.in.us

6th grade	3 Hepatitis B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual Influenza 2 HPV (Human Papillomavirus)
7th - 11th grade	3 Hepatitis B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual Influenza 2 Hepatitis A 2/3 HPV
12th grade	3 Hepatitis B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hepatitis A 2 MCV4 1 Tdap	Annual Influenza 2 MenB (Meningococcal) 2/3 HPV

*The number before the 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 the 4th dose was administered on or after the 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

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/guardians will be notified by the clinic in case of serious illness or injury, and arrangements will be made for students to be picked up

[Go to Table of Contents](#)

www.pike.k12.in.us

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 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 the 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.
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 doses 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 a 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 with 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 follow these procedures for safety and health reasons could result in disciplinary action.

Guidelines for Self-Administration of Medication

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 the child is contagious or not. If medication(s) are prescribed, the child must take for 24 hours before returning to school. Per the Marion county Health Department Guidelines (9/2020), Students and staff must be fever-free for 24 hours, without the use of fever-reducing medications, before returning to school or work. The most up to date information can be found in the MSD of Pike Township Back to School Guidance at www.pike.k12.in.us.
If a 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 the child is contagious or not. If the 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.** A physician needs to confirm if contagious or not. Appropriate treatment should be started before the 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.

Pest Management

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, 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 317-280-2400, 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 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.

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

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 yearly 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.

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 **(317) 387-2227** or to report harassment or bullying please go to: <https://www.pike.k12.in.us/harassment-bullying-report>



Smoke Free 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 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.

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.

Section V - Student Activities

Assembly Programs

Special convocations are scheduled at various times throughout the school year. These programs are usually scheduled a great deal in advance, filling an already busy school curriculum with interesting academic, cultural and fine arts learning opportunities for our students. Scheduled convocations do not involve any additional cost to your student. Student attendance at such programs is a privilege that is earned through appropriate behavior.

Before/After School Procedures

There are many reasons why a student may want to stay after school. Some examples of after school activities involving students are as follows: club meetings, enrichments, tutoring, academic team practices or matches, and Loving Care childcare. A student who stays at school beyond the regular



school day is to **go directly to the assigned area and remain there until the time to depart for the school bus or parent transportation arrives.**

When individuals or very small groups stay, they must have permission to do so from a teacher who plans to be with them. **Students who do not follow this procedure will be sent home as soon as possible and may lose the privilege of staying after school.**

School phones are not to be used by students to call home and get permission to stay after the school or make other social arrangements during the school day. Arrangements should be made at least the day before so that last-minute calling is not necessary.

Parents and students who return to retrieve materials after hours may likely meet with locked spaces. Please do not expect our evening custodial staff to provide access to anyone for the retrieval of forgotten assignments, textbooks or other materials. Because our custodial crew cannot know all of our parents and students personally and because of the significant technology present in each campus classroom, this moratorium on unlimited evening access is strictly a matter of security for evening employees and our facilities.

Field/Study Trips

The Board of Education recognizes that study 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 study 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, education – within students' learning experiences; and,
- Afford students the opportunity to study real things and real processes in their actual environment.
- Integrate Indiana Academic Standards and Common Core Standards.

According to our district guidelines, all parent volunteers must have an approved district background check in advance of participation on a study trip. Due to safety and liability, siblings are not allowed to attend class study trips.

Students on school trips are expected to behave appropriately and follow all school rules while on the study trip. Failure to do so will result in disciplinary consequences and/or being denied

the opportunity to attend future study trips. Study trip attendance and participation by a student is a privilege that is earned through appropriate behavior.

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 be provided equal opportunity to participate.

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

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.

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 publication provides opportunities for student expression, and keeps the community informed of school activities.

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

Section VI - Transportation

Bus 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.



Bus Regulations

Students utilizing Pike transportation for athletic, extracurricular and co-curricular purposes are subject to the rules and expectations outlined in the Pike Student/Parent Handbook, School Athletic/Extracurricular Policy, and/or MSD of Pike Township School Board Policy.

Many bus concerns start at the bus stop or are a product of a neighborhood problem. The district staff is concerned about this situation and does become involved when the problem carries over to the bus or school. A student's actions before boarding or after leaving the bus are the responsibility of the parent/legal custodian and the student.

Your child has violated the rule(s) checked above. Be advised upon recommendation of the driver, school authorities may deny your child the privilege of riding the bus. These revised rules & regulations replace all other documents and references found in the Student/Parent Handbook. If a problem is not resolved through the bus driver, it is then routed in the following manner: School Principal (or designee), Director of Transportation, Assistant Superintendent and Superintendent.

Bus Transfers

It is necessary for a student to have a written note from his/her parent to make a bus change. Please instruct your child to come to the office first thing in the morning to get a bus transfer slip that he/she will give to the bus driver that afternoon. If the specified bus is at full capacity, the request will not be granted.

If you or someone else will be picking up your child from school, you must send a note stating such, or your child will be sent home on the bus. Phone calls are not acceptable for changing transportation.

Section VII - Rights and Laws

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:

1. has a mental or physical impairment that substantially limits one or more major life activities;
2. has a record of such an impairment; or
3. is regarded 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 educational accommodations.

Child Abuse and Child Sexual Abuse Policy

As required by Senate Bill 355, school districts must provide kindergarten through grade 12 education on the issue of child abuse and child sexual abuse. The MSD of Pike Township will use *Think First & Stay Safe!* and *Teen Lures TV* Newscast as an approved curriculum resource by the Indiana Department of Education.

K-2 lessons introduce the core concepts about kindness and respect, healthy relationships, personal & digital boundaries, a child's right to be safe, safe vs. not safe secrets, and trusted adults. In grades 3-6, lessons reinforce the importance of treating each other with kindness and respect and recognizing signs of abusers. Students also use critical thinking skills to practice avoidance and refusal strategies through practice scenarios and discussions.

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 a written request for consent is provided at least 21 days prior to instruction.

Display of the American Flag and The Pledge of 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 participated 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.

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 M.S.D. of Pike Township School Board Policies.

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 unemancipated 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

[Go to Table of Contents](#)

www.pike.k12.in.us

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.

Homeless Students

Children who meet the Federal definition of “homeless” will be provided a free appropriate public education in the same manner as all other students of the Corporation and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on the lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless students.

Homeless students will be provided services comparable to other students in the Corporation, including:

1. transportation services;
2. educational services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs;
3. programs for children with disabilities;
4. programs for students with limited English proficiency;
5. programs in vocational and technical education;
6. programs for gifted and talented students;
7. school nutrition programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

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, discriminate or stereotype any other person on the basis of race, color, sex (including transgender status, sexual orientation and gender identity), disability or genetic information, physical condition, age, socioeconomic background, ancestry, ethnic or national origin, military status or religion, are unacceptable.

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 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 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:

- 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 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

[Go to Table of Contents](#)

www.pike.k12.in.us

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:

- i. Is separated from school attendance for a period in excess of ten (10) days.
- ii. 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 a 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:
 - i. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - ii. 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.
 - iii. Setting fire to or substantially damaging any school building or property.
 - iv. 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.
 - v. 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.
 - vi. 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.

* MSD of Pike Township Board of Education does not hear expulsion appeals related to student due process case determinations.

Insurance Claims

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 M.S.D. 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.);
6. Total amount of damages sought; and
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
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 and 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.

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.

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.

Parent Liability

During the 2020-2021 school year, Parental Conferences will not occur in-person until further notice; Events may be conducted virtually at the building or classroom-level via live streaming, video conferencing, or digital recording. Each school will provide more information about scheduled events.

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 twice a year. E-mail can also be used effectively to communicate with your child's teacher(s).

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 the Facilities/Transportation office of the M.S.D. 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 call the M.S.D. of Pike Township Transportation number (317) 280-2450. 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.

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 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.

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 2020. 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>
-------------	---

