



**2023-2024**

# **High School Parent-Student Handbook**

**MSD of Pike Township**



# Handbook Use

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

6901 Zionsville Road  
Indianapolis, IN 46278  
(317) 293-0393

(Board Approved Revisions 7/13/2023)

## Welcome to MSD Pike Township



Welcome to the 2023-2024 school year! It is truly a pleasure to serve alongside our dedicated staff in the MSD of Pike Township.

In the MSD of Pike Township, we are committed to excellent equitable learning opportunities for all scholars. We accomplish this goal through high expectations that are attainable and supported by staff, families, students, local businesses, and other community stakeholders. We are committed to ongoing training and professional development targeted to the needs of our scholars and staff.

Serving our scholars and meeting the needs of our families remain priorities as we strive to be recognized as “The Place with Heart.” Together, we will provide opportunities for Pike Township scholars to take the next steps in realizing their dreams. We look forward to celebrating, with you, many accomplishments and successes this school year.

Dr. Larry D. Young, Jr.  
Superintendent  
MSD of Pike Township

*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.*

## Policy Notification Statement

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

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

**Title IX Coordinator**  
**Dr. Justin Hunter (317) 293-0393**  
**Director of Human Resources**  
**6901 Zionsville Road**  
**Indianapolis, IN 46268**

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

Inquiries regarding compliance with Section 504 should be made to:

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

## Section 504 Compliance

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

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

# Pike Township School Board of Education



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# Pike High School Administration

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 2023-2024 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,



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# Table of Contents

<b>Welcome to MSD Pike Township</b>	<b>3</b>
<b>Policy Notification Statement</b>	<b>4</b>
<b>Section 504 Compliance</b>	<b>4</b>
<b>Pike Township School Board of Education</b>	<b>5</b>
<b>Pike High School Administration</b>	<b>6</b>
<b>Table of Contents</b>	<b>7</b>
<b>Foreword</b>	<b>11</b>
<b>MSD of Pike Township Mission Statement</b>	<b>11</b>
<b>MSD of Pike Township Core Values</b>	<b>11</b>
<b>MSD of Pike Township Vision</b>	<b>11</b>
<b>MSD of Pike Township aims to develop students who:</b>	<b>12</b>
<b>Pike High School Mission Statement</b>	<b>12</b>
<b>Pike High School Goals</b>	<b>12</b>
<b>Section I - General Information</b>	<b>13</b>
Admission/Placement of Students	13
Enrollment After Start of Semester	13
Exit Interview for Student Withdrawal	13
Withdrawal from School	13
Cell Phone/ Electronic Device Usage	14
Headphones	15
Communication	15
Change of Address and/or Telephone Numbers	15
Community Use of Building	16
Convocations	16
Daily Bell Schedule	16
Distribution of Literature	16
Dress for Success	17
Family Conferences	19
Food Service	19
Breakfast Program	19
Lunch Program	20
Methods of Payments	20
Negative Balances	20
Meal Benefits	20
Additional Information	21
Guidance	21
Guidance-Sponsored Programs	22
Library/Media Center	22
Lockers	22
Lost and Found	23



Pike High School PTO	23
Pick Up and Drop Off Procedures	23
Early Release/Dismissal	23
RideShare Services (Uber/Lyft)	24
Walking to School	24
Roles and Responsibilities	24
Selective Service	25
Student Deliveries	26
Student Fundraising Activities	26
Curriculum Material Fee (previously Textbook Rental)	26
Use of Video Cameras	26
Visitors	26
<b>Section II - Student Academics</b>	<b>27</b>
Academic Awards Program	27
Academic Misconduct	27
Alternative Academic Program Placement	28
Classification of Students	28
Commencement Exercises	28
Core 40	28
Final Exams	29
Graduation Requirements	30
High School Credits Earned in Middle School	32
Homework	32
Honor Roll	32
Honors Program/International Baccalaureate Diploma	32
National Honor Society	33
Permanent Student Records	33
Public Complaints, Comments, and Concerns About Curriculum	34
Technology and Internet Acceptable Use of Policy	36
<b>Section III - Student Conduct</b>	<b>37</b>
Attendance and Tardy Policies	37
Attendance	37
Consequences	38
Definitions	38
Explanation of Policy	39
General Guidelines	40
Make Up Work	41
School District	41
Tardy Policy	42
Truancy	42
Habitual Truant	43
Habitual Truancy/Driver's License	43
Habitual Truant Policy – Restriction of Driver's Licenses and Permits	44
Bullying	44



District-Wide Behavior Offenses	45
Alternative to Expulsion Program Involving Drugs or Alcohol	52
Search of Personal Property, Student, Locker and/or Vehicles	52
Locker Search	53
Social Media Guidelines for Students	53
Student Conduct	54
<b>Section IV - Health, Wellness, and Safety</b>	<b>55</b>
Communicable/Infectious Diseases	55
Control of Casual-Contact Communicable Diseases and Pests	56
Control of Non-Casual-Contact-Communicable Diseases	56
COVID-19	56
Emergency School Closings	57
Fire Drills/Tornado Drills	57
Fire Drills	57
Tornado Drills	58
Lockdown Drills	58
Food Items	59
Immunizations	59
Indiana 2023-2024 Required and Recommended School Immunizations	59
Leaving the Building	60
Medical	60
Clinic	60
Medication	60
Guidelines for Self-Administration of Medication	61
Exclusions	62
Pest Management	63
Reporting Threats Against School Personnel	63
Safe Schools	64
Smoke Free Property	65
Wellness	65
<b>Section V - Student Activities</b>	<b>65</b>
Co-Curricular & Extracurricular Activities	65
Cooperative Agreement	66
Clubs and Organizations List	67
Dances/Prom	67
Field/Study Trips	67
Interscholastic Athletes	68
Intramurals	69
Red-Shirting	69
Student Assistants	69
Student Government	69
Class Officers	69
Student Council	70
Student Council Election	70

<a href="#">Student Publications</a>	70
<a href="#">School Paper</a>	70
<a href="#">Yearbook</a>	71
<a href="#">Work Permits</a>	71
<b><a href="#">Section VI - Transportation</a></b>	<b>71</b>
<a href="#">Bus Transportation</a>	71
<a href="#">Bus Regulations</a>	71
<a href="#">Bus Transfers</a>	72
<a href="#">Driving Permits</a>	72
<b><a href="#">Section VII - Rights and Laws</a></b>	<b>73</b>
<a href="#">American Disabilities Act (504).</a>	73
<a href="#">Child Abuse and Child Sexual Abuse Policy</a>	73
<a href="#">Display of the American Flag and The Pledge of Allegiance</a>	74
<a href="#">Moment of Silence</a>	74
<a href="#">Family Educational Rights and Privacy Act - Protection and Privacy of Student Records</a>	75
<a href="#">Homeless Students-McKinney Vento</a>	76
<a href="#">Human Dignity</a>	77
<a href="#">Human Sexuality and HIV Prevention Education Policy</a>	77
<a href="#">Indiana State Statutes and M.S.D. of Pike Township Policies</a>	79
<a href="#">Insurance Claims</a>	84
<a href="#">Non-Custodial Parent Rights</a>	85
<a href="#">Parent Liability</a>	86
<a href="#">Required Annual AHERA Notice</a>	86
<a href="#">Right to Inspect Teaching Materials/Survey Participation</a>	87
<a href="#">Student Organization and Equal Access</a>	87
<a href="#">Student Rights of Expression</a>	88
<a href="#">Note</a>	88

## Foreword

This Student Handbook was developed to answer many of the commonly asked questions that you and your families 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 families. If you have any questions that are not addressed in the Handbook, you are encouraged to talk to the principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 2023. If any of the policies or administrative guidelines referenced herein are revised after July 2023, language in the most current policy or administrative guideline prevails. Current Board policies are available on the District's web site found at [www.pike.k12.in.us](http://www.pike.k12.in.us).

## MSD of Pike Township Mission Statement

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

## MSD of Pike Township Core Values

### Core Values

We believe...

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



## MSD of Pike Township Vision

### Vision

The M.S.D. of Pike Township's shared vision and goals are reflected in the exemplary achievement and progress of all students. Pike embraces its diversity to strengthen and build relationships in a respectful manner, serving all community members. Staff uses a variety of research-based instructional practices to actively engage students in a safe and inviting

environment. Goals are set, results assessed, and intervention implemented to ensure continuous improvement in order for students to reach their individual potential. The school climate and culture created through ongoing improvement sustains our efforts as we reach the next level of excellence.

## **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**

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

- Pike High School's graduation rate will be 92% or above.
- Pike High School's non-waiver graduation rate will be 82% or above.
- At least 70% of all graduates will earn 3 or more college credits while in Pike High School.

## **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.

# Section I - General Information

## Admission/Placement of Students

The building principal should be contacted for information regarding enrollment, legal settlement, and out of district transfers. A student, whose previous educational experience has been outside the district, will be placed based on the level where they will likely learn most effectively.

## Enrollment After Start of Semester

Due to credit requirements and attendance guidelines established by the MSD of Pike Township, a student enrolling in Pike High School 20 days after the start of the semester must provide current academic records (grades) from their previous school. In order to earn credits, a student enrolling in PHS who has no current academic records within 20 days of the start of the semester will be placed in Pike High School's virtual school.

## 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 learner's permit and employment certificate.

## Withdrawal from School

The guardian should complete a withdrawal form and provide the name of the new school. When a student withdraws from school we request that you provide a forwarding address and all outstanding fees (cafeteria, library, book rental, etc.) must be cleared with the

office. School records will be forwarded to the new school when a request for records has been received. The student needs to return all curriculum materials (textbooks, Chromebook/laptop/iPad, case, and charger).

## Cell Phone/ Electronic Device Usage

A student may possess a cellular telephone or other personal communication devices (PCD- personal communication device - may include but are not limited to: cell phones, iPads, and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other PCD remains off and out of sight. Students may not use cellular telephones or PCDs on school property or at a school-sponsored activity to gain access and/or view Internet websites that are otherwise blocked to students at school.

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

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

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

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

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

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

Parents/guardians are advised that the best way to connect 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.

## Expectations

1. Cell Phones (personal communication devices) are to be powered off and remain out of sight during the school day unless you have permission by a classroom teacher or administrator.
2. Recording, creating, or sharing videos or pictures of other people while at school is strictly prohibited.

## Consequences

### Step 1

- Warning
- Parent Conversation

### Step 2

- In-person conference with parents
- Detention

### Step 3

- 1 Day Guided Learning

### Step 4

- ISS or guided learning up to 5 days
- Loss of phone privileges for semester (check-in/check out process if deemed necessary)

\*Depending on the severity of a cell phone violation, consequences may be accelerated at the discretion of administration.

## **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.

## **Communication**

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



## **Change of Address and/or Telephone Numbers**

Any address or telephone number change, whether it is for home or work, needs to be submitted to the school office. It is imperative that if you move, at any time during the school



year, that you contact the school with updated residency information as well as home telephone, work, emergency, and cell phone information.

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

## **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 approved 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.

## **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.

## **Curriculum Material Fee (previously Textbook Rental)**

Curriculum material fees are established by the Board of Education. The fees vary each year due to the unpredictable costs of books and materials. The Metropolitan School District of Pike Township values and appreciates the promptness with which most of our families pay their curriculum material fees. It is our belief that this obligation is a responsibility all must take seriously so we can continue to provide our students with the books and materials they need in their education. Parents/guardians may complete an application for Federal assistance, which covers the expense of curriculum materials. All families are responsible for paying for Consumable Fees as these fees are not covered by the federal assistance program.

If a child's curriculum material fees are not paid or if regular payments are not made as agreed, the owed amount will be subject to collection agency procedures.

## Daily Bell Schedule

1	7:15	8:03
2	8:10	8:54
3	9:01	9:45
4	9:52	10:36
5	10:43	12:41
A	10:43	11:08

B	11:14	11:39
C	11:45	12:10
D	12:16	12:41
6	12:48	1:32
7	1:39	2:23

## Distribution of Literature

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



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

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

## Dress for Success



Our school philosophy emphasizes that education is to help the individual develop their 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 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 ID. 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.

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.**

## Family Conferences

The academic success of a student is shared by students, parents/guardians, 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 family conferences scheduled throughout the year.

## Food Service



### Breakfast Program

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

### Lunch Program

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

### Methods of Payments

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

## 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

Our goal is to continue supporting all students and families by ensuring access to free school meals through the district's participation in the Community Eligibility Provision (CEP) of the National School Lunch Program. Students are eligible for free meal benefits upon school enrollment but must complete a free and reduced application for textbook assistance. Applications are confidential and available prior to the start of the school year. Parents or guardians can submit the application online at <http://msdpike.heartlandapps.com>. We encourage all parents to use the online method, however paper applications are also available from the Food Service Department or the school office.

The food service department will send e-mail communications regarding meal benefits and the online application link to all families in mid-July. All children (no matter which Pike school they attend) are to be included on one application. DO NOT complete an application for each child. Incomplete applications will result in a delay of processing. Parents are financially responsible for any meals consumed prior to the application being processed.

If you have applied for free & reduced benefits and have not received a letter informing you of your benefit level, please contact the Food Service Office at (317) 387-2501 or via email at [foodservice@pike.k12.in.us](mailto:foodservice@pike.k12.in.us). In August and September, please allow up to 10 business days to process your application due to the high volume of submitted applications.

## Additional Information

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

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

1. Carryout/fast food items are not to be eaten in the school cafeterias. Use of delivery services such as (DoorDash, UberEats, etc.) is prohibited by students.
2. All food items and drinks must be consumed in the cafeteria.
3. Do not make purchases for others; buy only what will be eaten in the cafeteria.
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.

## Guidance

Professional guidance and counseling services are available to all students. Each student will be asked to meet with their 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 their needs through exploration of their interests, abilities, aptitudes, and personality, thus giving them 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.



## Library/Media Center

The Media 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 other non-book materials may be checked out for two weeks.

Audio-visual materials are housed in the Information Center. They 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.

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

## 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 their 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 their 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.
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.

## 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.

## Pike High School PTO

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.

## Pick Up and Drop Off Procedures



The high school provides adult supervision ten minutes before school and until ten minutes after the end of the regular school day. Please drop off and pick up students only during the specified time-frame. A note from the parent/guardian is required for a student to leave during the school day. This note should be received prior to the first period on the day the student requests to leave. In addition, the parent/guardian is required to come to the office and sign the student out whenever taking them out of school during the school day.

### Early Release/Dismissal

Students are dismissed early on final exam days. Please refer to your school website for early dismissal dates and times.

### RideShare Services (Uber/Lyft)

MSD Pike will release students for pick up only to parents/guardians and other individuals expressly authorized by a parent/guardian. It is not the practice of MSD Pike to allow students to be picked up by Uber, Lyft, and other similar individual commercial transportation services ("Rideshare Service"), and MSD Pike cannot accept a general authorization for a student to be picked up by a Rideshare Service. Any parent/guardian instructing MSD Pike to release a student to a Rideshare Service must provide the School with a signed and dated Rideshare Permission Form and Waiver of Liability each time the parent/guardian authorizes the student to be picked up by a Rideshare Service.

### Walking to School

Students are not permitted to walk to or from school unless there is a contiguous boundary, meaning they may not walk across a street to reach the school. This rule is in place to maintain the safety of the students.

## Roles and Responsibilities

All school community members are responsible for assuring that the environment of the school is supportive to the educational program. This school community is defined as parents,

guardian/legal custodians, students, faculty/staff, administrators, and the Board of Education of the Metropolitan School District of Pike Township.

- **Parent(s), Guardian(s), Legal Guardian(s) Responsibilities:**

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

- **Student Responsibilities:**

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

- **Faculty/Staff Responsibilities:**

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

- **Counselor Responsibilities:**

- To work with students on academic and post-secondary goals.
- To confer with parents concerning academic and post-secondary options.
- To support the social emotional learning of all students.

- **Building Administrator (Principal/Assistant Principal) Responsibilities:**

- To plan, organize, and direct the schools to assure that all standards are implemented and understood.
- To monitor the standards to assure that the schools are safe learning environments.

- To confer with students, parents, and staff concerning the standards and rules.
- To counsel with staff on effective ways to improve student behavior.
- To establish programs for staff so that all persons understand the established standards.
- **Superintendent Responsibilities:**
  - To assure that building administrators follow the policies of the M.S.D. of Pike Township relative to student discipline.
  - To make recommendations to the Board of Education for changes that should be made in policies in light of changes in state and federal legislation and based on recommendations of administrators.
- **Board of Education Responsibilities:**
  - To establish and uphold discipline standards and policies of the district to foster an optimal learning environment.

## Selective Service

Male students must register for the Selective Service Program upon reaching their eighteenth birthday. This may be done at any post office or [sss.gov](http://sss.gov).

## 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.

## Student Fundraising 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.

## Use of Video Cameras

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

## Visitors



The Board welcomes the active interest of parents and citizens in the public schools, and invites the community to visit at any time. However, since schools are a place of work and learning and must be secure, certain limits must be set 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).

## Section II - Student Academics

### 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.

### Academic Misconduct

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

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**

## 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.

## 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.

## 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.

## Exceptional Learners (Special Education)

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

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

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

## Final Exams

Class final exams are given at the end of each semester. Unless the student's absence is documented by a physician for health reasons, or for reasons outlined by the state of Indiana for excused absences, final exams will not be granted and/or completed early.

At the end of the first semester, in those rare instances where permission is granted for the student to make-up a final, the final exam(s) shall be completed within the first two(2) weeks of the student's return to school after the documented absence. Students who fail to complete their final(s) exam(s) within the first two (2) weeks of the student's return to school after the documented absence, may have their grade(s) for the course(s) calculated with a failing grade for the final included in the semester grade.

Family vacations (including travel in/out of state and travel out of country), family celebrations, and family "emergencies" are not accepted excused absences. At the end of the school year, a student who misses a final exam(s) due to an excused absence may have their grade calculated without the final exam test grade.



## Grading Scale

Board Approved 6-14-2018

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

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. In addition to credit requirements, students must demonstrate employability skills, and post-secondary readiness competencies (Graduation Pathways). Pathways requirements are subject to change by the IDOE. 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.

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
<b>English – 8 Credits</b>	<b>English – 8 Credits</b>	<b>English – 8 Credits</b>	<b>English – 8 Credits</b>
<b>Math – 4 Credits:</b> 2 Credits in Algebra 1 2 Credits in any math course	<b>Math – 6 Credits:</b> 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	<b>Math – 8 Credits:</b> 2 Credits in Algebra 1 2 Credits in Geometry 2 Credits in Algebra 2 2 Credits in Probability/Statistics, Trigonometry, Pre-Calculus, or Calculus	<b>Math – 6 Credits:</b> 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
<b>Science – 4 Credits:</b> 2 Credits in Biology 2 Credits in any science course	<b>Science – 6 Credits:</b> 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	<b>Science – 6 Credits:</b> 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	<b>Science – 6 Credits:</b> 2 Credits in Biology 2 Credits in Chemistry, Physics, or Integrated Chemistry/Physics (ICP) 2 Additional credits from above or any Core 40 science
<b>Social Studies – 4 Credits:</b> 2 Credits in US History 1 Credit in US Government 1 Credit in any social studies course	<b>Social Studies – 6 Credits:</b> 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	<b>Social Studies – 6 Credits:</b> 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	<b>Social Studies – 6 Credits:</b> 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
<b>Physical Education – 2 Credits</b>	<b>Physical Education – 2 Credits</b>	<b>Physical Education – 2 Credits</b>	<b>Physical Education – 2 Credits</b>
<b>Health – 1 Credit</b>	<b>Health – 1 Credit</b>	<b>Health – 1 Credit</b>	<b>Health – 1 Credit</b>
		<b>World Languages – 6 or 8 Credits:</b> 6 Credits in one language or 8 Credits in two different languages	<b>Career/Technical Courses-</b> 8 or more related credits
		<b>Fine Arts – 2 Credits</b>	

<b>Career Academic Sequence -</b> 6 Credits: Electives selected in a deliberate manner to take advantage of career exploration and preparation opportunities.	<b>Directed Electives – 5 Credits:</b> World Languages or Fine Arts or Career/Technical	<b>Other – Must have ONE of the following:</b> · 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	<b>Other – Must have TWO of the following:</b> · 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
		<b>Grade/GPA Requirements:</b> “C” or above in all courses that count toward the Core 40 with Honors diploma and an overall “B” average.	<b>Grade/GPA Requirements:</b> “C” or above in all courses that count toward the Core 40 with Technical Honors diploma and an overall “B” average.
<b>11 Electives</b> – For a total of 40 credits	<b>6 Electives</b> – For a total of 40 credits	<b>8 Electives</b> – For a total of 47 credits	<b>10 Electives</b> – 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.**

## High School Credits Earned in Middle School

Middle school students who take high school courses in their middle schools (such as Geometry, Algebra I, Spanish I, or ICP) will receive high school credits and grades for these courses if they successfully complete the course with a grade of B or higher. 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.

## Homework

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



## 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.

## Permanent Student Records

Per [Board Policy 8330](#), the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.



## Post-Secondary Student Enrollment Program

Students in all grades 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.

## 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.

## Public Complaints, Comments, and Concerns About Curriculum

Upon request by a parent/guardian, the MSD of Pike Township will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and state assessment(s). Please note that 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. For further information please click [here](#).

## 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.

## Rank in Class/Weighted Grades

A student's rank in class is important; it is essential that each student achieve to the best of their 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 basis 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
<i>WEIGHT</i>	<i>(REGULAR x 1.0)</i>	<i>(AP x 1.25)</i>	<i>(HONORS, etc. x 1.20)</i>
<b>A+</b>	4	5	4.8
<b>A</b>	4	5	4.8
<b>A-</b>	3.667	4.5838	4.4004
<b>B+</b>	3.333	4.1663	3.9996
<b>B</b>	3	3.75	3.6
<b>B-</b>	2.667	3.3338	3.2004
<b>C+</b>	2.333	2.9163	2.7996
<b>C</b>	2	2.5	2.4
<b>C-</b>	1.667	2.0838	2.0004
<b>D+</b>	1.333	1.6663	1.5996

<b>D</b>	1	1.25	1.2
<b>D-</b>	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.

## Repeating Courses with Low Grades

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.

## 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, they must also indicate that on the form requesting seven-semester graduation.

## 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.

## Summer School

Traditional Summer School is no longer being offered at Pike High School. Summer School information can be obtained by visiting <https://indianaonline.org/summer-school/> or contacting your guidance counselor for other potential options.

## Technology and Internet Acceptable Use of Policy

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



## 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.

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. For students planning to attend college, the College Board Scholastic Aptitude Test (SAT) or the American College Test (ACT) should be taken either in the spring of junior year or fall of senior year. Information and registration forms are available in the Guidance Office.

# Section III - Student Conduct

## Attendance and Tardy Policies

Education is one of the most valuable undertakings of our county. Formal schooling is not only very desirable but also absolutely essential for the conservation of American society. The State of Indiana places education at the top of its priorities. A very high, positive correlation exists between formal learning and school attendance.





Accordingly, it is incumbent upon this school system to use every reasonable measure to instill dutiful attendance habits in every student.

A day lost in the classroom can never be completely retrieved; the dialogue between the teacher and the students in a classroom group environment can never be effectively duplicated. This policy's purpose is to encourage academic effort by discouraging unacceptable absenteeism which is viewed as lack of effort. Student attendance shall be in conformance with I.C. 20-33-2-47 and School Board Policies.

## Attendance

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

- a. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- b. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- c. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- d. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- e. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- f. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7)

High school seniors will be allowed two (2) college/university visitation days. This stipulation will only be granted after a student has verified these visitations through the college/university office of admissions. The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

- g. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5).

## Consequences

On the sixth (6th) day of absence in any one (or more) class at the high school a notification of absences will be sent to the parent/guardian. The notice will serve as a reminder that their 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 their 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 a study hall.

## Definitions

- a. Absence - Each teacher will record an absence when the student is not in attendance for any time during 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 am to 10:58 am 11:04 am to 2:23 pm
- c. Absences Not Counted – A student will not be counted absent in the following circumstances:
  1. Authorized school-sponsored activities
  2. Death in immediate family
  3. Religious observations
  4. High school seniors will be allowed two (2) college/university visitation days. This stipulation will only be granted after the student has verified these visitations through the college/university office of admissions.
  5. Page for an honoree of the Indiana General Assembly, verified by certificate of the Secretary of the Senate or the Chief Clerk of the House of Representatives.
  6. Subpoena to appear in a court as a WITNESS in a judicial proceeding, verification in writing by parent/guardian upon student's return, further verified by the subpoena.
  7. Students serving on the precinct election board or as a helper to a political candidate or to a political party, on the date of each general, city or town, special, and primary election at which the student works. Prior to the date of election, the student shall submit a document signed by one (1) parent/guardian giving permission to participate, and the student must verify to school officials performance of services by submitting a document signed by the candidate, political party chairman, campaign manager or precinct officer.

8. Ordered to active duty with the National Guard. For verification, copies of orders to active duty and orders releasing the student from the active duty shall be submitted.
  9. A 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.
  10. Is receiving homebound instruction due to a chronic illness, as documented by a certificate of incapacity.
- d. Absences Counted – A student shall be counted absent in the following circumstances:
1. Personal Illness
  2. Parent-requested funeral attendance for other than immediate family
  3. Medical and dental appointments
  4. Emergency situations
  5. Family vacations
  6. Non-school sponsored school-to-work activities
- e. Absences Truancy – All absence from school without parental knowledge or consent.

## Explanation of Policy

- a. Student absences must not exceed seven (7) days per semester. All absences other than those listed in Section C will count toward the seven-day limit:
- \*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 a study hall or an alternative program.**

## General Guidelines

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

## Make Up Work

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, they will have three (3) school days to complete all make-up work.

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

## School District

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

A child may remain in attendance in the same school for the remainder of that semester at the election of the parent where a change in the attendance area is made within the M.S.D. of Pike Township, after said child has commenced attendance for such year. Transportation of the child shall be the responsibility of the parent.

A child may be enrolled in the school located in the attendance area established by the permanent residence of the parent by virtue of the purchase or construction of housing to be completed by November of the current school year when said parent established initial residence in temporary housing outside of the regular attendance area in the Metropolitan School District of Pike Township. Transportation shall be the responsibility of the parent. Parent(s) whose student(s) is/are accepted to an elective enrollment school will assume that elective enrollment school as their attendance area school (home school).

2. The legal settlement of a child shall be defined in accordance with IC 20-18-2-11 and IC 20-26-11-1 through IC 20-26-11-29 as approved and as amended by the Indiana General Assembly.
3. A child with legal settlement in the M.S.D. of Pike Township will be granted a transfer to another school corporation only in accordance with state law and the rules of the Indiana State Board of Education.
4. Attendance of any child, whose legal settlement is outside the M.S.D. of Pike Township, shall be in accordance with [Board Policy 5111](#).

## 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 <sup>st</sup> – 4 <sup>th</sup> Tardy	Warning	
5 <sup>th</sup> – 6 <sup>th</sup> Tardy	Full Day Guided Learning	Conference with Assistant Principal
7 <sup>th</sup> – 9 <sup>th</sup> Tardy	Failure to Follow Direction 1 Day Out of School Suspension	Conference with Assistant Principal

10 <sup>th</sup> -12 <sup>th</sup> Tardy	Insubordination 2 Days of Out of School Suspension	Conference with Assistant Principal
13 or more Tardies	3 Days of Out of School Suspension	Conference with Assistant Principal
	May Also Include: Contract, Alternative to Expulsion, Expulsion	

*Example: 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 truancies can result in the invalidation of the student's school driving privileges and/or probationary driver's license.

### **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.

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

### **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.

## **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. You may also submit a bullying report at [www.pike.k12.in.us](http://www.pike.k12.in.us) or call the Safe Schools Hotline at (317) 387-2227. 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.

## **District-Wide Behavior Offenses**

The Metropolitan School District of Pike Township Board of Education holds high expectations for all students and believes staff, students, parents and the community must share accountability for student achievement and behavior.



This guide is not all inclusive. Discretion is up to the building administrator (or designee) who will determine the consequence that is appropriate for each specific incident. Decisions will be made with the best interest of all parties involved. Every effort will be made to keep all students in a learning environment.

Make up work is expected to be completed, but credit will not be given by classroom teachers for out of school suspensions, truancy or expulsions.

## DISTRICT-WIDE BEHAVIOR OFFENSES AND CONSEQUENCES GUIDE:

Codes: **GL:** Guided Learning **OSS:** Out of School Suspension

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, 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.	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, expulsion,
Bus Incident	An action which creates turmoil or disorder. Any action that causes a disruption in or around the school bus or one that constitutes an interference with bus safety	Verbal reprimand, parent conference, GL, PSA, suspension, expulsion, refer to Law Enforcement, loss of bus privileges
Disruptive Behavior	An action which creates turmoil or disorder. Any action that causes a disruption in or around the learning environment or one that constitutes an interference with school purposes.	Parent conference, detention, Friday/Saturday School, GL, suspension, parent shadowing
Driving Violations	Reckless driving or misuse of driving privileges.	Loss of driving privileges on the MSD of Pike Township's property, Refer to Law Enforcement
Drugs/Alcohol	Possessing, using, selling, consuming, transmitting, or being under the influence of drugs, alcohol or any substance represented to be drugs or alcohol or anything used or designed to be used primarily for the storage, processing, delivery or consumption of a controlled substance. *See Expanded Definition	This offense carries a minimum 5 days OSS, Refer to Law Enforcement, 5 – 10 day OSS, expulsion
Failure to Follow Directions/ Insubordination	The failure to comply with directions of teachers/administrators or other school personnel during any period of time when the student is properly under their supervision.	Parent conference, detention, GL, Friday/Saturday School, parent shadowing, suspension, referral to Habitual Offender

Disrespect a Teacher/ Extreme Disrespect	Highly inappropriate gestures, language and/or actions that can be viewed as obscene or rude to a peer, staff member or adult in authority.	Parent conference, parent shadowing, GL, detention, Friday/Saturday School, suspension, 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, expulsion
Fighting	Engaging in physical contact or struggle with one or more students. A disagreement between two or more students in which physical contact occurs, punches are thrown, or any part of the body is used either aggressively or in retaliation. (This could include but is not limited to throwing fists, kicking, or pulling hair.)	Restitution (if applicable), suspension, 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, 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
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.	GL, suspension, expulsion, referral to Law Enforcement
Inappropriate Use of Technology	<ul style="list-style-type: none"> <li>a. An action that would violate copyright provisions.</li> <li>b. Accessing unauthorized school records or technology files.</li> <li>c. Accessing pornographic or inappropriate Internet sites.</li> <li>d. Posting or publishing derogatory or inappropriate information.</li> <li>e. Any action constituting an interference with school purposes or educational function.</li> </ul> Any violation of the written technology policy.	Loss of computer privileges, parent conference, GL, suspension, refer to Law Enforcement,
Intimidation/ Bullying	Any attempt to make an individual fearful. Acts or gestures, including but not exclusive to; verbal or written communication, physical acts or behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, extort, intimidate or harm the other student. To make an individual fearful of an act. *See Expanded Definition	Parent conference, detention, restitution (if applicable), GL, suspension, expulsion, refer to Law Enforcement
Social Media	The use of social media when targeting a student and using the school's name, or referencing the school during a threat or insult. Also, posting unauthorized videos of events that happen on school property without the school's permission.	Parent conference, GL, suspension, refer to Law Enforcement
Stealing / Knowingly Possessing Stolen	The act of taking or knowingly possessing an item (property) of the school or of another person.	Parent conference, restitution (if applicable), GL, detention, Friday/Saturday School,

Goods		suspension, 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, suspension, expulsion
Terrorism	The use of violent threats which cause others to be afraid for their lives and /or overwhelmed with extreme fear, panic or terror. Such threats may be used to intimidate and coerce individuals into submitting to demands of the terrorist. Such threatening acts violate the right of students, staff and community to a peaceful and safe environment and endanger the well-being and safety of all.	Expulsion, refer to Law Enforcement
Trespassing	Unauthorized or illegal intrusion of a building or grounds before, during or after school.	Refer to Law Enforcement, GL, suspension, expulsion,
Truancy (from Class or School)	The willful non-attendance of a student from school without parent/guardian/custodial permission. Habitual tardiness may be considered truancy.	Parent conference, GL, Friday/Saturday School, referral to Habitual Offender, refer to attendance officer
Use, Possession, Transmission or Sale of Tobacco Products, Matches, Lighters or Fireworks	Using any form of tobacco products. Having in one's actual and physical control any form of tobacco. Possessing, transmitting, using or selling any tobacco product, lighter, firecracker, matches or item that is flammable or could cause fire. *See Expanded Definition	Refer to Law Enforcement, suspension, Friday/Saturday School, parent conference, GL, expulsion
Vandalism / Arson	Willful or malicious destruction or defacement of property. Intentionally setting fire to any school building or property.	Refer to Law Enforcement, suspension, expulsion
Weapons / Instruments of offensive or defensive combat	Possession, handling, using, transmitting or selling any object that could be used to intimidate, inflict pain, or cause injury. Any weapon or form of firearm that could cause injury to another individual. *See Expanded Definition	Refer to Law Enforcement, suspension, expulsion

**\*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.

**Drugs/Alcohol:**

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

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

(a-g) Applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be any of the substances listed above.

**Tobacco Products / Matches / Lighters / Fireworks** (Policy 5512 – 1/10/19):

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

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

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

**Weapons / Instruments of offensive or defensive combat:**

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

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

- Possessing – Having in one's actual and physical control.
- Handling – The act of holding.
- Using – Employing or availing oneself of.
- Transmitting – To pass from one person to another.
- Selling – Transferring the property in a contract of a sale.

- No student shall possess, handle or transmit any deadly weapon, firearm or destructive device on school property.
- The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
  - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive,
  - The frame or receiver of any weapon described above.
  - Any firearm muffler or firearm silencer.
  - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - Any explosive, incendiary or other pressure device that is shaped as a bomb, grenade, rocket or a weapon that may be converted to expel a projectile by the action of an explosive or other propellant.

### **Suspension Procedures**

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

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

### **Expulsion Procedures**

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

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

### **Other Remedies**

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

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

- b. Conferencing with a parent or group of parents.
  - c. Assigning students additional work.
  - d. Rearranging class schedules.
  - e. Requiring a student to remain after regular school hours to do additional work, or for counseling, or for detention.
  - f. Restricting extracurricular activities, or
  - g. Removing of a student by a teacher from that teacher's class for a period not to exceed:
    - Five (5) class periods for high school (subject to approval of principal).
  - h. Assigning by the principal to:
    - Special course of study
    - An alternative educational program or
    - An alternative school
  - i. Removal of a student from school-sponsored transportation.
  - j. Referring the student to the juvenile court having jurisdiction over the student.
  - k. If the student's legal settlement is not the attendance area of the school district where the student is enrolled and the student is not approved for cash tuition, the student will be recommended for expulsion.
  - l. The possible referral to an alternative educational setting.
  - m. Requiring a student to adhere to an individualized behavioral contract.
3. Transfers
- a. The continuation of the Discipline Guide will follow the student to any other school within PikeTownship.
  - 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, 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 the District Social Worker. They 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 them 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.**

## **Search of Personal Property, Student, Locker and/or Vehicles**

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

Anything found in the course of a search which constitutes evidence of a violation of a law, district policy, or school rule or which endangers the safety or health 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 MSD of Pike Township Board of Education policy 5771, a school administrator may inspect a student's locker and the locker's contents.
4. Care of and/or damage to an individual locker shall be the responsibility of the student to whom it is assigned.

## Social Media Guidelines for Students



Social media shall be defined as internet-based applications that turn communication into interactive dialogue between users. Popular social media tools include Facebook, Twitter, TikTok, YouTube, Instagram, Snapchat, and more. Expectations of the appropriate use of social media for school-related purposes are covered in the [Technology Acceptable Use Policy](#).

To maintain a safe and productive learning environment, the MSD of Pike Township requires all students who access or post on social networking sites abide by the following:

- **Follow the Pike Student Code of Conduct and maintain respectful and acceptable behavior online.** As a student of MSD of Pike Township, your online behavior should reflect the same standards of honesty, respect, and consideration that you use in person. Unacceptable behavior includes, but is not limited to, objectionable language or pictures (ethnic/racial slurs, offensive comments, defamatory comments, personal insults, etc.).
- **Protection of privacy.** Sharing personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, login information, and pictures, puts you and others at risk. Do not misrepresent yourself by using someone else's identity.
  - Taking photographs or creating digital video recordings of Pike community members either on campus or at off-campus Pike events for online publication or distribution without their consent could constitute unlawful "invasion of privacy."
- **Recognize the value of open sharing, diversity of opinion, and civil debate.** Do not use social media sites to publish harassing remarks. You are responsible and will be held accountable for the content posted on social media.
- **Cyberbullying will not be tolerated.** Harassing, insulting, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of hurting or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.
- **Students will not "friend" or "follow" staff** on personal social media prior to graduation as the line between professional and personal life becomes blurred. Students may communicate with staff through school platforms such as Canvas and school email.

Incidents of bullying should be reported to an administrator, teacher, the SAFE Schools Hotline (317-387-2227), or the online [District Bullying Report](#) form.

It is important for families to help monitor their student's use of devices. The MSD of Pike Township employs monitoring tools to help administrators spot potential misuse of district devices. Administrators try to respond to every alert; however, they may not see alerts that are generated outside of work hours.

These guidelines outline the expectations for students' behavior on social media and other online platforms. They emphasize the importance of being responsible and respectful when communicating online, avoiding the sharing of personal information, following the student code of conduct, being mindful of others' privacy, and refraining from cyberbullying. Violating these guidelines may result in disciplinary action, including suspension or expulsion. The guidelines do not intend to infringe upon any legal rights, such as freedom of expression, religion, or association.

### [Family Internet and Social Media Resources](#)

## Student Conduct

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

### **Expectations for Our Students:**

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

### **Classroom Standards for All Students:**

- Students will be on time and at the scheduled place throughout each school day.
- Students will be prepared for lessons with assignments completed.
- Students will have the necessary books, supplies, paper and materials required.
- Students will use their own personal knowledge as they complete assignments, test, or other work intended to
- determine that knowledge.
- Students will follow any other standards or procedures established by the teachers and/or administrators.

# Section IV - Health, Wellness, and Safety

## Communicable/Infectious Diseases



If a school age child in the school district is suspected of or diagnosed as having a chronic, communicable disease, they 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 they cannot attend school in a normal setting due to the disease should initially be made in the framework of Rule S-1 implementing the education for all handicapped children's act. Local and/or state health authorities as required by law shall make the decision concerning school attendance.

General Guidelines for Chronic Communicable Cases:

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

## Control of Casual-Contact Communicable Diseases and Pests

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

Specific diseases include; Covid-19, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

## Control of Non-Casual-Contact-Communicable Diseases

The Corporation has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

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

## COVID-19

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

## Emergency Information

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

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

## Emergency School Closings

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

If school is to be delayed or closed, it will be announced by means of the news media such as TV or via **Twitter @PikeSchools**. Please DO NOT call the school office. If the MSD of Pike Township

schools are not mentioned as one of the school corporations having a delayed time of school, students should arrive at the proper time. Please be sure to update your phone number by calling your school should it change after registration.

### **Television Stations**

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

## **Fire Drills/Tornado Drills**



### **Fire Drills**

State law requires that fire drills be held monthly. Specific instructions on which exit to use are posted in each room. When the alarm sounds, all students are to leave the building in a quiet, orderly manner as rapidly as possible without running.

There is to be no talking as, in any emergency, it would be important that all hear directions. Students are to proceed a safe distance from the building and will re-enter only when the signal for their return sounds.

### **Tornado Drills**

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

Listen carefully for instructions on the P.A. system or from the teacher(s).

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

### **Lockdown Drills**

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

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

## Food Items

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

## Immunizations

When a student enrolls in a school for the first time or any subsequent time and at any level, the parent must show that the student has been immunized or that a current medical or religious objection is on file.



Parents must provide the school corporation with complete immunization records prior to the beginning of the school year. In the event a child enrolls in school without proper immunization documentation, the school may grant a waiver for a period not exceeding 20 days.

## Indiana 2023-2024 Required and Recommended School Immunizations

	<b>REQUIRED</b>		<b>RECOMMENDED</b>
	*The number before the vaccine denotes the number of cumulative doses needed.		
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles Mumps & Rubella) 2 Hepatitis A	Annual Influenza
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual Influenza COVID-19
<b>6<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual Influenza 2/3 HPV (Human Papillomavirus) COVID-19
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual Influenza 2/3 HPV 2 MenB (Meningococcal) COVID-19

- **Hep B:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.
- **DTaP:** 4 doses of DTaP/DTP/DT are acceptable if the 4<sup>th</sup> dose was administered on or after the child's 4<sup>th</sup> birthday.
- **Polio\*:** 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). \*For students in grades K–10<sup>th</sup> grade, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.
- **Varicella (Chickenpox):** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 10<sup>th</sup> grade. Parental report of disease history is acceptable for grades 11–12.
- **Tdap:** There is no minimum interval from the last Td dose.
- **MCV4:** Individuals who receive dose 1 after their 16<sup>th</sup> birthday only need 1 dose of MCV4.
- **Hep A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses of Hep A is required for grades Pre-K through 12.
- **COVID-19:** COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. **Review required after FDA full approval.**

## Leaving 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.

## Medical

### Clinic

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

### Medication

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

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



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

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

**NOTE:** Failure to follow these procedures for safety and health reasons could result in disciplinary action.

## Guidelines for Self-Administration of Medication

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

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

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

## Exclusions

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

1. **Fever of 100 or higher.** Students must not return to school until they are **fever free** for 24 hours without Tylenol or Motrin.

Students 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.** Students must stay home for 24 hours post vomiting.
3. **Diarrhea.** Students must stay home for 24 hours post diarrhea.

4. **Sore Throat** (pustules and/or blisters in throat). Students must be fever free for 24 hours. Physician diagnosis will determine if the child is contagious or not. If medication(s) are prescribed, the child must take for 24 hours before returning to school. Per the Marion county Health Department Guidelines (9/2020), Students and staff must be fever-free for 24 hours, without the use of fever-reducing medications, before returning to school or work. The most up to date information can be found in the MSD of Pike Township Back to School Guidance at [www.pike.k12.in.us](http://www.pike.k12.in.us).  
If a student is diagnosed with strep throat or scarlet fever, medication must be taken for 48 hours before returning to school.
5. **Rash**. Physician diagnosis will determine if the student is contagious or not. If the student is contagious, they cannot return to school until prescribed treatment has been started.
6. **Pink Eye or Discharge from Eyes**. Students must stay home until a physician makes a diagnosis, antibiotics have been taken for 24 hours and drainage from eye(s) has stopped.
7. **Lice/Nits**. Students with lice do not need to be sent home early from school. They can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.
8. **Open or Draining Sores**. A physician needs to confirm if a student is contagious or not. Appropriate treatment should be started before the student 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.

## 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.
- Contact the Director of Facilities, at (317) 280-2400, for information regarding pest control.
- Maintain a written record of any pesticide applications for 90 days.
- Notify families of all pesticides' use and provide such advance notice.

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 importance.

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

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

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

## Reporting Threats Against School Personnel

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

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

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

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

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

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

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

## Safe Schools

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

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

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

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

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

### SAFE Schools Hotline

The **SAFE Schools Hotline** can be used by students, parents, and community members to report any unsafe, illegal, violent, or acts of vandalism conceived, planned, or committed **at** Pike Township schools, or **by** Pike Township students. The number is **(317) 387-2227** or to report harassment or bullying please go to: <https://www.pike.k12.in.us/about/bullying-harassment-and-intimidation-report>.



## **Smoke Free Property**

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. For purposes of this policy, "use of tobacco and vaporizers" shall mean all uses of tobacco, including a cigar, cigarette, E-cigarette, pipe, snuff, or any other matter or substance that contains tobacco marijuana, propylene glycol, nicotine or any tobacco paraphernalia.

In order to protect the students and staff who choose not to use tobacco from an environment noxious to them and because the Board cannot, even by inaction, condone the use of tobacco, the Board prohibits the use of tobacco in school buildings at all times. Such prohibition also applies on school property, on school buses or school owned vehicles, and at any school-related event.

## **Wellness**

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

# **Section V - Student Activities**

## **Co-Curricular & Extracurricular Activities**

The school strongly recommends that every student affiliate themselves with at least one co-curricular activity or extracurricular activity. 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. Extracurricular activities include athletics and clubs. 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.

## Cooperative Agreement

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 their coach and director.

1. Under this agreement, coaches, directors and sponsors must communicate between departments. 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 the 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 the 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 they are not personally participating.  
The participant is to go to their 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 their portion of the competition is over. The participant is to be excused from any portion of competition in which they are 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).

## Clubs and Organizations List

Pike High School Clubs and Organizations can be found on the [Pike High School website](#).

## Dances/Prom

Attendance at any school dance is a privilege. The final determination on student attendance is the decision of the 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.

## Field/Study Trips

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

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

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



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

Students on school trips are expected to behave appropriately and follow all school rules while on the study trip. Failure to do so will result in disciplinary consequences and/or being denied the opportunity to attend future study trips. Study trip attendance and participation by a student is a privilege that is earned through appropriate behavior.

## Interscholastic Athletes

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 the 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.

## **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 Assistants**

Students are often utilized to assist teachers and office 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.

## **Student 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 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.

## **Work Permits**

Effective 7/1/2021, Indiana will no longer require work permits for minor employees. Employers will no longer be required to complete the "Intent to Employ" form, and schools will no longer issue work permits.

# Section VI - Transportation

## Bus Transportation



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

## Bus Regulations

Students utilizing Pike transportation for athletic, extracurricular and co-curricular purposes are subject to the rules and expectations outlined in the Pike Student/Parent Handbook, School Athletic/Extracurricular Policy, and/or MSD of Pike Township School Board Policy. School Bus Rules and Regulations can be found [here](#).

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

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

## Bus Transfers

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

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

## 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 their 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 their 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:

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.

# Section VII - Rights and Laws

## American Disabilities Act (504).

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

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

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

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

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).

## Child Abuse and Child Sexual Abuse Policy

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

In grades 3-6, lessons reinforce the importance of treating each other with kindness and respect and recognizing signs of abusers. Students also use critical thinking skills to practice avoidance and refusal strategies through practice scenarios and discussions. In grades 7-12, adult facilitated class discussion scripts will be used during Health classes.

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

## Display of the American Flag and The Pledge of Allegiance

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



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

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

During the Pledge of Allegiance, students who participated shall stand and recite the Pledge while facing the United States flag with their right hand over their hearts or in an appropriate salute if in uniform.

The student code of conduct applied to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

## 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.

## Family Educational Rights and Privacy Act - Protection and Privacy of Student Records

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

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

For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the M.S.D. of Pike Township School Board Policies.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their 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 their parents; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents/guardians 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/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information a parent may access includes:

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

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

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

Informal inquiries may be sent to the family policy compliance office via the following e-mail addresses: [FERPA@ED.GOV](mailto:FERPA@ED.GOV); and [PPRA@ED.GOV](mailto:PPRA@ED.GOV).

## Homeless Students-McKinney Vento

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

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

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

The Superintendent will appoint a Liaison for McKinney Vento students who will collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youth.

## Human Dignity

The Metropolitan School District of Pike Township has a diverse, multicultural school community; a fact the Board of Education considers an asset

[Go to Table of Contents](#)

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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.

## **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 a Health Curriculum that addresses 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 a written request for consent is provided at least 21 days prior to instruction.

## **Indiana State Statutes and M.S.D. of Pike Township Policies**

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

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

## 1. Basis for policies affecting students

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

Student supervision and the desirable behavior of students are responsibilities shared by students, parents, and teachers subject to the control of the principal of each school and the supervisory authority of the school district's administrative staff. Standards of conduct apply in general to behavior in the classroom, on the school grounds, at all school-sponsored functions and to any behavior outside of school which causes a substantial and material disruption of the school purposes or an educational function.

Rules or guidelines pertaining to student conduct are intended as a basis for the development of positive attitudes on the part of students interacting with parents, teachers, administrators and others rather than a structure only for punitive measures.

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

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

## 2. Delegation of Authority

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

- Each teacher and any of the other school personnel shall, when pupils are under his charge, have the right to take any action which is then reasonably necessary to carry out or to prevent an interference with the education function of which he is then in charge.
- Each principal may take any action concerning their school or any school activity within their 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 their administrative staff, with their approval, may take any action with respect to all schools within the superintendent's jurisdiction which is reasonably necessary to carry out or prevent interference with an educational function or school purpose.
- The governing body may make written rules and establish written standards concerning student conduct which are reasonably necessary to carry out, or to prevent interference with carrying out an educational function or school purpose.

- The governing body may make such other delegations of rule-making, disciplinary and other authority, as are reasonably necessary in carrying out the school purposes of the school corporation.
- The terms “superintendent” and “principal” shall include their respective designees.

### 3. Limitation of Delegation

Delegation of authority shall be subject to the following limitations:

- Delegated authority shall be in conformance with applicable statutes of the State of Indiana and with the Constitution of Indiana and the United States. Rules, standards, or actions shall not discriminate against any student or class or students, but the number of schools or students to which they apply shall not be determinative of whether they discriminate.
- Any handbook or other written rule, standard or policy applying to students generally or to any group of students shall not be effective until they are 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

- Expulsion (IC 20-33-8-3) shall mean a disciplinary action whereby a student:
  - Is separated from school attendance for a period in excess of ten (10) days.
  - Is separated from school attendance for the balance of the current semester, balance of the school year, or first semester of the following school year or one calendar year unless said student is permitted to complete required

examinations in order to receive credit for courses taken in the current semester or school year.

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

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

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

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

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

1. On school grounds immediately before and immediately after school hours and at any other time when the school is being used by a school group.
2. Off the school grounds at a school activity, an educational function, any event sponsored by the school district, or when a student is traveling to or from school for said school activities, functions or events. The following are examples of conduct constituting student misconduct or substantial disobedience, but are not exclusive examples:
  - a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct or possessing any firearm, explosive or any other instrument of offensive or defensive combat. The following enumeration is illustrative of the type of conduct prohibited by this subsection:
    - i. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    - ii. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from or of use of the building or corridor or room.
    - iii. Setting fire to or substantially damaging any school building or property.

- iv. Possessing, firing, displaying, or threatening use of firearms, explosives, or other instruments of offensive or defensive combat on the school premises for any unlawful purpose.
  - v. Prevention of or attempting to prevent by physical act the convening or continued function of any school or educational function or of any lawful meeting or assembly on school property.
  - vi. Continuously and intentionally making noise or acting in any manner or conspiring so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
- b. Causing or attempting to cause damage to school property, stealing or attempting to steal school property of value or repeated damage or theft involving school property of small value.
  - c. Causing or attempting to cause damage to private property or stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
  - d. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
  - e. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from such student.
  - f. Possessing, handling or transmitting any object that can reasonably be considered firearms, explosives, fireworks/firecrackers, any knife, but excluding school supplies such as pencils or compasses where such items have reasonable use in connection with an educational function.
  - g. Knowingly possessing, using, consuming, transmitting tobacco products or knowingly possessing, using, consuming, transmitting or being under the influence of any prescription drug, narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be any of the aforementioned substances, or anything used or designed to be used primarily for the storage, processing, delivery, or consumption of controlled substances.

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

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

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

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

Upon completion of the alcohol and substance abuse education program, the student and their parents/legal guardians/legal custodians shall confer with the Special Services Designee to determine the status and future recommendations for the student. THIS OPPORTUNITY MAY BE GRANTED TO A STUDENT NO MORE THAN ONE (1) TIME WHILE THEY ARE 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 they are 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 unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

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

## Insurance Claims

### Instructions on How to File a Notice of Tort Claim

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

Should an individual intend to pursue a claim for damages against the M.S.D. of Pike Township, they are required to file an adequate Notice of Tort Claim as per Indiana Code § 34-13-3. Included in this Notice of Tort Claim should be the following:

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

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

Assistant Chief Financial Officer

Monet Gray

MSD of Pike Township



6901 Zionsville Road  
Indianapolis, IN 46268-2467  
317-387-2207  
317-387-2261 Fax

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

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

## Non-Custodial Parent Rights

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

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

The parent with whom the student resides is known as the educational custodial parent, unless a legal document of signed parental agreement indicates otherwise. While both parents can visit the student at school, only the custodial parent has the right to remove the child from school property. Written permission has to be given by the custodial parent to the school, allowing removal of the child by another person. In the event the non-custodial parent requests to remove the child from school property without prior permission, the principal or office staff will verify the request to remove the child with the custodial parent. If permission cannot be obtained, the school will not release the child to the non-custodial parent.

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

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

## Parent Liability

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.

## Required Annual AHERA Notice

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

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

Interested parties wishing to inquire about the hours and times that the plans are available should call the M.S.D. of Pike Township Transportation number (317) 280-2450. At this time, the management plans can provide information regarding inspections, response actions, post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. Inquiries regarding any facet of the regulation or the management plans should be directed to the Director of Facilities during regular business hours.

## Right to Inspect Teaching Materials/Survey Participation

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

1. teachers' manuals
2. student texts
3. films or other video materials
4. tapes
5. other materials used in connection with a personal analysis, an evaluation, or a survey described in subsection (b).

A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

1. political affiliations
2. religious beliefs or practices
3. mental or psychological conditions that may embarrass the student or the student's family
4. sexual behavior or attitudes
5. illegal, antisocial, self-incriminating, or demeaning behavior
6. Critical appraisals of other individuals with whom the student has a close family relationship
7. legally recognized privileged or confidential relationships, including a relationship with lawyer, minister, or physician, or
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program) without the prior consent of the student (if the student is an adult or emancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.

## **Student Organization and Equal Access**

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

Student organizations shall not engage in any activity:

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

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

## **Student Rights of Expression**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate

times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet School guidelines.

A material cannot be displayed or distributed if it:

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

**Note**

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 2023. 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](http://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.