

Metropolitan School District of Pike Township

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

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

**Pike High School
5401 West 71st Street
Indianapolis, Indiana 46268
317-387-2600**

**Pike Freshman Center
6801 Zionsville Road
Indianapolis, Indiana 46268
317-347-8600**

(Board Approved Revisions 9/23/2020)

2020-2021 Student/Parent Handbook

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

THIS BOOK BELONGS TO:

Student's Name: _____

Student's Address: _____

Telephone: _____

POLICY NOTIFICATION STATEMENT

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

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

Title IX & Sexual Harassment/Racial Harassment Coordinator
Mr. 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.

M.S.D. of Pike Township Superintendent:

Dr. Flora J. Reichanadter

Board of Education:

Eric W. Huffine, President

Regina C. Randolph, Vice-President

Terry A. Webster, Sr., Secretary

Alonzo A. Anderson, Member

Veronica "Roni" Ford, Member

Larry J. Metzler, Member

Cherlisa M. Richardson, Member

Principal:

Troy Inman

Assistant Principals:

Kurt Benjamin

R.J. Cialdella

Randy Cooper

Ben Csikos

Adenike Harmon

Monte Tapplar

Pike Career & STEM Director:

Doug Coats

Dear Parents and Students,

On behalf of Pike High School and Pike Freshman Center faculty and staff, we want to extend a warm greeting to you. Pike High School has a tradition of excellence because of our outstanding students and parents. Among the reasons that the 2020-2021 school year will be outstanding are the abilities of our students, the commitment of our staff, and the involvement of our parents. We are very excited about building toward the graduation of each student from Pike High School as a proud Red Devil.

Welcome to your plan for success at Pike High School and Pike Freshman Center.

Sincerely,

Mr. Troy Inman
Principal, Pike High School



School Colors: Red and White

Nickname: Red Devils

School Song: (Illinois Loyalty)

We're loyal to you, Pike High
We're the red and the white, Pike High
We'll back you to stand
Victory from you, Pike High For we know you can stand, Pike High

So, Snap out that ball, Pike High

We're backing you all, Pike High
Our team is the famed protector
On, team, for we expect a'Gainst the best in the land
Rah!Rah! Rah! Rah!

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COVID – 19 Handbook Highlights

Below you will find some of the guidelines that have been revised due to COVID-19. 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.

Attendance

Student perfect attendance recognitions will be eliminated during the 2020-2021 school year.

Face Coverings

Staff and students are required to have a face covering for in-person instruction. Face coverings are part of the school uniform and expected to be worn following the guidance of the Marion County Public Health Department. In addition, face coverings are required to ride the bus. Changes to face covering expectations may change based on national, state, or local guidance.

Face coverings include:

- Masks that covers both the nose and mouth
- Cloth coverings may be of any color and made of school appropriate fabric.
- Disposable face coverings or gators
- Face shields

Exceptions

- Health condition (medical documentation needed)
- Impedes learning
- Unable to remove mask on own
- While eating or drinking
- While playing a musical instrument
- When outside doing active work and social distanced
- PreK or exceptional learner who is unable to use a face covering appropriately.
- Any exceptions added by the Marion County Public Health Department

Field Trips

All field trips are suspended until further notice. Exceptions include:

- Community Based Instruction (Department of Exceptional Learners)
- Event that has received approval from the Marion County Public Health Department
- Athletic and performing arts competitions are not considered field trips

Fundraising

During the 2020-2021 school year, fundraising opportunities will require prior approval by the building administrator. Further, opportunities should adhere to state and local guidelines such as social distancing and should not involve students selling items like food, candy, magazines, etc.

Health and Safety

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. Students and staff must be fever free for 24 hours before returning to school or work. If symptoms suggest the possibility of COVID-19, a student or staff member shall only return with a negative COVID-19 test or following the quarantine guidelines.

COVID-19 Symptom Screening

All staff and families are expected to be aware of and complete the **Indiana Department of Health School Screening Checklist** daily. It is the responsibility of the staff, parents/guardians, and age appropriate students to complete a daily self-screen and monitor for symptoms.

Quarantining or closures may be necessary due to exposure to COVID-19 positive individuals following the Indiana Department of Health Guidance for Returning to School and/or by the Marion County Public Health Department.

Large Group Gatherings

****This list is not all-inclusive. Other, not listed, large gatherings will be prohibited.***

The following activities will not occur in-person until further notice:

- Kindergarten Roundup
- Ice Cream Social
- 6th grade Orientation
- Freshman Orientation
- Back-to-School Night
- Building Fundraisers/ PTO-sponsored Events
- Parent-Teacher Conferences
- Clubs, academic competitions, and school productions must be approved by the Superintendent or designee prior to scheduling as well as meet the Marion County Public Health Department guidance

Events may be conducted virtually using live streaming, video conferencing, or digital recording. Each school will provide more information about scheduled events and the virtual platform used.

Visitors

All school visitors are restricted in order to promote and maintain a healthy and safe environment.

The following school visitor/ volunteer activity is suspended until further notice:

- Classroom/school volunteers
- Field trip chaperones
- Oasis Tutor

The following service providers will be permitted to visit buildings. All Marion County Public Health Department guidance and district safety protocols must be followed prior to entering the building:

****This list is not all-inclusive.***

- Band/ Choir/ Orchestra Professionals
- College and Armed Forces Representatives
- Contractors
- Mental Health Providers
- Mentors
- Social Services officials (Department of Child Services)
- St. Francis medical staff and athletic trainers
- Student Teachers
- Vendors

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 speak with an administrator. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July, 2020. The language in the most current policy or administrative guideline prevails. Copies of current Board policies are available on the District's web site: www.pike.k12.in.us

Belief Statement

In order to promote the learning process, we, the educators of Pike High School, have identified this set of beliefs to assist us through periods of change. We do not intend these belief statements to be immutable, but rather agree that they serve as guideposts toward achieving the goals of our mission statement.

We believe that teaching and learning are elements of a collaborative process, and that this process, to be highly effective, an educational partnership must exist among students, their parents, teachers, administrators, and the school community. We further believe that each component in this partnership has certain responsibilities which, when carried out, will promote success for the learners. However, the primary focus of this document is to identify what we believe to be the attributes and responsibilities of teachers.

Teachers are professionals, and as professionals, the attainment of educational goals is our purpose. To accomplish our purposes, we are lifelong learners of our disciplines and of the art of teaching. Teachers, therefore, possess both knowledge and the ability to communicate that knowledge. We also serve as positive role models for our student. We are the critical educational decision-makers in our classrooms and are vital to the fulfillment of the intellectual, physical, and emotional needs of our students.

Purpose, planning, preparation and patience are fundamental to our success as professionals. They are the foundation of a positive classroom environment for learning.

In addition, teachers maintain school standards, espouse high expectations of student performance, and continually seek alternative strategies and techniques to help students achieve in our classrooms.

In short, our school must be student-focused, teacher-driven, and parent-supported. With all the components of the educational partnership in place and operating in concert, our students will have every opportunity to succeed.

We Believe...

In setting high expectations for all students

That all students should embrace the richness of diversity in school and community

In developing life-long learners through self-discipline and personal responsibility

That building relationships is essential to the learning process

All students will have the opportunity to be involved in extracurricular activities

In open lines of communication between students, staff and parents

In providing a safe, controlled, orderly environment

That parental involvement is critical to a student's success

That every individual in the MSD of Pike Township should be treated with courtesy, respect and decency

Modeling and reinforcing Life Skills (honesty, respect, dignity, honor, etc.) is an integral part of education.

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.

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.*

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.

MSD of Pike Township aims to develop students who:

- develop an intrinsic passion for learning in and beyond school
- take ownership and develop independence through choice and participation in authentic learning environments
- challenge their intellectual curiosity using inquiry, critical thinking, multiple perspectives and problem solving
- communicate their thoughts and ideas effectively through shared dialogue and collaboration
- develop global understanding and respect of various cultures
- accept risks in order to be an agent of change in society
- reflect on their learning and see innovative possibilities

Pike High School Mission Statement

Pike High School, a culturally diverse public educational institution, engages students through exceptional learning opportunities in a safe, secure and stimulating environment. The staff, parents, and community work as partners to enhance the academic, social, physical, and ethical development of all students. Lifelong learning is encouraged through an emphasis on a challenging academic curriculum and career choice.

Pike High School Goals

All Students and Staff of Pike High School Will Meet and Exceed all State Expectations.

- Pike High School's graduation rate will be 94% or above.
- Pike High School's non-waiver graduation rate will be 85% or above.
- 60% (or above) of all graduates will earn 3 or more college credits while in Pike High School.

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.

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 Code, up to and including discharge, and Indiana and Federal regulations.

Daily Bell Schedule

1 – 7:15 – 8:04
2 – 8:16 – 9:05
3 – 9:12 – 10:01
4 – 10:08 – 10:57
5 – 11:04 – 12:31 A – 11:04 – 11:29 B – 11:35 – 12:00 C – 12:06 – 12:31
6 – 12:38 – 1:27
7 – 1:34 – 2:23

Academy Advisory Schedule

1 – 7:15 – 7:55
2 – 8:07 – 8:47
3 – 8:54 – 9:34
AAP – 9:41 – 10:31
4 – 10:38 – 11:18
5 – 11:25 – 12:52 A – 11:25 – 11:50 B – 11:56 – 12:21 C – 12:27 – 12:52
6 – 12:59 – 1:39
7 – 1:46 – 2:23

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, 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.
- To care for student's health and well-being.
- To see that their student attends school on a regular basis, on time, and with lessons prepared.
- To understand each section of the student handbook as it relates to discipline and assure that their child knows the established standards, rules, and consequences of rule violations.

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.

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.

Counselor Responsibilities:

- To counsel students with behavior problems.
- To counsel staff on effective ways to improve behavior within the school.
- To confer with parents concerning unacceptable behavior.
- To understand and consistently enforce the established standards and rules.

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 recommend to the Board of Education changes that should be made in policies in light of changes in state and federal legislation and based on the recommendation of administrators.

Board of Education Responsibilities:

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

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 Indiana Statue). The building principal should be contacted for information regarding enrollment and legal settlement.

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

Change of Address

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

Announcements

The Pledge of Allegiance followed by a moment of silence and the announcements are broadcast via the school-wide intra-communication during the week. School events and other important information are disseminated through these announcements. In addition, a scrolling “Daily Bulletin” is continuously presented on television monitors located throughout the building.

Book Rental System

The rental of textbooks is a service provided by the school so that all students may obtain their books at a reasonable cost. The rental fee for each book is determined by prorating its cost over a four-year period. Parents will be invoiced by mail approximately 3 weeks after school starts. Every effort should be made to pay the full rental fee upon receiving the invoice. 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.

Community Use of Building

The school building is the center of community activities, but arrangements for use of the building for purposes other than school activities must be made with the Facilities Director.

It is generally understood that any school activity must be given preference; therefore, the use of the building should also be cleared through the office of the principal. Groups not connected to Pike Township schools or Pike Township school personnel may be denied use of the building.

Field Trips

During the 2020-2021 school year, all field trips are suspended until further notice. Exceptions include:

- Community Based Instruction (Department of Exceptional Learners)
- PHS Career Center Service Hours
- Event that has received approval from the Marion County Public Health Department (MCPHD)

Field trips properly planned and executed can complement classrooms or club activities. Students must turn in permission slips signed by their parents before they are permitted to leave the building.

Usually bus transportation is provided, and the rules for conduct on the bus apply as always.

Occasionally faculty or parents may provide transportation, but students are not permitted to drive.

Information Center/Media Center

The Information Center is available to students and teachers throughout the school day. The Information Center provides references and resource materials for school subjects and assignments and for general and recreational reading.

Books may be withdrawn for a period of three weeks. Renewal privilege depends upon demand for materials. Reference books may be withdrawn the last period of the day and must be returned before the first period the following morning. Magazines and vertical file material may be checked out for two weeks.

Audio-visual materials, including filmstrips, records, tapes, cassettes, etc. are housed in the Information Center. These are available to be used by students and may be checked out overnight. Students may come to the Information Center in class groups or on an individual basis.

If a student comes to the Information Center individually, the student must have a pass for his/her classroom teacher, and he/she is expected to remain the entire period unless otherwise directed. The Information Center is open from 7:00 a.m. until 3:00 p.m., Monday through Thursday, 7:00 a.m. until 2:30 p.m., Friday.

INSURANCE CLAIM

Instructions on How to File a Notice of Tort Claim

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

Should an individual intend to pursue a claim for damages against the 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.); and
6. Total amount of damages sought.
7. Address of claimant on both date of occurrence and filing of Notice of Tort Claim (if different)

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

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

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

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

Permission to Leave the Building

A student is never allowed to leave the building or school grounds while school is in session without securing permission from a building administrator with a written pass or verification of schedule or program.

Lost and Found

The Lost and Found Department is located in Student Services. Found articles should be taken to Student Services immediately, and students should inquire about lost articles in Student Services.

Married Students

Married students may attend school; the counselor will work with the student in arranging a special schedule, if needed.

Non-Custodial Parent Rights Policy

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 school records
2. Receive school progress reports
3. Visit the child at school
4. Participate in Parent-Student-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 Conference together. 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.

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;

- (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) or the prior written consent of the student’s parents (if the student is an un-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.

Visitors

During the 2020-2021 school year, all school visitors are restricted in order to promote health, safety and social distancing in our schools.

The Board welcomes the active interest of parents and citizens in the public schools, and invites the community to visit at any time. However, since schools are a place of work and learning and must be secure, certain limits must be set for visits. Visitors who violate the school visitation policy will be asked to leave the building. This action may result in future visitations to be denied by the building principal/designee. 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 SAFE VISITOR System.
- Parents or citizens who wish to observe a classroom while school is in session are expected to arrange such visits 48 hours in advance with the principal’s office.
- Teachers will not be expected to take class time to discuss individual matters with visitors.
- The principal has final authority on permitting/approving school/classroom visitations.
- Delivery of personal items including but not limited to money; clothing; books; fast food/carry out orders will not be permitted. The visitor delivering the item(s) will be asked to wait for the student to report to the office to collect the items(s).

Parent / Teacher Conferences

During the 2020-2021 school year, large group gatherings 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/teacher conferences scheduled for September and February. E-mail can also be used effectively to communicate with your child’s teacher(s).

American Disabilities Act (504)

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

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

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

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

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).

Exceptional Learners (Special Education)

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.

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.

Parent Liability

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

Student Information

Academic Awards Program

The highlight of the school's awards system includes the Top 30 Seniors reception and the Annual Senior Awards Program. Outstanding students in a wide variety of areas are honored at these times. Many of these awards are made possible through local businesses, the various departments within the school, interested individuals and organizations, and local, state, and national academic contests.

Pike High School PTO (formerly known as APEX)

PHS PTO is a consortium of teachers, parents, and community leaders and organizations whose focus is directed to the recognition and reward of student excellence. **PHS PTO** rewards Pike students for excellence in academics, attendance, citizenship, and good behavior. Meetings are held throughout the year.

Classification of Students

Students are classified by the number of semesters attended and the number of credits earned. Minimum credits necessary for classification are as follows:

Sophomores	12 credits
Juniors	24 credits
Seniors	34 credits

Student classification assignments are made at the start of each school year.

Alternative Academic Program Placement

For various reasons, students may be placed in an Alternative Academic Placement. The Principal has the final determination of the placement of students in the Traditional Academic Program or the Alternative Academic Program.

Commencement Exercises

To be eligible to participate in graduation ceremonies, students must have met all Pike High School graduation requirements, all financial obligations, and must be students in good standing.

Core 40

Each year, ninth grade students will work with their parents and guidance counselors to create a career and course plan. The plan will direct the students toward achievement of life goals beyond high school. By defining requirements for success in future education and work, the **Indiana Core 40** guides this planning process.

Grading Scale – Board 6/14/2018

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

Incompletes must be made up within two weeks after the close of the grading period. Any incomplete not resolved automatically becomes an “F.” WD will be recorded for a student who withdraws from a class either (1) after the first two weeks of the semester, (2) because of a medical reason or (3) who transfers to another school. WF is issued to a student who withdraws from a class but does not fit one of the three categories for a WD. **Report cards** will be withheld if students owe any fees, fines, or have failed to fulfill all obligations.

GRADUATION REQUIREMENTS

The below course and credit requirements meet those required by the State Department of Public Instruction and the Metropolitan School District of Pike Township. Additional State Department of Public Instruction assessments are also required for graduation. All courses are one credit. A student transferring to, and wishing to graduate from, Pike High School must have successfully completed a minimum of four full-credits, one-semester courses. A student leaving, but wishing to graduate from, Pike High School may transfer back a maximum of three credits to complete graduation requirements. Seniors who withdraw from Pike High School forfeit the privilege of participating in the Pike High School graduation commencement.

ISTEP+ INDIANA GRADUATION QUALIFYING EXAMS

Class of 2021 and 2022 students must pass the English and Math sections of the ISTEP+. **Class of 2023** students will take a college entrance exam to be determined by the IDOE.

There are three ways a student can meet the ISTEP+ requirement to receive a diploma for graduation:

Students take both the English and math ISTEP at the end of sophomore year. Students have five total opportunities to take the exam while in high school and must pass both English and math.

Alternative Process (Waiver): To be eligible for a Waiver of the testing requirement, a student must meet all of the following criteria:

- The student must participate in taking the test at least once each year if he/she has not passed one or both tests.
- Each year the student has tested but has not passed ISTEP+, he/she must participate in at least one remediation opportunity offered by the school.
- He/she must maintain a 95% attendance rate with excused absences not counting against the student’s attendance.
- The student must maintain at least a “C-” average (1.667) or above in the 34 specific credits within the Indiana High School Diploma requirements.

Students in the classes of 2021 and 2022 who do not meet the ISTEP requirement may opt to pursue the new Graduation Pathways diploma requirements as outlined for the class of 2023. Students would have to fulfill all three areas: diploma requirements, employability skills, and postsecondary ready competencies.

NOTE: A student must meet all other state and local requirements to receive a diploma. Testing requirements are subject to change by the IDOE. Waivers granted will be determined by the Pike High School Administration and Superintendent.

PIKE HIGH SCHOOL GRADUATION REQUIREMENTS

Pike High School General Diploma	Pike High School Diploma w/Core 40 designation	Pike High School Diploma w/Core 40 and Academic Honors designation	Pike High School Diploma Core 40 and Technical Honors designation
English – 8 Credits	English – 8 Credits	English – 8 Credits	English – 8 Credits
Math – 4 Credits: 2 Credits in Algebra 1 2 Credits in any math course	Math – 6 Credits: 2 Credits in Algebra 1 2 Credits in Geometry 2 Credits in Algebra 2 *all students pursuing a Core 40 diploma are required to take a math or physics course during junior or senior year	Math – 8 Credits: 2 Credits in Algebra 1 2 Credits in Geometry 2 Credits in Algebra 2 2 Credits in Probability/Statistics, Trigonometry, Pre-Calculus, or Calculus	Math – 6 Credits: 2 Credits in Algebra 1 2 Credits in Geometry 2 Credits in Algebra 2 *all students pursuing a Core 40 diploma are required to take a math or physics course during junior or senior year
Science – 4 Credits: 2 Credits in Biology 2 Credits in any science course	Science – 6 Credits: 2 Credits in Biology 2 Credits in Chemistry, Physics, or Integrated Chemistry/Physics (ICP) 2 Additional credits from above or any Core 40 science i.e. E/S Science, Chemistry 2, or Biology 2	Science – 6 Credits: 2 Credits in Biology 2 Credits in Chemistry, Physics, or Integrated Chemistry/Physics (ICP) 2 Additional credits from above or any Core 40 science i.e. E/S Science, Chemistry 2, or Biology 2	Science – 6 Credits: 2 Credits in Biology 2 Credits in Chemistry, Physics, or Integrated Chemistry/Physics (ICP) 2 Additional credits from above or any Core 40 science
Social Studies – 4 Credits: 2 Credits in US History 1 Credit in US Government 1 Credit in any social studies course	Social Studies – 6 Credits: 2 Credits in US History 1 Credit in US Government 1 Credit in Economics 2 Credits in Geography & History of the World, World History, or AP World History	Social Studies – 6 Credits: 2 Credits in US History 1 Credit in US Government 1 Credit in Economics 2 Credits in Geography & History of the World, World History, or AP World History	Social Studies – 6 Credits: 2 Credits in US History 1 Credit in US Government 1 Credit in Economics 2 Credits in Geography & History of the World, World History, or AP World History
Physical Education – 2 Credits	Physical Education – 2 Credits	Physical Education – 2 Credits	Physical Education – 2 Credits
Health – 1 Credit	Health – 1 Credit	Health – 1 Credit	Health – 1 Credit
		World Languages – 6 or 8 Credits: 6 Credits in one language or 8 Credits in two different languages	Career/Technical Courses- 8 or more related credits
		Fine Arts – 2 Credits	
Career Academic Sequence - 6 Credits: Electives selected in a deliberate manner to take advantage of career exploration and preparation opportunities.	Directed Electives – 5 Credits: World Languages or Fine Arts or Career/Technical	Other – Must have ONE of the following: <ul style="list-style-type: none"> • 2 AP courses and corresponding AP exams • 2 ACP courses with 6 college credits • 1 AP course and exam and 1 ACP course for 3 college credits • 1200 SAT Verbal and Math • 26 ACT composite IB 	Other – Must have TWO of the following: <ul style="list-style-type: none"> • Score at or above the following levels on WorkKeys: Reading – level 6, Applied Math – level 6, Locating Info – level 5 OR • Complete 6 college credit courses in a technical area AND • Complete a Professional Career Internship course (2 credits) • Complete an industry-based work experience (min. 140 hours) • Eligibility to earn a state-approved, industry-recognized certification
		Grade/GPA Requirements: “C” or above in all courses that count toward the Core 40 with Honors diploma and an overall “B” average.	Grade/GPA Requirements: “C” or above in all courses that count toward the Core 40 with Technical Honors diploma and an overall “B” average.
11 Electives – For a total of 40 credits	6 Electives – For a total of 40 credits	8 Electives – For a total of 47 credits	10 Electives – For a total of 47 credits

For more information concerning the courses listed above, please refer to the curriculum guide that is available in the PHS/PFC Guidance Office.

Honor Roll

- The requirement for Honor Roll is a 3.0 – 3.999 average during one semester with no “D’s or F’s” for a semester grade.
- The 4.0 Honor Roll requirements are a GPA of 4.0 or higher during one semester with no “D’s or F’s” for a semester grade.
- An Academic Letter is awarded to students with a cumulative GPA of 3.5 or better after the 3rd, 5th and/or 7th semesters. Seniors earning a semester GPA of 3.5, or better during the 7th semester will also receive an Academic Letter.
- The Academic Honors Diploma will be awarded to qualified students. If you feel that you qualify for the Academic Honors Diploma, please contact your counselor.
- Opportunities for early graduation should be discussed with the parent and school counselor.

Honors Program/International Baccalaureate Diploma

In February, 2004, Pike High School was approved to offer the International Baccalaureate (IB) diploma. Schools must be authorized by the International Baccalaureate Organization to award the diploma based on several criteria. The IB diploma is globally recognized for its comprehensive curricula and challenging assessments. Beyond intellectual rigor and high academic standards, strong emphasis is placed on the ideals of international understanding and responsible citizenship. Many college and universities recognize this as the most rigorous preparatory program for post-secondary courses. Students must begin the IB program by completing courses in PHS Honors Program during their freshman and sophomore years. Students will be admitted to the IB program during their junior year of study after they have successfully completed the preparatory classes.

Interested students and parents should contact Danielle Vohland, IB Coordinator, or the Guidance Office for additional information.

National Honor Society

Membership in the National Honor Society is one of the highest honors a Pike student can achieve. To be eligible for selection to the National Honor Society, students must have a minimum cumulative grade point average of 3.5 at the end of the first semester of their junior or senior year. Application information is sent to each qualifying candidate notifying them of their scholastic eligibility.

Questions about the operation of our chapter should be directed to the chapter advisor.

For further consideration and selection to the National Honor Society Chapter, candidates must:

1. Complete a student Activity Information Form;
2. Be evaluated by faculty assessment of their character, leadership, and service; and
3. Be selected by a majority vote of a five-member faculty council.

Students selected to become members of the National Honor Society are invited to attend an official induction ceremony held in the Performing Arts Center.

Human Sexuality and HIV Prevention Education Policy

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

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

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

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

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

- a. Be in accordance with state law which governs these areas, pursuant to Indiana Codes: I.C. 20-34-1-1 et seq. and I.C. 20-30-5-12 through 15.
- b. Is medically current, accurate and true.
- c. Be taught in age-appropriate manners in all grades, K-12, with emphasis on middle and secondary levels.
- d. Build both skills and knowledge in sequential order. All programs and materials will be developmentally appropriate.
- e. Be integrated into a comprehensive health education program.
- f. Involve instruction over multiple sessions.
- g. Utilize peer education and outside programs when appropriate.
- h. Establishes abstinence as the expected standard and stresses the benefits of abstinence from premature sexual activity.
- i. Equip students with skills to be able to choose abstinence even in the midst of conflicting cultural messages.
- j. Discuss the consequences of premature sexual activity at an age appropriate level.
- k. Involve parents and family by offering information on how to address these issues with their child.
- l. Provide for ample opportunities for parents to review curriculum and materials related to this program.
- m. Is reviewed annually to update information and review effectiveness.
- n. Will allow the opportunity for parents to excuse their child/children from instruction in these areas without penalty or stigma.
- o. Provide teachers with adequate training and educational resources in related subject matter.

As part of Indiana Code and the Indiana Academic Standards, MSD Pike Township provides Health Curriculum that address human growth and development.

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

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

Permanent Record

A permanent record is kept for each student at Pike High School. It includes subjects taken, grades received, honors, attendance, class rank and standardized test scores for each student during his/her high school career.

This record becomes very important to students because copies of the record are often requested by employers and other institutions after the student has graduated. Colleges and other training institutions always require a copy of the cumulative record. A parent, or student if over 18, must sign a release form to send records to other institutions.

Purchase of Physical Education Uniform

The cost of a P.E. uniform is \$20.00. This fee will be collected before a uniform will be issued. A P.E. uniform from a Pike middle school may be worn instead of the Pike High School uniform.

Post-Secondary Student Enrollment Program

Students in grades 11 and/or 12 may be eligible for enrollment in courses offered by accredited public or private Indiana colleges or universities that grant a baccalaureate or associate's degree. For more information, see your counselor.

ACADEMIC RENEWAL POLICY

Repeating Courses with Grades in the Range of C and below to F:

The grade range of C- and below, when incorporated into the retake and grade forgiveness policy, allows for a student wanting to achieve an Indiana Academic Honors Diploma to retake a course at the same level of difficulty.

A student must retake any failed course specifically required for graduation.

A course may be made up during the regular school year, credit retrieval, summer school, accredited on-line opportunities, and high school pre-approved programs. However, all of these options do require the appropriate counselor's approval before the retake course enrollment occurs. See your counselor for official retake information.

When a student retakes a course with a grade of C- and below, the grade will replace the earlier grade and the original grade WILL NOT count as an attempt for credit on the student's transcript or in the GPA calculation. The earlier grade will be forgiven and will be marked with a NC for no credit.

IMPORTANT FOR POTENTIAL TOP 30 STUDENTS:

Any students who want to be considered for qualification into the Top 30 category of academic achievement must never have utilized any of the retake and grade forgiveness options concerning courses taken as a first attempt in grades 9-12. There will be no application of the academic renewal policy toward their GPAs and official transcripts. Retaking a class from a Pike Middle School will be allowed.

IMPORTANT FOR INCOMING MIDDLE SCHOOL STUDENTS:

HIGH SCHOOL CREDITS EARNED IN MIDDLE SCHOOL

Middle school students who take high school courses in their middle schools (such as Geometry, Algebra I or Spanish I) will receive high school credits and grades for these courses if they successfully complete the course. These grades and credits from middle schools will be posted to the student's PHS official high school transcript and will be used to calculate high school grade point average (GPA) and class rank.

In the event a student is not satisfied with the grade earned in middle school, the entire year of the course must be repeated and must be completed before continuing to the next level course. The grades of the repeated class will replace the grades earned in middle school and the GPA will be calculated using the new grades. In light of the current competitiveness of college entrance requirements, it is HIGHLY recommended that the middle school student repeat the course if the student receives below a B in middle school. Scheduling to repeat a course from middle school will not occur automatically based on the above recommendation. It is the student/parent choice to repeat the course and is imperative that the counselor be informed of the choice.

Rank in Class/Weighted Grades

A student's rank in class is important; it is essential that each student achieve to the best of his/her capabilities. Rank is determined by figuring cumulative averages for each student and then placing them in order with the highest first. GPA is figured on the bases of the classes taken beginning with the freshman year. In case of a tie, the students will be listed numerically the same and the appropriate numbers following will be eliminated. The average is figured by awarding grade point values on the following basis:

A+	4.0	B+	3.333	C+	2.333	D+	1.333	F.	WF 0
A	4.0	B	3.0	C	2.0	D	1.0	I	
A-	3.667	B-	2.667	C-	1.667	D-	.667	WD	

Pike High School uses a weighted grading system. Classes will be categorized within three levels:

Level 1 – Regular classes that will not receive extra weight.

Level 2 – AP (Advanced Placement) courses with a national Certification Test or standard.

Level 3 – Honors classes and other highly challenging classes.

A table of the grade weights is shown below:

GRADE	LEVEL 1	LEVEL 2	LEVEL 3
WEIGHT	(REGULAR x 1.0)	(AP x 1.25)	(HONORS, etc. x 1.20)
A+	4	5	4.8
A	4	5	4.8
A-	3.667	4.5838	4.4004
B+	3.333	4.1663	3.9996
B	3	3.75	3.6
B-	2.667	3.3338	3.2004
C+	2.333	2.9163	2.7996
C	2	2.5	2.4
C-	1.667	2.0838	2.0004
D+	1.333	1.6663	1.5996
D	1	1.25	1.2
D-	0.667	0.8338	0.8004

Whole-credit subjects receive the full point value as given above. The total number of honor points is divided by the total number of attempts. A failing grade counts as an attempt. Students enrolled at Pike High School by the end of their Junior year are eligible for consideration for the Top 30. Final determination of the top 30 Senior Class Ranking occurs at the end of the Seventh Semester.

Scholarships

Scholarships are awarded to students who have attained an outstanding record in high school and who show strong promise of their ability to do college work. This scholastic record and a well-defined purpose, strong character, and financial need are the usual prerequisites. Information concerning scholarships will be brought to the attention of students; all eligible students will be encouraged to apply or complete an application. However, students are strongly advised to contact the college of their choice to find out what scholarships may be available to them. In addition to the aid given by colleges, several local organizations provide scholarships for which the student makes an application through the school. Also during the last several years, many students have received scholarships through their selection by the State Student Assistance Commission of Indiana. If a student has a question about scholarships, he/she should consult the Director of Guidance or the designated counselor who coordinates scholarship information.

Seventh Semester Graduates

A student may request and be granted the privilege of graduation with a minimum of seven (7) semesters of regular school attendance if the student meets all graduation requirements. Such a request shall be initiated by the student, approved in writing by a parent, and presented to the Director of Guidance and Principal by **December 1st**. If a seven-semester graduate wishes to participate in the Commencement Exercises, he/she must also indicate that on the form requesting seven-semester graduation.

Summer School

Traditional Summer School is no longer being offered at Pike High School. Summer School information can be obtained by contacting indianaonline.org or your guidance counselor for other potential options.

Selective Service

Male students must register for the Selective Service Program upon reaching their eighteenth birthday. This may be done at any post office.

Student Deliveries

Deliveries to students of balloons, fast food, flowers, or other gifts are prohibited. Those items brought to school may be confiscated until the end of the school day or the student may be asked to place such items in their locker to avoid disruptions in the halls and classrooms. Students should not bring these items to school. Those items brought to school may also be confiscated.

Testing Program

To aid students in better understanding their capabilities (strengths and weaknesses) the Guidance Department administers a testing program. Counselors are available to discuss or interpret test results for students or their parents. It is hoped that this will enable students to plan their educational and vocational goals more intelligently.

The Indiana Statewide Testing for Educational Progress (ISTEP) tests will be administered to sophomores (ISTEP - See Page 12). Achievement and/or ability tests will be administered to designated students during the course of the school year if needed. In addition to the tests above, juniors planning to attend college and interested in scholarship competition, should take the combined PSAT/NMSQT in the fall. The College Board Scholastic Aptitude Test (SAT) or the American College Test (ACT) should be taken either in spring of junior year or fall of senior year by those students planning to attend college. Information and registration forms are available in the Guidance Office.

Homework

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

STUDENT SERVICES

Bookstore

The bookstore is open during school hours. Students are able to purchase supplies and school apparel during that time.

Convocations

Convocations or school assemblies may be held during the school year. The school attempts to bring the students a variety of educational, inspirational, and entertaining programs. All students should be courteous toward speakers. Even if some students are not interested in the program, there are others nearby who are interested.

Applause is the correct show of approval of the program or speaker. Stamping, yelling, and whistling are not in good taste. The impression left upon a speaker by a school is one of the important reasons for good audience etiquette. A school's reputation may be greatly damaged by bad behavior during convocations.

Fundraising

During the 2020-2021 school year, fundraising opportunities will require prior approval by the building administrator.

Further, opportunities should adhere to state and local guidelines such as social distancing and should not involve students selling items like food, candy, magazines, etc.

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.

Guidance

Professional guidance and counseling services are available to all students. Each student will be asked to meet with his/her counselor at least once each school year. At this time, records are brought up-to-date, test scores explained, questions answered and future plans discussed.

However, all students are encouraged to see their counselor whenever the need arises by simply requesting a conference through the guidance secretary. Faculty members are willing to serve students as counselors if the student so desires.

Besides counseling, the Guidance Department offers the following services:

1. Assisting the individual in analyzing his/her needs through exploration of his/her interests, abilities, aptitudes, and personality, thus giving him/her the opportunity to plan his future wisely.
2. Imparting information of an educational, vocational, and social nature to groups and individuals. This includes college requirements, other training programs, job opportunities, financial aid information, and other topics the student may wish to discuss.
3. Assisting students in selecting courses of study, training programs, colleges, and part and full time jobs consistent with their needs and desires.
4. Doing periodic research to evaluate and improve the school's current services.

Guidance-Sponsored Programs

Career and College Resource Center (CCRC)

This center is located in the guidance suite and is available for students and parents. Several computerized systems are available for accessing interest inventories, scholarship information, career search and college information. College applications, financial aid and student employment information are also available in the center. Career Day/College Investigation Series, Financial Aid Night, and ACT/SAT testing site.

Lockers

Student use of lockers owned by the school district shall adhere to IC 20-33-8-32 as enacted by the Indiana General Assembly and be subject to the following:

1. Any student using a school-owned locker shall have no expectation of privacy in such locker or its contents.
2. The school principal or his/her designee may search a locker and its contents at any time.

3. Other than a general search of lockers of all students, any search conducted shall be in the presence of the student to whom the locker is assigned where possible.
4. A master key or list of lock combinations shall be maintained at all times by the school principal or his/her designee for all lockers assigned to students.
5. Care of and/or damage to an individual locker shall be the responsibility of the student to whom it is assigned.
6. Students should not share lockers. Students must assume responsibility for locking their own lockers. Students found to be sharing lockers face disciplinary consequences.
7. Students should take precautions to prevent others from observing their locker combinations.
8. Students are responsible for securing their locker. Teachers or administration are not responsible for lost or stolen items and are not required to search for said items.

Lunch Program

The school lunch program is an outgrowth of the National School Lunch Act and must meet with federal and state requirements. These requirements specify that a well-balanced, nourishing lunch must be served at a reasonable cost. Although this meal is adequate for most students, it is possible for students to select additional food at a nominal price. This program is supplemented with government commodities and is designed for the student. Under the Federal Law, adults, other than enrolled students, are not covered and no reimbursement is received for them, thus requiring them to pay full cost.

School Meal Prices

Meal prices for the 2020-2021 school year:

Breakfast - **Free**

Paid – \$2.80

Reduced – .40¢

Milk – .55¢

Adult Breakfast - \$2.10

Adult Lunch – \$3.45

Negative Balances

You must have money on your account to use your ID account, unless you receive free meal benefits. Students who forget their money or do not have money left in their account may charge up to two school lunches. You must have your student ID to make purchases if you do not have cash in hand. You will not be allowed to purchase or charge snacks or a la carte items if you have a negative balance. No charging will be permitted during the last two weeks of school. All negative balances must be paid to avoid collection action.

Meal Benefits

If you have been approved for free or reduced meals, your status will be entered into the computer. Meal benefits are applied on the date the application is processed in the computer. Once entered, your meal cost will automatically be posted to your account as you proceed through the line. Please note that until your meal benefit application is processed, you are financially responsible for any meals consumed by your child. The meal benefit program is a completely confidential program. If you have not received a letter in the mail regarding your eligibility status, you should contact the Chartwell's food service office.

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.

School Hall Passes

Permission to leave a class or study hall may be granted by a staff member when a valid pass is issued, the student has an ID card, and the student signs out of the class.

School Health Program

The school health program under the Marion County Health and Hospital Corporation provides a school nurse whose basic function is to carry on a program designed to maintain good health standards in the school district. A clinic is available for students who become ill during the day. The following procedures pertain to the services of the school nurse and the use of the sick room.

1. Beds in the clinic are for emergency use only. After ten (10) minutes, a student returns to the classroom or makes arrangements to go home.
2. Only minor first aid services are available at the school.
3. Communicable diseases are reported to the Department of Health.
4. Parents will be notified by the clinic in case of serious illness or injury, and arrangements will be made for students to be picked up or transported to a hospital.
5. It is strongly recommended that medications be given at home when possible. However, recognizing the necessity requiring medication while attending school, the following must apply:
6. Self-administration of medication (including over-the-counter medication) by students while in school must comply with District policy and Indiana Law. Permission for self-administration must be granted in writing by the parent, the prescribing physician, and school officials.
7. Medication handed or sent to school employees to dispense shall be accompanied by a written permission form from the student's parents, guardians, or legal custodians.
8. Written instructions from a physician shall be provided with prescription medication to include:
 - a. Medication in its original container with name of student and physician
 - b. Type and name of medicine
 - c. Dosage
 - d. Daily time for administration
 - e. Consent of physician and consent of parent (written)
9. Students must have a pass from one of their teachers to be admitted to the clinic for medication.
10. It is strongly recommended that medication be brought to school by the parent/guardian/custodian, particularly for elementary school students. Only the amount to be taken should be brought to school in accordance with the amount and frequency of dosage.
11. If any medication remains at the school when it is no longer to be taken, it is recommended that it be picked up by the parent/guardian/custodian. Such medication shall be sent home upon the written request of the parent/guardian/custodian. Medication shall be destroyed by the designated school employee after being held a reasonable time.
12. Medication brought to school that does not meet these guidelines will not be dispensed.
13. Failure to follow these procedures could result in disciplinary action.

Immunizations

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

Exclusions

During the 2020-2021 school year, students and staff must be fever free before returning to school or work. If symptoms suggest the possibility of COVID-19, a student or staff member shall only return with a negative COVID-19 test or following the quarantine guidelines provided by the Marion County Public Health Department.

The following are symptoms for which a child must be sent/kept home from school and perhaps taken to the doctor.

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

Communicable/Infectious Disease

If a school age child in the school district is suspected of or diagnosed as having a chronic, communicable disease, he/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, parents and school officials, subject to the provisions of Rule S-1 and Indiana statutes.
- 4) An effort shall be made to maintain the anonymity of the affected individual in so far as practically possible. Health records are to be kept confidential. The use of "universal precautions" when an employee has direct contact with blood or other body fluids is required. Universal precautions means: procedures specified by the State Board of Health that are used to prevent the transmission of dangerous communicable diseases, including AIDS, through blood or other body fluids.

Communication, Telephones and Wireless Communication Devices

A student may possess a cellular telephone or other wireless communication devices (WCD- wireless communication device - may include but are not limited to: iPhones, IPODs, IPADS, Laptops 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.

Students may not use cellular telephones or WCDs on school property or at a school-sponsored activity to gain access and/or view Internet web sites that are otherwise blocked to students at school. Students are not allowed to sell electronic communication devices on school property.

Use of WCD's is allowed during instructional time and in instructional areas with permission of the instructor or administration. The use of WCD's during instructional time and instructional areas without permission may generate disciplinary action. Use of these items during non-instructional time and in non-instructional areas must not impede the ability of an individual student or other students' ability to hear and follow instructions given by school personnel.

Unauthorized recording (audio or video) or unauthorized photography of an individual or groups including but not limited to district personnel and students is not permitted.

Violations of this policy may result in disciplinary action. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography) or need of legal of clarification.

HEADPHONES – Large headphones are not permissible to be used during the school day. “Ear-bud” style earpieces are allowed to be used during non-instructional time.

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

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

Possession of a cellular telephone and other WCD’s 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.

Use of these items during non-instructional time must not impede the ability of an individual student or other students’ ability to hear and follow instructions given by school personnel. Violations of this policy may result in disciplinary action. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

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

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

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.

Telephones

The telephones in the office are for school business. Student’s may use school phones to contact parents/guardians during the school day.

Withdrawal from School

The parent should notify the registrar for the withdrawal of a student. An appointment is made for the parent to sign the withdrawal form. The student takes the withdrawal form to each teacher on the last day of class. The student turns in his/her textbooks and receives a withdrawal grade from each teacher.

Exit Interview for Student Withdrawal

Under Indiana Law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student’s parent or guardian and the student’s principal is conducted with the appropriate school employee.

A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student’s illness; or 3) an order of a court with jurisdiction over the student. The Board of Education for the MSD of Pike Township designates the principal/and or designee to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school.

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

Work Permits

Currently, the State of Indiana, is not requiring student work permits due to COVID-19.

Pike High School will require the following documentation in order to issue a work permit to a student:

- Birth Certificate
- A copy of the student's most recent report card
- Verification of attendance

Policy Defined:

- A student who has received an "F" in any class during the grading period shall be denied a work permit.
- A student who has been absent more than five (5) times in a class during the grading period shall have his/her work permit denied.
- Any student whose academic progress begins to decline during the grading period shall have his/her work permit rescinded.

Co-Curricular & Extracurricular Activities

The school strongly recommends that every student affiliate himself/herself with at least one co-curricular activity or extracurricular activity. These activities afford an excellent opportunity for students to meet people, learn to work with others, develop good sportsmanship, practice parliamentary procedure, practice self-government, and further their individual interest areas as they continue to learn.

The school offers a wide variety of sports, clubs and service activities and feels that there is something for everyone. In addition to those listed below, the school encourages student participation in such activities as church youth groups, Boy and Girl Scouts, Junior Achievement and other worthwhile community activities.

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.

Co-Curricular Activities

Co-Curricular activities are those activities which involve class time and time after normal class hours. They include Encores, Jazz I, Mystiques, Newspaper – The Pike Hi-Life, Pike Performing Production Theater, Pike Symphony, Spectacular Dancers, Winter Guard and Yearbook. Co-Curricular activities may also be subject to policies on eligibility as stated below by the MSD of Pike Township.

Clubs and Organizations

See pages 54-55 for the most current information regarding clubs and organizations.

Interscholastic Athletics

Pike High School is a member of The Metropolitan Interscholastic Conference and offers a complete sports program including: baseball, basketball, football, track and field, cross country, wrestling, swimming, tennis, soccer and golf for boys and volleyball, basketball, swimming, golf, tennis, softball, cross country, track and field, and soccer for girls.

In order to participate in any IHSAA sanctioned sport, a student must be enrolled in, and passing, at least five classes. He/she must be eligible according to the rules and regulations of the Indiana High School Athletic Association.

The MSD of Pike Township also requires the following in order to be eligible for participation:

Students must have received passing grades in at least five full credit subjects or the Equivalent during your last grading period; semester grades shall take precedence at the end of a semester.

Students must be currently enrolled in at least five full credit subjects or the equivalent. The five-5 credit courses provided must be completed within the semester of the athletic season.

1. Student Athletes will be determined Eligible or Ineligible on declared certification dates reported to the IHSAA.
 - a. Certification dates are every nine weeks
 - i. Student Athletes passing 5 classes are considered eligible.
 - ii. Student Athletes passing 5 classes below 2.0 are considered eligible and are on probation.
 - iii. Student Athletes not passing 5 classes are ineligible and will need to re-establish eligibility on next certification date.
2. Student Athletes can go in and out of probationary period throughout the 9 weeks.
 - a. Continued failure to uphold 2.0 GPA could result in loss of practice and/or competition.
3. Coaches will be required to submit an academic monitoring report based on the weekly grade reports.
 - a. Coaches will be responsible for interventions and parental communications throughout the probationary period.
4. Student Athletes will be removed from probation once they meet the 2.0 requirement.

Intramurals

The problem of increased leisure time confronts modern day education. Athletics of all sorts possess inherent qualities contributing to the worthy use of leisure time, enriches one's social competence, develops group loyalties, and provides healthy exercise. Therefore, the Athletic Department invites all who cannot take part in one of the interscholastic sports to take part in the intramural program.

Cheerleaders

Since cheerleaders are such visible representatives of the school, selection is based not only on cheerleading skills but also on citizenship and attitude. Pike athletics has a cheerleading program that includes varsity, junior varsity and freshmen level programs. Cheerleaders are also subject to IHSAA and MSD Pike Township policies.

Dances/Prom

Attendance at **any** school dance is a privilege. The final determination on student attendance is the decision of school administration. Conditions that will determine the ability of a student to attend dances include but are not limited to student discipline, school attendance, and grades.

Dances must have approval from the Assistant Principal for Student Services. Bands and disc jockeys are to be approved by the Administration. The sponsor and several other faculty members are to chaperone.

Parents picking up students should be prompt. Several clubs sponsor more formal dances for couples through the school year. The Junior-Senior Prom, sponsored jointly by those classes, is held in late spring.

Homecoming

Homecoming is a festive occasion sponsored annually by the Student Council. Candidates for king and queen are also selected. The king and queen will be crowned during halftime of the football game. A dance may be held to complete the celebration.

Publications

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

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

School Paper

The school paper, *Pike Hi-Life*, is published online via the school web-site by journalism class students. Credit is given each semester to those students who enroll in the class. Students must achieve a passing grade in journalism and have the permission of the sponsor to take the “Newspaper” course.

Yearbook

The school yearbook is also published by journalism students. Credit is given each semester to those students who enroll in the class. Students must achieve a passing grade in journalism and have the permission of the sponsor. The editor is generally a senior, but this is not an absolute. Students do some work over the summer and attend workshops if they can. The book is distributed at the end of the summer to those students who purchased one.

Student Assistants

Students are often utilized to assist teachers and offices staff. All student assistants are required to meet academic and behavioral expectations in order to become and maintain the status of a student assistant. The administration makes the final determination on matters regarding the retention or removal of a student from the position.

Student Government

Class Officers

Each class has four officers: President, Vice-President, Secretary, and Treasurer. Their duties are usually relevant to the particular office. They work closely with the Class Sponsor and also with the students. Elections for class officers are held in September. Personnel seeking office should consider the responsibilities they will assume and be willing to fulfill them.

Student Council

The Student Council is an organization of students elected by the students to represent them, to speak for them, and to provide leadership for them in school activities.

The Student Council is that group of student leaders which ascertains the wishes and desires of the student body and makes them known to the administration and faculty of the school. It generally directs all of the various student campaigns, strives constantly to improve the school, builds school spirit and morale, and in general, coordinates most of the activities of other student organizations.

The most common aims of the Student Council are:

1. To promote student activities.
2. To develop harmonious relations between students and faculty.
3. To develop attitudes of good citizenship
4. To promote the welfare of the school.
5. To provide a forum for the expression of student opinion.
6. To develop student initiative and responsibility.
7. To provide an opportunity for the training of student leaders.

Student Council Election

The President of the Student Council and representatives are elected during the month of May in the high school and in September at the Pike Freshman Center. See Student Council Constitution, Article III, for the rules governing elections-available from the class sponsors.

Cooperative Agreement

Co-Curricular (class related – i.e. newspaper and yearbook) and Extra-Curricular (athletics and clubs)

This agreement is for students participating in both co-curricular and extra-curricular programs at Pike High School. The administrators of these programs understand that scheduling conflicts will occur. In order to deal with each participant fairly, a consistent policy is necessary.

The participant must understand that the ultimate responsibility is for the student to communicate any scheduling conflicts to his/her coach and director.

1. Under this agreement, coaches, directors and sponsors must communicate between departments ASAP. The participant **MUST COMMUNICATE** the conflict at least one (1) week in advance to the coach, director or sponsor.
2. This agreement upholds the Pike Township policy that competition or performance takes precedence over practice with no penalty to the participant.

3. LEVELS OF PRIORITY FOR CONFLICTS

- a. If two competitions occur simultaneously and one is for advancement to a higher level, the participant will attend the competition for advancement.
 - b. If simultaneous competitions are of equal priority and the student has informed director, coach, or sponsor with at least one (1) weeks' notice, a meeting of the coach, director, and athletic director will be set up. At that time the importance of the student's participation to the success of the group's performance will be considered, and any possibility for the participant to get to both competitions will be investigated.
4. If simultaneous competitions are of equal priority and the student has not informed director, coach or sponsor with at least one week's notice, the participant will accept the consequences.
5. If the student has met requirements of notifications:
- a. Graded activities will be assessed as non-applicable.
 - b. If absent from performance, athletic event or non-athletic event due to simultaneous competitions, no penalty will be enforced (i.e.: no benching, no reduction of playing or performance time, or reduction of participation).
 - c. If there is a simultaneous competition conflict and time allows the participant to do both, the participant may not sit and watch other levels of competition in which he/she is not personally participating. The participant is to go to his/her other competition. Students are responsible for getting their transportation from one event to another with a note from a parent explaining the mode of transportation.
6. If there is a practice and competition conflict:
- a. An effort to get to practice after or prior to competition is required.
 - b. If competition is a home event, the participant is to immediately report to practice as soon as his/her portion of the competition is over. The participant is to be excused from any portion of competition in which he/she is not personally participating as determined by IHSA team and individual sports guidelines.
- (Team Sports: football, volleyball, soccer, basketball, baseball, softball) (Individual Sports: cross country, golf, tennis, swimming and diving, wrestling, track).

Red-Shirting

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

Student Conduct

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

Expectations for our Students:

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

Bullying

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

Students should see a building administrator, counselor, school social worker, or a teacher to report bullying.

Staff will investigate reports of bullying per IC 20-33-8-8-0.2 as appropriate and intervene when necessary. Pike Township will also encourage parents to become involved in resolving situations involving bullying.

Classroom Standards for All Students

- Students will be on time and at their 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.
- Students will use their own personal knowledge as they complete assignments, test, or other work intended to determine that knowledge.
- Students will follow all standards/procedures established by teachers and/or administrators.

STUDENT ATTENDANCE

Education is one of the most valuable undertakings of our country. 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 IC 20-33-2-47 and School Board Policies.

Student perfect attendance recognitions will be eliminated during the 2020-2021 school year.

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:
♦ **High School** – 7:15 a.m. to 10:58 a.m.; 11:04 a.m. to 2:23 p.m.
- C. Absences Not Counted – A student will not be counted absent in the following circumstances:
1. Authorized school-sponsored activities
 2. Death in immediate family
 3. Religious observations
 4. High school seniors will be allowed two (2) college/university visitation days. This stipulation will only be granted after the student has verified these visitations through college/university office of admissions.
 5. Page for an honoree of the Indiana General Assembly, verified by certificate of the Secretary of the Senate or the Chief Clerk of the House of Representatives.
 6. Subpoena to appear in a court as a WITNESS in a judicial proceeding, verification in writing by parent/guardian upon student's return, further verified by the subpoena.
 7. Students serving on the precinct election board or as a helper to a political candidate or to a political party, on the date of each general, city or town, special, and primary election at which the student works. Prior to the date of election, the student shall submit a document signed by one (1) parent/guardian giving permission to participate, and the student must verify to school officials performance of services by submitting a document signed by the candidate, political party chairman, campaign manager or precinct officer.
 8. Ordered to active duty with the National Guard. For verification, copies of orders to active duty and orders releasing the student from the active duty shall be submitted.
 9. A student assigned to the Pike Support Academy.
 10. A member of the Indiana wing of the civil air patrol who is participating in a civil air patrol program for not more than five (5) days in a school year.
 11. Is receiving homebound instruction due to a chronic illness, as documented by a certificate of incapacity.
- D. Absences counted – A student shall be counted absent in the following circumstances:
1. Personal Illness
 2. Parent-requested funeral attendance for other than immediate family
 3. Medical and dental appointments
 4. Emergency situations
 5. Family vacations
 6. Non-school sponsored school-to-work activities
- E. Absences Truancy – All absence from school without parental knowledge or consent.

Explanation of Policy

- A. Student absences must not exceed nine (9) days in any one class per semester at the high school. All absences other than those listed in Section C will count toward the nine-day limit at the high school, with the following exceptions:
- Indiana State Statute
1. Extended illness of more than three (3) consecutive school days. The first three (3) days of the illness will count toward the limit. The extended illness must be documented by a physician's statement indicating that the student was unable to attend school due to said illness. The medical/physician's statement must be on file within (6) days after the student returns to school. Failure to produce the physician's statement in the required time will result in all days missed counting toward the ten-day limit.
 2. Out-of-school suspension.
 3. In-school suspension.
 4. Expulsion.
- B. Truancy will be reported to officials as required by law.
- C. A notification letter will be sent to the parent/guardian on the **sixth (6th) absence** from school in any one (or more) class. **On the tenth (10th) absence in any class during any semester, the student will receive a grade of WF (withdrawal/failure) with no credit given for the class. In addition, the student will be removed from the class and placed in study hall or an alternative program.**

Consequences

On the sixth (6th) day of absence in any one (or more) class at the high school a notification of absences will be mailed to the parent/guardian. The notice will serve as a reminder that his/her child has three (3) more days before reaching the nine-day limit. The notice will serve as a warning of possible legal proceedings. On the tenth (10th) day of absence in any one class at the high school legal notice will be served notifying the parent/guardian that his/her child has been unlawfully absent from school. The student will receive a grade of WF (withdrawal/failure) with no credit given for that class. In addition, the student will be removed from the class and placed in study hall.

Make Up Work

High School students will be allowed to make up and receive credit for any work missed during the nine-day limit. There WILL BE NO CREDIT given for work made up for absences beyond the nine-day limit.

The student will be given one school day to make up work missed for each day of absence, PLUS one day added to the total number of days missed PER OCCURRENCE. For example, if a student missed two (2) school days, he/she will have three (3) school days to complete all make-up work.

NOTE: All State and School Assessments and Final Exams will be allowed.

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

School District

1. A child of school age shall attend school in the school district in which the child resides (unless changed to equalize enrollments). A child may remain in attendance in the same school for the remainder of that semester at the election of the parent where a change in the attendance area is made within the MSD of Pike Township, after said child has commenced attendance for such year. Transportation of the child shall be the responsibility of the parent.
2. 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 regular attendance area in the MSD of Pike Township.
Transportation shall be the responsibility of the parent. Parent(s) whose student(s) is/are expected to an elective enrollment school will assume that elective enrollment school as their attendance area school (home school).
3. 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.
4. A child with legal settlement in the MSD 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.
5. Attendance of any child, whose legal settlement is outside the MSD 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. Students may be enrolled in grades K through 12 or Special Education Programs on a cash transfer tuition basis as may be approved for such enrollment by the Superintendent or his designee in accordance with an annual fee schedule as approved by the Board of Education.

IC 20-33-2-47 511 IAC 1-3-1 511 IAC 6-2-1(c) (12) Revised 6/17/2010

Special Services

1. Counseling through appropriate special services staff will take place to encourage regular attendance of students experiencing attendance problems.
2. Students who become ill at school must go first to the clinic and then sign out through the attendance office once parental permission is given.

A parent or guardian must come in and sign the student out through the attendance office. If someone other than the parent or guardian signs a student out, parental or guardian permission must be given and a Doctor's, Dentist's or Court's stationary must indicate the date and time of the appointment.

3. Parents should make every attempt to schedule medical or legal appointments so that the student will not miss school. If this is impossible and a student must be absent, he/she must bring a written request from his/her parent to the attendance office prior to the appointment. A pass will be issued to excuse the student from class at the proper time. Any person signing out a student will be required to show a photo I.D.

Habitual Truant

IC 20-33-2-11 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or until the student's attendance record has improved as determined by the school board upon review of the student's record. A student is considered a "habitual truant" when the student has ten (10) or more unexcused absences during a school year.

Habitual Truancy/Driver's License

The 1989 Indiana General Assembly passed Public Law 121-1989. In broad outline, this law provided for the following: This law prohibits the Bureau of Motor Vehicles from issuing a driver's license or learner's permit to a student less than 18 who:

1. is under at least a second suspension from school for the year;
2. is under an expulsion from school;
3. is a habitual truant under IC 20-33-2-11;
4. withdraws from school before graduating for a reason other than financial hardship.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reason. A student whose license or permit has been denied or invalidated will be eligible for a license or permit or have the license or permit revalidated upon the earliest of one of the following events:

1. the student becomes 18 years of age;

2. 120 days after the person is suspended; or the end of the semester during which the student returns; whichever is longer;
3. the suspension or expulsion is reversed after the person has had a hearing under IC 20-33-8;
4. the student has enrolled in an education program and has participated in it for 30 or more days.

Furthermore, the Bureau of Motor Vehicles may not issue a driver’s license or permit to a student who is:

1. at least 13 but less than 15; and
2. a habitual truant until the student turns 18.

A student identified as a habitual truant is entitled to not only a hearing on the designation as a habitual truant but also a review of the student’s attendance record at least once a year. The law requires the MSD of Pike Township to develop a definition of a student who has been designated a habitual truant. In compliance with this law, the MSD of Pike Township has taken the following action.

The Board of Education adopted the following definition of habitual truancy on September 5, 1989:

Habitual Truant Policy – Restriction of Driver’s Licenses and Permits

Any student who is thirteen (13) or fourteen (14) years of age and is determined to be a habitual truant may not be issued a vehicle operator’s license or learner’s permit until age eighteen (18), pursuant to IC 20-33-2-11. A habitual truant shall be defined as any student who is absent from school for three (3) or more days during any school year without parental consent which must be in writing prior to within five (5) days following said absence from school.

Students/parents will be notified in writing by the principal after a student commits a second truancy and of the possibility of driving restrictions.

Students/parents will be notified by the principal in writing after a student commits a third truancy. This letter will designate the student as a habitual truant and will notify the student/parents of their right to a hearing if requested within ten (10) calendar days after receipt of the notice.

In regard to suspension (in or out of school) from Pike schools, a student:

1. may not be issued an operator’s license or a learner’s permit or
2. will have such license or permit invalidated if the student receives a second suspension in a school year.

The principal will notify the Bureau of Motor Vehicles of the student’s ineligibility for a license or permit. The termination date of such driving restriction will be 120 days after the person is suspended, or the end of the semester during which the student returns, whichever is longer.

A student who receives an expulsion for misconduct from Pike schools:

1. may not be issued an operator’s license or a learner’s permit or
2. will have such license or permit invalidated.

The principal will notify the Bureau of Motor Vehicles of a student’s ineligibility for such license or permit. The termination date of such driving restrictions will be when the student has enrolled in an education program and has participated in it for 30 days.

The principal will recognize a previous school’s designation of truancy, and habitual truancy, as well as suspension or expulsion misconduct.

Cutting Class Policy

Cutting Class is the willful non-attendance of a student at a scheduled assignment. Disciplinary action including grade sanctions will result whenever a student cuts a class.

Tardy Policy

Students who have difficulty making it to their assigned classes in a timely fashion will face the following disciplinary consequences. The number of tardies will be calculated cumulatively in a day (periods 1-8).

Offense	Consequence	Additional Information
1 st – 4 th Tardy	Warning	

5 th – 6 th Tardy	Full Day Guided Learning	Conference with Assistant Principal
7 th – 9 th Tardy	Failure to Follow Direction 1 Day Out of School Suspension	Conference with Assistant Principal
10 th -12 th Tardy	Insubordination 2 Days of Out of School Suspension	Conference with Assistant Principal
13 or more Tardies	Habitual Offender 3 Days of Out of School Suspension	Conference with Assistant Principal
	May Also Include: Contract, Alternative to Expulsion, Expulsion	Conference with Assistant Principal

Ex: a student can receive 8 tardies in a day. Tardies will not carryover to the next semester; however, consequences not served will still be enforced. To maintain order during all times during the instructional day, a student can be tardy to lunch and can be counted tardy back to class.

Truancy

Truancy is the willful non-attendance of a student from school without parent/guardian/custodial permission. Disciplinary actions including grade sanctions will result whenever a student has been truant.

When a student has been truant a second time, notification shall be submitted to the school district attendance office which may lead to referral of the Marion County Juvenile Court. Multiple trancies can result in the invalidation of the student's school driving privileges and/or probationary driver's license.

Repeated Drop-outs/Expulsions

Any student withdrawn from school twice, for reasons other than medical or moving, must earn two credits before being admitted to Pike High School for the third time.

Bus and Driving Regulations

For most Pike students, the school day begins and ends on the school bus which makes transportation a very important part of the total educational process. A good beginning (or bad beginning) to the school day can be experienced on the morning bus ride. Because transportation is such an important segment of education, cooperation among students, bus drivers, administrators, and teachers is very important.

METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP
6901 Zionsville Road
Indianapolis, Indiana 46268
SCHOOL BUS RULES AND REGULATIONS

Student _____ Date _____
School _____ Bus # _____ Driver's Name _____

Expectations for those riding the school bus:

For most Pike students, the school day begins and ends on the school bus, which makes transportation a very important part of the total education process. Because transportation is such an important segment of education; cooperation among students, parents, bus drivers, teachers and administrators is very important. When students make poor behavior choices on our school buses, the consequences can have a greater impact than when the misbehavior occurs in the classroom. The most important reason for having a bus discipline system is the safety of our students. It is an expectation that all students will follow all bus rules and display appropriate behavior on all Pike school buses. Should you have any questions or concerns please contact your child's school administrators. These rules apply anytime a student rides the bus:

1. The student shall be waiting at the designated boarding place when the bus arrives.
2. Students may only ride the bus to which they are assigned and must board/dismiss at their designated bus stop.
3. Permission to ride a different bus shall be granted if space is available and the student brings to the principal (or his/her designee) a signed request from the parent or legal guardian. A standard office bus pass is given to the driver once the principal (or his/her designee) has granted permission.

4. Whenever boarding the bus, a student shall be seated immediately as designated or assigned by the bus driver and shall remain seated until the bus reaches its destination.
5. Windows shall be opened and closed only with the permission of the driver.
6. Consumption of food/beverages is not permitted on the bus.
7. The following violations will not be tolerated on the bus:
 - _____ A. Disruptive behavior
 - _____ B. Failure to follow directions (insubordination)
 - _____ C. Inappropriate language
 - _____ D. Physical Aggression
 - _____ E. Other (REFER TO DISTRICT-WIDE BEHAVIOR OFFENSE CONSEQUENCES)

The range of consequences for the above violations shall be:

	1 st Offense	2 nd Offense	3 rd Offense
Elementary	Parent phone call &/or parent conference &/or suspension with district notification letter.	Parent conference &/or 1 to 5 day bus suspension with district notification letter.	1 to 10 day bus suspension with district notification letter. Bus behavior contract developed by Elementary building administrator and signed by parent to resume services. Violations beyond the 3 rd offense may result in consequences ranging from a 5 day bus suspension to a remainder of the year bus suspension.
MS/HS	Parent phone call &/or parent conference &/or suspension with district notification letter.	5 to 10 day bus suspension with district notification letter.	One semester or remainder of year bus suspension.

*Discretion is up to the building administrator (or designee) who will determine the consequence that is appropriate for each specific incident.

DRIVERS COMMENTS: _____

ADMINISTRATORS COMMENTS: _____

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 of Secondary Education and Superintendent.

Please sign this form below and return it to the school Principal.

Parent Signature

Student Signature

Driving Permits

All students are expected to ride school buses to and from school. Any student who drives a motor vehicle to any school operated by the MSD of Pike Township on a regular basis shall register said vehicle with the school principal or his/her designee and secure a driving permit. Applications for driving permits may be obtained in the Student Services office. Any student driving a vehicle to any school on a one-time basis must register said vehicle with the school principal or his/her designee. Tardiness and absenteeism caused by car-related problems are unexcused.

The driving permit is for a particular vehicle and the driver only. The following requirements are for the benefit and protection of all students driving to any school. Any violation of the following shall be cause for suspension of the driving permit: (Parking permit for students is \$10.00)

1. Students must give accurate information when applying for a permit.
2. Vehicles must be parked in the assigned area throughout the school day.
3. Students must keep their vehicles in safe operating condition.
4. Students will not spend any time in the vehicle during the school day.
5. Students must relinquish their permits when:
 - a. Violation of driving agreement occurs.
 - b. Student exceeds sixth tardy to first period.
6. Rules of the streets and highways will be observed while driving to and from school.
7. Extreme caution will be taken while entering and leaving parking areas.
8. Students must purchase a vehicle windshield sticker for each driving permit.
9. Any student driving to school without a driver permit and sticker displayed on the vehicle registered shall be directed to take said vehicle home immediately.
10. Any motor vehicle driven to said school(s) shall be subject to entry and search while on school property by the principal or his designee.
11. Driver permits may be denied or rescinded for violation of state and local vehicle operators' laws or policies, rules and regulations of the MSD of Pike Township.
12. Excessive tardiness to school may result in loss of driving privilege.
13. Vehicles operated by students and parked at any school during regular school hours shall be registered and display a current driving permit. Vehicles shall not be parked in any fire lane or handicapped parking area. The first violation shall result in a ticket. **Subsequent parking violations may result in a ticket and/or towing of the vehicle from school property at the owner's expense.**
14. The maximum speed limit for operation of vehicles on school property shall be 15 mph.

Grooming Code

Our school philosophy emphasizes that education is to help the individual develop his/her potential in an atmosphere of self-discipline. The appearance and dress of any student is the primary responsibility of both the student and the parent. The careful regulation of student appearance and dress is the responsibility of the school. Student/staff health and safety, common decency, student school work, and school and classroom order are all affected by grooming and dress. This basic dress code does not infringe on student's rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the education process.

In order to reduce misunderstandings, the following examples are provided, but not limited to:

1. Cleanliness of person and apparel is required.
2. The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate. The length of shirts and tops must be long enough to allow them, if necessary, to be tucked into the student's pants, skirt or shorts. Shorts, skirts, and dresses must be of an appropriate length. Garments such as pajamas, tube skirts, tube tops, tops which reveal bare midriffs or backs, tops with plunging or revealing necklines, any see-through clothes are not permitted. Form fitting pants including but not limited to spandex/leotard/Yoga (flared or straight leg) type bottoms are not permitted without the appropriate length top. All leggings, tights/Yoga pants and hosiery must be covered to at least mid-thigh in the front and back.
3. Pants and shorts must be worn at the waistline allowing for no sagging pants. No unfastened or illuminated-sign belts will be allowed.
4. The maintenance of health and safety includes the wearing of shoes, sandals, or boots. No slippers are allowed.

5. Students may be required to wear special apparel items as required in classes, such as industrial technology, laboratories, family and consumer science and physical education.
6. Students will not be permitted to wear attire which advertises or promotes the use of alcohol, drugs, or other substances which, if used by a minor, would be illegal.
7. Any apparel, jewelry, cosmetic, make-up, notebook, supply materials or manner of grooming which by virtue of its color arrangement, trademark, or any other attitude denoting membership in a gang, advocating drug use of violence, or clothing bearing racially or sexually offensive messages, is unacceptable.
8. Clothing with paisley print and/or clothing which advertises, promotes, or via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the education environment of the school will not be permitted.
9. Attire that may cause personal injury or property damage is not to be worn, e.g. chains, studs, metal collars, etc. Grills are also not allowed.
10. All outerwear coats, jackets and gloves must be placed in lockers during the school day.
11. The wearing of hats, hoods, bandanas, bandanas with paisley print, or similar head apparel or non-prescription sunglasses is not allowed in the building; these items may not be worn or carried at any time during the school day.
12. Students are be required to possess **STUDENT IDENTIFICATION CARDS** from 7:15 a.m. – 2:23 p.m. and at school sponsored activities. Student ID cards will be provided to all students. Students must use the ID provided by the school. No substitute ID cards will be allowed. Students will not be allowed in a classroom, media center, cafeteria, or any other school location without an official Students are required to have an ID in order to leave the classroom and the ID must be out and visible while in the halls during instructional time. Students will be sent to the student services to purchase a replacement ID for \$1.00.

When a student or group of students varies in actions or dress from the above dress code, a determination by administrators will be made after a conference with student and/or parents. Decisions will be based on these three points:

1. Disruptive influence for students and/or teachers
2. Health hazard
3. Safety

The following discipline guidelines will be implemented for student violations of the dress code:

First Offense: Warning

Second Offense: Guided Learning

Third Offense and subsequent offenses: Out of School Suspension

The Final determination regarding dress code issues/violations/consequences will be made and enforced by the administrators.

Distribution of Literature

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

1. The distribution of any literature or material shall be prohibited which:
 - a. is obscene as to minors.
 - b. is libelous.
 - c. is productive of or is likely to produce a substantial and material interference with or delay normal classroom activity or normal school function due to its content or by the manner of distribution itself.
2. Literature or materials other than the kind described in item one (1) may be referred to as distributable literature. Such literature shall be subject to the following:
 - a. Distribution in classrooms, hallways, or other areas of a school building, other structures, or grounds at times which would delay passing to and from classes, disturb classes in session, or otherwise interfere with a normal school function or activity shall be prohibited.
 - b. Distribution shall be made only in the place designated by the school principal in such a way as not to coerce or otherwise interfere with students or others on school premises.
 - c. Distribution shall be made in such a way to insure that said premises do not become littered.
3. Nothing contained herein shall be construed as an indication that the Board of Education shall permit, without its express prior consent, the distribution of any literature or materials by any person who is not a regularly enrolled student in the specific school or schools where such is to be distributed.

4. The violation of any portion of this policy by a student regularly in the MSD of Pike Township may cause such student to be suspended or expelled.
5. In the application of the foregoing policy pertaining to the distribution of literature or materials by students, school district staff shall take appropriate care to insure that constitutional and other legal rights of such students to freedom of expression shall not be abridged. The policy shall combine a respect for the rights of students with an appropriate regard for the maintenance of the type of decorum and environment which are conducive to the accomplishment of the school district's overall purpose.
6. In the event any one or more provisions of this policy should be declared unconstitutional, such decision shall in no sense invalidate any other part of said policy.

Display of the American Flag and the Pledge of the Allegiance

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

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

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

During the Pledge of Allegiance, students who 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.

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.

Miscellaneous Procedures

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.)

1st Offense – Zero (0) on the assignment

2nd Offense – WF grade for the course, study hall assignment

Student Misrepresentation

The willful act of using school materials to deceive school officials. This includes, but is not limited to: adding name(s) to hall passes, theft or possession of stolen hall passes, using another student's ID, giving another student your ID, altering or defacing an ID, giving the wrong name or ID number.

Consequence: Referral to Student Services for progressive discipline.

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.

Locker Search

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

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

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

There is No Smoking on Property

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore of concern to the Board. For purposes of this policy, "use of tobacco and battery powered vaporizers" shall mean all uses of tobacco, including a cigar, cigarette, E-cigarette, pipe, snuff, or any other matter or substance that contains tobacco marijuana, propylene glycol, nicotine or any tobacco paraphernalia. In order to protect the students and staff who choose not to use tobacco from an environment noxious to them and because the Board cannot, even by inaction, condone the use of tobacco, the Board prohibits the use of tobacco in school buildings at all times. Such prohibition also applies on school property, on school buses or school owned vehicles, and at any school-related event.

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.

DISCIPLINE

CODE OF CONDUCT FOR THE MSD OF PIKE TOWNSHIP

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

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

Students of Pike Township Schools are expected to:

1. Show respect and consideration for self, others, and property at all times.
2. Exhibit cooperative behavior toward peers, teachers, administrators, bus drivers, staff members and volunteers.
3. Take responsibility for learning by being prepared with assignments and materials, by making positive contributions to class activities, by actively listening, and by putting forth their best effort.
4. Take attendance seriously. Arrive to school and all classes on time and remain present for the entire school day.
5. Obey all school regulations, as well as local, state and federal laws, including those pertaining to weapons, drugs, alcohol, tobacco products, and the verbal or physical threat (bullying) of another individual(s).
6. Refrain from language or gestures that are profane, inflammatory, degrading, or that provoke disruptive behavior.
7. Dress in accordance with the school policies. A student’s dress should not distract or disrupt the school environment or prove offensive to others.
8. Follow the rules of appropriate bus behavior as described in the transportation rules and regulations to ensure the safety and welfare of themselves and others.
9. Demonstrate appropriate behavior, good citizenship and sportsmanship while participating in or attending any school-sponsored event or after school activity.
10. Honor the MSD of Pike Township’s Human Dignity Policy.

Print Student Name

Print Teacher Name

Student’s Signature Date

Parent/Guardian’s Signature

Home Phone #

Work Phone # Alternate #

Indiana State Statutes and the MSD of Pike Township’s Policies

Indiana State Statutes and MSD of Pike Township Policies Affecting the Conduct of Students Due Process for Students
(The MSD of Pike Township has adopted the State of Indiana statutes (IC 20-33-8-1 etseq) as they relate to policies affecting the conduct of students.)

1) Basis for policies affecting students

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

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

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

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

2) Delegation of Authority

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

Each teacher and any of the other school personnel shall, when pupils are under his charge, have the right to take any action which is then reasonably necessary to carry out or to prevent interference with the education function of which he is then in charge. Each principal may take any action concerning his school or any school activity within his jurisdiction which is reasonably necessary to carry out or prevent interference with an educational function or school purpose.

Such action may include establishing written rules and standards to govern student conduct. Similarly, the superintendent or his administrative staff, with his approval, may take any action with respect to all schools within the superintendent's jurisdiction which is reasonably necessary to carry out or prevent interference with an educational function or school purpose.

The governing body may make written rules and establish written standards concerning student conduct which are reasonably necessary to carry out, or to prevent interference with carrying out an educational function or school purpose.

The governing body may make such other delegations of rule-making, disciplinary and other authority, as are reasonably necessary in carrying out the school purposes of the school corporation.

The terms "superintendent" and "principal" shall include their respective designees.

3) Limitation of Delegation

Delegation of authority shall be subject to the following limitations:

Delegated authority shall be in conformance with applicable statutes of the State of Indiana and with the Constitution of Indiana and the United States. Rules, standards, or actions shall not be discriminate against any student or class or students, but the number of schools or students to which they apply shall not be determinative of whether they discriminate.

Any handbook or other written rule, standard or policy applying to students generally or to any group of students shall not be effective until they are reviewed and approved by the superintendent and until they shall be presented to the Board of Education.

Revisions or additions to the policies affecting students shall not be effective until they are reviewed and approved by the superintendent and until they shall be presented to the Board of Education.

Rules and standards of conduct shall not apply to students generally, or to any group of students, until a written copy is made available to the student or his parents, or is otherwise given general publicity within any school to which it applies. This limitation shall be satisfied in any case where a good faith effort has been made to disseminate such rules and standards of conduct to students or parents.

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

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

5) Expulsion or Suspension

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

(1) Is separated from school attendance for a period in excess of ten (10) days.

(2) Is separated from school attendance for the balance of the current semester, balance of the school year, or first semester of the following school year or one calendar year unless said student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or school year.

Expulsion may result in a loss of all credits for the current semester.

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

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

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

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

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

As an alternative to expulsion in disciplinary actions involving the possession, consumption, or being under the influence of alcohol or drugs, students enrolled in the MSD of Pike Township Schools are given a one-time option of waiving the right to an expulsion meeting **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/her parent(s), guardian(s), or legal custodian(s).

Upon completion of the alcohol and substance abuse education program, the student and his/her parents/guardians/legal custodians shall confer with the Special Services Designee to determine the status and future recommendations for the student.

THIS OPPORTUNITY MAY BE GRANTED TO A STUDENT NO MORE THAN ONE (1) TIME WHILE HE/SHE IS ENROLLED IN THE MSD OF PIKE TOWNSHIP.

Make-up work shall be permitted from the time that said student/parent/guardian/legal custodian signs the Form S-8A (Waiver of an Expulsion Meeting, Alcohol and Substance Abuse) formally requesting

enrollment in the alcohol and substance abuse education program. Make-up work will not be permitted for days of suspension prior to the signing of Form S-8A.

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

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

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

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

***THE BOARD OF EDUCATION OF THE MSD OF PIKE TOWNSHIP DOES NOT HEAR APPEALS OF EXPULSION EXAMINERS STUDENT DUE PROCESS CASE DETERMINATIONS.**

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, GL, parent conference, PSA, suspension, expulsion, refer to Law Enforcement
Battery on an Individual	Intentionally causing or attempting to cause physical injury and/or intentionally behaving in such a way as could reasonably cause physical injury to any person.	Refer to Law Enforcement, 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, GL, Friday/Saturday School, suspension, PSA, parent shadowing,
Driving Violations	Reckless driving or misuse of driving privileges.	Loss of driving privileges on the MSD of Pike Township's property, Refer to Law Enforcement
Drugs/Alcohol	Possessing, using, selling, consuming, transmitting, or being under the influence of drugs, alcohol or any substance represented to be drugs or alcohol or anything used or designed to be used	This offense carries a minimum 5 days OSS, Refer to Law Enforcement,

	primarily for the storage, processing, delivery or consumption of a controlled substance. *See Expanded Definition	5 – 10 day OSS, expulsion, diversion program
Failure to Follow Directions/Insubordination	The failure to comply with directions of teachers/administrators or other school personnel during any period of time when the student is properly under their supervision.	Parent conference, detention, Friday/Saturday School, parent shadowing, GL, suspension, PSA, referral to Habitual Offender
Extreme Disrespect	Highly inappropriate gestures, language and/or actions that can be viewed as obscene or rude to a peer, staff member or adult in authority.	Parent conference, parent shadowing, detention, GL, 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 a physical contact or struggle with one or more students. A disagreement between two or more students in which physical contact occurs, punches are thrown, or any part of the body is used either aggressively or in retaliation. (This could include but is not limited to throwing fists, kicking, or pulling hair.)	Parent conference, 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.	GL, suspension, 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	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, GL, restitution (if applicable), PSA, suspension, expulsion
Stealing / Knowingly Possessing Stolen Goods	The act of taking or knowingly possessing an item (property) of the school or of another person.	Parent conference, restitution, detention, GL, Friday/Saturday School, suspension, PSA, refer to Law Enforcement,
Student Misrepresentation	The willful act of using school materials to deceive school officials. This includes, but is not limited to: adding name(s) to hall passes, using another student's ID, giving another student your ID, altering or defacing an ID, giving the wrong name or ID number.	Detention, GL, Friday/Saturday School, PSA, suspension
Terrorism	The use of violent threats which cause others to be afraid for their lives and /or overwhelmed with extreme fear, panic or terror. Such threat may be used to intimidate and coerce individuals into submitting to demands of the terrorist. Such threatening acts violate the right of students, staff and community to a peaceful and safe environment and endanger the well-being and safety of all.	Expulsion, refer to Law Enforcement
Trespassing	Unauthorized or illegal intrusion of a building or grounds before, during or after school.	Refer to Law Enforcement, 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, Friday/Saturday School, GL, 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, GL, suspension, Friday/Saturday School, parent conference, PSA, expulsion
Vandalism / Arson	Willful or malicious destruction or defacement of property. Intentionally setting fire to any school building or property.	Refer to Law Enforcement, 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. Additional policies, rules and regulations may be found in the District Student/Parent Handbook.
- Make up work is expected to be completed, but credit will not be given by classroom teachers for out of school suspensions, truancy or expulsions.
- Discipline of high school students (10-12 building) being referred to the office in the Freshman Center or 9th grade students being referred to the office in the high school (10-12 building) will be communicated with the respective administrators between buildings. From the discussion, the appropriate disciplinary action as well as the appropriate administrator to administer the discipline will be determined.

***Expanded Definitions:**

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

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

Drugs/Alcohol:

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

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

Tobacco Products / Matches / Lighters / Fireworks:

Using any form of tobacco products. 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. (Policy 5512 – 1/10/19)

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

- Using – Employing or availing one’s self of.
- Transmitting – To pass from one person to another.
- Selling – Transferring the property in a contract of a sale.
- Fireworks/Firecrackers – A device for producing a reaction (as of light, noise, or smoke) by combustion or flammable composition.

Weapons / Instruments of offensive or defensive combat:

Possessing, handling, using, transmitting, or selling any object than can 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 ones’ self of.
- Transmitting – To pass from one person to another.
- Selling – Transferring the property in a contract of a sale.
- No student shall possess, handle or transmit any deadly weapon, firearm or destructive device on school property.
- The following 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; and
 - c) the student will be provided an opportunity to explain his/her conduct.
- 2) The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- 3) Following the suspension, the parents/legal guardians/legal custodians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student’s misconduct, and the action taken by the principal.

Expulsion Procedures

- 1) The superintendent (or designee) may conduct an expulsion meeting or appoint one of the following to conduct the expulsion meeting:
 - a) legal counsel
 - b) a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion

- 2) An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or the person designated above.
Failure by student or a student's parent to request and appear at an expulsion meeting after the receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion.
- 3) Notice of the right to appear at an expulsion meeting shall be made by certified mail or by personal delivery, contain the reason for the expulsion, and contain the procedures for requesting an expulsion meeting.
- 4) At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting; the attorney may be available for consultation outside the meeting room during the course of the meeting.
- 5) The Board of Education of the MSD of Pike Township does not hear appeals of expulsion examiners student due process case determinations.

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

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 MSD of Pike Township.
- 2) The superintendent, principal, or other administrative personnel, or teachers shall be authorized to take any action in connection with student behavior in addition to the actions specifically provided which may be reasonable, desirable or necessary to help a student, or further school purposes, or to prevent interference or disruption including such actions as:
 - a) Counseling with a student or group of students.
 - b) Conferencing with a parent or group of parents.
 - c) Assigning students additional work.
 - d) Rearranging class schedules.
 - e) Requiring a student to remain after regular school hours to do additional work, or for counseling, or for detention.
 - f) Restricting extracurricular activities, or
 - Removal of a student by a teacher from that teacher's class for a period not to exceed five (5) class periods (subject to approval of principal).
 - g) Assigning by the principal to:
 - Special course of study
 - An alternative educational program or
 - An alternative school
 - h) Removal of a student from school-sponsored transportation.
 - i) Referring the student to the juvenile court having jurisdiction over the student.
 - j) 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.
 - k) The possible referral to an alternative educational setting.
 - l) Requiring a student to adhere to an individualized behavioral contract.
- 3) Transfers
 - a) The continuation of the Discipline Guide will follow the student to any other school within Pike Township.
 - b) The Discipline Guide remains in effect for the entire school year and does not begin again at semester or trimester break. 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: Natural Consequences, Parent Shadowing, PSA, Restitution, Community Service, Loss of Driving Privileges

Alternative to Expulsion Program Involving Drugs or Alcohol

The Alternative to Expulsion Program is an option available to students of Pike Township Schools who are facing disciplinary actions due to the consumption, possession, or are under the influence of alcohol or drugs during school, on school premises, or during any school sponsored event.

The Alternative to Expulsion Program is a one-time option that allows the student and parents/legal guardians/legal custodians to waive their right to an expulsion meeting. This option is not available where there are multiple charges brought against the student. In choosing this option, you will agree to a substance abuse assessment and to fulfill any recommendations thereof.

To exercise this option, you must contact Mrs. Carol Robinson, District Social Work at 317-387-2211. Mrs. Robinson will provide you with approved substance abuse programs and the specific requirements of the program. The student and parents/legal guardians/legal custodians are required to meet with Mrs. Robinson to sign a contract outlining the stipulations and requirements for your child to return to school. The cost of the assessment and recommended treatment shall be paid for by the student and parents/legal guardians/legal custodians.

Failure to comply with the process, treatment recommendations, meeting to sign the contract and/or failure to comply with any part of the contract will result in an Immediate Expulsion.

Students are encouraged to contact their teachers for any missed assignments and make arrangements to have work picked up. Make-up work shall be permitted for the same amount of days as they are out of school.

THIS OPPORTUNITY MAY BE GRANTED TO A STUDENT ONE TIME WHILE ENROLLED IN THE M.S.D. OF PIKE TOWNSHIP.

Use of Video Cameras

The MSD 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.

Pike High School's Technology Vision Statement

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

M.S.D. of Pike Township Technology and Internet Acceptable Use Policy

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy **5136**).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms, and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may use Corporation Technology Resources to access or use social media only if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have ~~their use~~ privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent and designee as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

Students will sign the Acceptable Usage Form annually.

Administrative Regulation and Procedure for Technology and Internet Guidelines (7540) is available upon request.

Statement of Purpose

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

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

Ownership of District Electronic and Communication Resources & Stored Information

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

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

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

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

Users of the District's electronic and communication resources are on notice by this guideline that messages and other information transmitted, stored, or received on the District's electronic and communication resources may become a "public

record” under the Indiana Access to Public Records Act, Indiana 5-14-3 [“APRA”]. Message and information are subject to disclosure by the District pursuant to APRA request without further notice to the user.

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

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

Students, administrators, staff and employees understand that the use of District owned technology and equipment must be related to school activities and is a privilege extended to them by the corporation. Students, administrators, staff and employees agree that by signing this guideline they will be the sole users of said equipment, that is given to them for M.S.D. of Pike Township use and accept all responsibility for any and all content added and/or changed on the equipment. In addition, it is agreed to only use software that is owned and provided by the District and therefore agree not to install or copy any software. It is recognized that the District will determine the appropriate hardware and software configurations for all technology and it is forbidden to alter or change any configurations without written consent of the Information Technology Department.

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

Appropriate & Prohibited Uses of Electronic and Communication Resources

Any use of the District’s electronic and communication resources must be consistent with the educational mission and objectives of the District. Misuse of electronic and communication resources may result in a range of consequences including denial of access to those electronic and communication resources. The Director of Information Services shall monitor the use of all District electronic and communication resources and shall be authorized to immediately suspend any user’s access to an electronic or communication resource pending review of any alleged misuse by the appropriate supervisor.

“Appropriate Supervisor” for purposes of this section means the principal of the school or building, or the administrator in charge of a facility, to which an employee or student is assigned, or the Superintendent/designee in the case of an administrator.

Students will be permitted access to the Internet through District electronic and communication resources when a parent and student sign and return the appropriate use form.

All student and staff access to the Internet will be subject to a program that filters out Internet sites and information that promote inappropriate or dangerous behavior or contain obscene, pornographic, sexually explicit, or otherwise harmful content. The operation of the filtering software will be monitored for effectiveness by the Chief Technology Office or their designee and its use shall not be disabled or circumvented without the approval of the Superintendent.

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

In addition, it is agreed to only use software that is owned and provided by the District and therefore agree not to install or copy any software. It is recognized that the District will determine the appropriate hardware and software configurations for all technology and it is forbidden to alter or change any configurations without written consent of the Information Technology Department.

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

It is expressly prohibited to send, knowingly receive, display, print, or otherwise disseminate material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating or defamatory. Students, administrators, staff or

employees encountering such material should report it immediately to their immediate supervisor or to the Chief Technology Officer.

Students, administrators, staff and employees should exercise the same care in drafting e-mails communications to others as they would in any other form of communication.

E-mail communications should not be obscene, harassing, defaming, discriminatory, demeaning or contain abusive or sexually explicit language.

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

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

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

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

Definition of Unacceptable Use

THE FOLLOWING USES OF SCHOOL-PROVIDED TECHNOLOGY ARE PROHIBITED:

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

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

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

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

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

Procedure for Inspecting the Electronic and Communication Resources Usage of a User

In cases where electronic messages, documents, files or other electronic and communication resources must be accessed or read, the person who desires access to such materials shall notify the user's immediate supervisor, (or student's teacher

and principal) explaining the reason for the request. The supervisor (teacher, principal) shall submit a request to review the electronic and communication resources usage of a user in writing or by e-mail to the Chief Technology Officer.

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

Confidentiality

Users of the District's electronic and communication resources are expected to protect the integrity of proprietary and confidential information maintained by the District. "Confidential Information" as used in this guideline means information declared confidential by the Board's policy on Access to Public Records or by state or federal law. Confidential information shall never be transmitted or forwarded to a person not authorized to receive the information.

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

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

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

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

Security of District Electronic and Communicate Resources

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

A user of the District's electronic and communication resources who makes use of a password, code or encryption device to restrict or inhibit access to a District electronic resource shall provide immediate unlimited access to this data when requested to do so by the user's supervisor, if an employee, or teacher or principal, if a student. A user's supervisor (if an employee) or principal or teacher (if a student) is authorized by this guideline to override, void, or destroy any code, password, or encryption device to access any information stored on or accessible through a District's electronic resource.

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

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

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

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

By signing the Technology and Internet Acceptable Use Safety Contract and using the District's electronic technology as defined above, the administrator, staff member, employee or student is consenting to have such use monitored by authorized personnel, at the District's sole discretion. The administrator, staff member, employee or student also expressly waives any right to privacy and anything they create, store, send or receive on the computer or the Internet under the Electronic Communication Privacy Act, and any other state or federal law regarding e-mail and Internet use. The administrator, staff member, employee or student further realizes that he or she does not have a personal privacy right in any matter created, received or sent utilizing the MSD of Pike Township's computer systems, Internet access or e-mail system.

Approved: June 11, 2015

Building, Grounds and Facilities

Care of the Building

Students have a responsibility for cooperating in maintaining a clean, well-kept building. All waste paper and refuse should be placed in the waste containers located throughout the building. Students should take pride in the excellent, attractive facilities and do nothing which might damage or destroy property.

Electrical Power Failure

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

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

Fire Drills

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

Tornado Drills

Pike High School conducts at least four state-mandated tornado warning drills each school year.

If an emergency tornado warning is announced, the procedure will depend on the amount of time available. If the action must be immediate, all persons in the building should follow the instructions as posted in the area. If students are outside the building when a warning is sounded and the danger is immediate, they should lie flat in the nearest depression, such as a ditch or a ravine.

Emergency School Closings

When weather conditions exist which might cause uncertainty about MSD Pike Township School closings, parent/guardian will receive an auto-dialer message and are also 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 and on Twitter @Pikeschools.

Television Stations

WRTV – Channel 6

WISH – Channel 8

WTHR – Channel 13

WXIN – Fox 59

If school is to be delayed or closed, it will be announced. If school is delayed, there will be an alternative kindergarten schedule. If school dismisses early, there will be no afternoon kindergarten. Please **DO NOT** call the school office. If Pike Township or 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.

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>

Pike SAFE

Pike Township Schools Hotline (317) 387-2227

- S - Secure doors**
- A - Alert (See something, Say something)**
- F - Follow directions during an emergency**
- E - Evaluate the situation as it occurs**




Integrated Pest Management

The Metropolitan School District of Pike Township is committed to providing students and staff with a safe environment. It seeks to prevent children and staff from being exposed to pests and pesticides.

While pesticides protect children and staff from pests that may be found in the school and its surrounding grounds, under some circumstances pesticides may pose a hazard to children and staff.

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

The Metropolitan School District of Pike Township will:

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

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

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

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

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

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 located at 3950 West 56th Street, Indianapolis, IN 46268. Plans for individual schools and other buildings are located in the administration office of each building. The plans can be viewed by any person during normal business hours of the particular school.

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

Family Educational Rights and Privacy Act –Protection and Privacy of Student Records

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

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the principal by October 1.

For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board of Education.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal.

You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

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

FURTHER, PARENTS HAVE THE RIGHT TO INSPECT, UPON REQUEST, A SURVEY OR EVALUATION CREATED BY A THIRD PARTY BEFORE THE SURVEY/EVALUATION IS ADMINISTERED OR DISTRIBUTED BY THE SCHOOL TO THE STUDENT. THE PARENT WILL HAVE ACCESS TO THE SURVEY/EVALUATION WITHIN A REASONABLE PERIOD OF TIME AFTER THE REQUEST IS RECEIVED BY THE PRINCIPAL. THE INFORMATION A PARENT MAY ACCESS INCLUDES:

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

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

FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
400 MARYLAND AVENUE, SW
WASHINGTON, D.C. 20202-4605
WWW.ED.GOV/OFFICE/OM/FPCO

INFORMAL INQUIRES MAY BE SENT TO THE FAMILY POLICY COMPLIANCE OFFICE VIA THE FOLLOWING E-MAIL ADDRESSES: FERPA@ED.GOV AND PPRA@ED.GOV

Pike High School Clubs and Organizations

1	Academic Super Bowl	E103; As Needed
2	Alliance	PHS Media Center; Wednesdays
3	Astronomy Club	Planetarium; Tuesdays
4	Best Buddies	H107; Wednesdays
5	Biology Club	U208; Wednesdays
6	Black History Club	F111; Wednesdays
7	Bookstore	K111; Class/Bookstore
8	Brain Game Team	G109; Tuesdays
9	Business Professionals of America	K103/Canvas; Wednesdays
10	Class Sponsor - Freshman	X209; As Needed
11	Class Sponsor - Junior	W210; As Needed
12	Class Sponsor - Senior	Student Services; As Needed
13	Class Sponsor - Sophomore	E105; As Needed
14	Climbing Club	Tuesdays; Hoosier Heights (M122)
15	El Puente	H115; Tuesdays
16	Environmental Science Club	M127; Tuesdays
17	Family, Career, & Community Leaders of America (FCCLA)	B127; Tuesdays
18	French (Movie) Club	F123; Thursdays
19	Girls Who Code	W215 Wednesdays
20	Girls Wrestling Club	Wrestling Room; Tuesdays/Thursdays
21	Health Occupations Students of America (HOSA)	Z214; Tuesdays
22	History Club	G102; Thursdays
23	Horticultural Club	E118; Wednesdays
24	Intramural Sports	PHS Student Services; Variable Schedule
25	Jam Club	Z212; Tuesdays
26	Junior Classical League	E103; As Needed
27	Key Club	E127; Tuesdays
28	Model UN	G109; Wednesdays
29	National Art Honor Society*	C126; Thursdays
30	National Association of Black Chemists & Chemical Engineers	D136; Thursdays
31	National Honor Society*	E108; Tuesdays/Thursdays
32	National Society of Black Engineers (NSBE)	U208; 2nd Thursday
33	Newspaper Club (Pike Hi-Life)*	F102; During Class
34	Pike Camera Club	C122; 2nd & 4th Wednesday
35	Pike Innovation Team	G103; Tuesdays
36	Pike Leadership Council	Student Services; As Needed
37	Pike Pride Club	U208; 1st Thursday of the Month
38	Pike Student Ambassadors*	W211; As Needed
39	Prom Committee	W210; As Needed
40	QUEST (Christian Club)	Z206; Fridays
41	RDTV	L108; As Needed/Class
42	Red Devil Reboot	L107; TBD
43	Robo-Devils Robotics Club	Robotics Room; Tuesdays & Thursdays
44	Rocket Club	E122; Tuesdays

45	Roots	G108; Wednesdays
46	Rugby Club (Boys and Girls)	Practice Football Fields; Spring
47	Science Olympiad	C130; Thursdays
48	SHPE (Society of Hispanic Professional Engineers)	D133; Wednesdays
49	Sierra Club	E122; Thursdays
50	SLASH (Graphic Arts Club)/Anime Club	C123; Thursdays
51	Sociedad Honoraria Hispanica*	E101; Thursdays
52	SOPO (Society of Plastic Obtainers)	E104; Tuesdays
53	Spanish Club	F122; Wednesdays
54	Speech and Debate Club	F103; Thursdays
55	Spell Bowl	E103; Tuesdays - Fridays
56	STYLE (Strong, Talented, Young Ladies, Empowered)	PHS Media Center; Thursdays
57	Swing Dance Club	PFC Choir Room; Tuesdays
58	Ultimate Frisbee Club	X201; Thursdays
59	VEX (RoboDevils)	Robotics Room/D133; Thursdays
60	Well-Read Devils (Book Club; Library Advisory Council)	PHS Media Center; Wednesdays (Lunch)
61	Yearbook (Pike's Peek)*	F101; Class
62	Young Men of Purpose Mentoring	PFC Conference Room; Thursdays

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July, 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.
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Adopted by the Board of Education on August 13, 2020

Notes: