



**2025-2026**

**Pike Preparatory  
Academy  
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 5/22/25)

## Welcome to MSD Pike Township



Welcome to the 2025-2026 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  
Amy Kiger (317) 293- 2208  
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



**Alonzo A. Anderson**

**Title:** President

**Email:** [AAnderson@pike.k12.in.us](mailto:AAnderson@pike.k12.in.us)

**Phone:** 317-654-5519

**Term Ends:** 12/31/2026



**Angela Barnes**

**Title:** Secretary

**Email:** [ABarnes1@pike.k12.in.us](mailto:ABarnes1@pike.k12.in.us)

**Phone:** 317-721-7323

**Term Ends:** 12/31/2029



**Terry A. Webster, Sr.**

**Title:** Vice President

**Email:** [TWebster@pike.k12.in.us](mailto:TWebster@pike.k12.in.us)

**Phone:** 317 329-6506

**Term Ends:** 12/31/2026



**Toni Wilson**

**Title:** Member

**Email:** [TAWilson@pike.k12.in.us](mailto:TAWilson@pike.k12.in.us)

**Phone:** 317-460-6424

**Term Ends:** 12/31/2029



**Steeve Hooper**

**Title:** Member

**Email:** [SHooper@pike.k12.in.us](mailto:SHooper@pike.k12.in.us)

**Phone:** 317-759-4347

**Term Ends:** 12/31/2029



**Nichole Kelley**

**Title:** Member

**Email:** [NKelley@pike.k12.in.us](mailto:NKelley@pike.k12.in.us)

**Phone:** 317-697-1206

**Term Ends:** 12/31/2029



**Wayne Moore**

**Title:** Member

**Email:** [WMoore@pike.k12.in.us](mailto:WMoore@pike.k12.in.us)

**Phone:** 317-250-8207

**Term Ends:** 12/31/2026



# Pike Preparatory Administration

Dear Pike Families, Students, and Esteemed Community Members,

Greetings! I am thrilled to extend a warm welcome to the 2025-26 academic year as the principal of Pike Preparatory Academy within the esteemed MSD Pike Township. It is both a privilege and a joy to serve in this role, continuing my service to our district, families, and students. With fifteen years of dedicated experience within the district, primarily at Pike High School in various capacities such as math teacher, department chair, and administrator, I am eager to embark on this new journey.

Pike Preparatory Academy holds a special place in our district, playing a vital role in offering a smaller, accelerated curriculum environment to our seniors, facilitating their path to graduation and earning their Pike High School diploma. This mission remains our foremost priority for the 2025-26 academic year and beyond. Through structured educational experiences designed to foster learning for all students, our devoted team of educators, guidance counselor, administrative professional, and myself are committed to supporting our students' growth through every challenge and triumph.

For your reference, the 2025-26 Student/Parent Handbook outlines some of our school's policies and procedures comprehensively. Should you have any queries regarding our expectations, please do not hesitate to reach out to me or any of our exceptional staff members. We are steadfast in our commitment to keeping you, as well as our students, fully informed and engaged throughout the academic year, ensuring a secure and nurturing learning environment each day.

Lastly, I extend my heartfelt gratitude to every parent or guardian for the unwavering dedication and sacrifices you make in supporting our students' educational journey at Pike Preparatory Academy. It is indeed an honor to be part of the Metropolitan School District of Pike Township community and to offer such exceptional opportunities. Please do not hesitate to contact me via phone or email should you require any assistance or support for your PPA student this year.

Warm Regards,

Mr. Randy J. Cooper, M.Ed.



Principal

317.347.8350 Main

317.347.8351 Direct

[RJCooper@pike.k12.in.us](mailto:RJCooper@pike.k12.in.us)

Estimadas familias, estudiantes y estimados miembros de la comunidad de Pike:

¡Saludos! Estoy encantado de brindar una cálida bienvenida al año académico 2025-26 como director de Pike Preparatory Academy dentro del estimado MSD Pike Township. Es a la vez un privilegio y una alegría desempeñar este papel, continuando mi servicio a nuestro distrito, familias y estudiantes. Con quince años de experiencia dedicada dentro del distrito, principalmente en Pike High School en diversas capacidades, como profesor de matemáticas, director de departamento y administrador, estoy ansioso por embarcarme en este nuevo viaje.

Pike Preparatory Academy ocupa un lugar especial en nuestro distrito, desempeñando un papel vital al ofrecer un entorno de currículo más pequeño y acelerado a nuestros estudiantes del último año, facilitando su camino hacia la graduación y la obtención de su diploma de Pike High School. Esta misión sigue siendo nuestra principal prioridad para el año académico 2025-26 y más allá. A través de experiencias educativas estructuradas diseñadas para fomentar el aprendizaje de todos los estudiantes, nuestro dedicado equipo de educadores, consejeros vocacionales, profesionales administrativos y yo estamos comprometidos a apoyar el crecimiento de nuestros estudiantes a través de cada desafío y triunfo.

Para su referencia, el Manual para padres y estudiantes de 2025-26 describe de manera integral algunas de las políticas y procedimientos de nuestra escuela. Si tiene alguna pregunta sobre nuestras expectativas, no dude en comunicarse conmigo o con cualquiera de nuestros excepcionales miembros del personal. Somos firmes en nuestro compromiso de mantenerlo a usted y a nuestros estudiantes completamente informados y comprometidos durante todo el año académico, garantizando un entorno de aprendizaje seguro y enriquecedor cada día.

Por último, extiendo mi más sincero agradecimiento a todos los padres o tutores por la inquebrantable dedicación y los sacrificios que realizan para apoyar el viaje educativo de nuestros estudiantes en Pike Preparatory Academy. De hecho, es un honor ser parte de la comunidad del Distrito Escolar Metropolitano de Pike Township y ofrecer oportunidades tan excepcionales. No dude en ponerse en contacto conmigo por teléfono o correo electrónico si necesita ayuda o apoyo para su estudiante de PPA este año.

Un cordial saludo,

Sr. Randy J. Cooper, M.Ed.



Director  
317.347.8350 Oficina principal  
317.347.8351 Directo  
[RJCooper@pike.k12.in.us](mailto:RJCooper@pike.k12.in.us)

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## Foreword

This Student Handbook is designed to answer common questions and provide important information about Board policies and school guidelines. Students and families are expected to review and become familiar with its contents and keep it accessible for regular reference. If you have questions not addressed in the Handbook, please speak with a School Administrator. This edition replaces all previous versions and reflects current policies as of its approval date. It is not a binding contract, and updated policies or guidelines will override those in this document. The most current Board policies are available 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

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[www.pike.k12.in.us](http://www.pike.k12.in.us)

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 Preparatory Academy Program Overview

## Mission Statement

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

**All students who meet the graduation requirements participate in the Pike High School Graduation Ceremony at the conclusion of the school year.**

Our mission is centered on three fundamental concepts of learning:

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

## Pike Preparatory Academy Enrollment Process

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

- Minimum **20** credit requirement for students beginning 1st Quarter of Senior Year – (August)
- Minimum **24** credit requirement for students beginning 1st Quarter of Senior Year – (October)
- Minimum **28** credit requirement for students beginning 3rd Quarter of Senior Year – (January)
- Minimum **32** credit requirement for students beginning 4th Quarter of Senior Year – (March)
- Students are referred to Pike Preparatory Academy by their Pike High School counselor or administrator.
- Students attend informational and parent orientation meetings.

- Students and their families are notified from the PPA Principal if they are accepted into the program.

## Section I - General Information

### Cell Phone/ Electronic Device Usage

Indiana law (IC § 20-26-5-40.7, effective July 1, 2024) requires Indiana schools to have policies that prohibit students from using wireless communication devices, including cell phones, during instructional time unless specifically permitted by a teacher. This rule aims to minimize distractions and support a focused learning environment, acknowledging that while cell phones can be powerful tools for communication and learning, their use in schools requires careful management.

In accordance with the mandated state law, the MSD of Pike Township has adopted the following cell phone/personal communication device (PCD) guidelines:

#### 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 transportation staff, school staff, or administrator.
2. Recording, creating, or sharing videos or pictures of other people while at school is strictly prohibited.

#### Consequences

##### Step 1

- Warning
- Parent/guardian Conversation

##### Step 2

- In-person conference with parents/guardians
- 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.

Students are personally and solely responsible for the care and security of their PCDs. **The Board assumes no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation 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.

## 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 or with permission from a teacher or administrator.

## 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).



## Curriculum Material Fee

The School Board may assess and collect a reasonable fee for lost or significantly damaged curricular materials. Failure to pay by the due date will result in an additional processing fee of \$10. In addition, the unpaid balance may be referred to a collection agency.

## Miscellaneous Fees

At the end of a semester or school year or at the time of student withdrawal, any unpaid fees may be referred to a collection agency. This will result in an additional processing fee of \$10 being assessed per student. This may also include reasonable attorney fees and court costs.

Charges may include, but not limited to, lost or non-returned textbooks, athletic uniforms and equipment, PE uniforms, band instruments, library books and fines, damaged books, replacement student ID's, replacement parts/broken or damaged property, cafeteria balances and Loving Care charges.

# Daily Bell Schedule

\*Students will have flex time and will be served breakfast from 7:15-7:40 am

6 Period Schedule			
1st	7:40	8:40	60
2nd	8:40	9:40	60
3rd	9:40	10:40	60
4th	10:40	11:40	60
<b>5th</b>	<b>11:40</b>	<b>1:10</b>	<b>60 + 30 Lunch</b>
A Lunch	11:40	12:10	30
	12:10	12:40	30
B Lunch	12:40	1:10	30
6th	1:10	2:15	65
Ability to add extra Edmentum/ Canvas class if needed			

## 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 stipulations found in [School Board Policy 9700](#).



## 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/guardian. 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 are 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/guardians. 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.**

## Early Release/Dismissal

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

## 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 families 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 checks, cash, or money orders.
- 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 from a business account will not be accepted for lunch payments, and will be returned to you.
- A La Carte items may be purchased using cash or the My School Bucks account.

## 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. All students are eligible for free meal benefits upon school enrollment but must complete an income-based assistance application to be eligible for additional funding 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/guardians 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/guardians 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.

## **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.

## **Out of District Transfer Students**

The MSD of Pike Township will accept enrollment of out of district students in accordance with I.C. 20-26-11-32.

- Out of District Transfer students will not be eligible for academic awards if they were not enrolled in the MSD of Pike Township for all of their junior and senior years.
- Out of District applications must be completed each year. Families will receive communication reminding them to reapply, each year, if they wish to continue as an Out of District Enrollment.
- An Out of District Transfer student can be put on probationary status or enrollment can be revoked if absences, tardiness, or discipline issues are a concern during the school year.

Per Indiana Code 20-26-11-32, a transfer request shall be denied to the school corporation, or may discontinue enrollment currently or in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year based on one or more of the following criteria:

- The student has been suspended or expelled for more than 10 days in the 12 months preceding the request for transfer.
- The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
- The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
- The student was suspended or expelled for violating a drug or alcohol rule.
- The student has had a history of unexcused absences that, based upon the location of the student's residence, is affecting the number of days present.

The parent/guardian of each applicant for out of district student transfers will be required to complete a document providing information about their student with regard to the aforementioned matters.

## **Pike Preparatory Academy Telephones**

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

## 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.

## 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).

## School Calendar Information

- The Pike Preparatory Academy Program has four - 9 week quarters throughout the school year and students earn credits at the end of each quarter.
- Pike Preparatory Academy follows MSD of Pike Township's [academic calendar](#) and will have the same breaks, holidays, and snow days/delays as Pike High School.

## 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.

## 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.
- 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/guardians 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).

## 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. Students choosing to withdraw from the Pike Preparatory Academy for whatever reason must schedule and attend an exit interview with the principal or his designee to discuss the withdrawal decision. Indiana Code **IC 20-30-2-28.5** mandates that this interview take place. Failure to do so can result in the withholding of student documentation and/or the invalidation of the student's driver's license and work permit. The student needs to return all curriculum materials (textbooks, Chromebook/laptop/iPad, case, and charger).

## Section II - Student Academics

### Academic Achievement

***All academic courses that are not taken online must be completed with a final grade of 75% or higher. This grade will be based on homework assignments, tests/quizzes, and presentations. Students will be working to earn a Pike High School Core 40 or General Diploma.***

- Students will be expected to turn in assignments daily in order to stay on pace for course completion and graduation. Each course is taught over the course of nine weeks, but in some cases, students may work ahead to earn a credit early.

- Students may be requested by Pike Preparatory Academy staff members to spend extra time after school to ensure course completion.
- Failure to comply with the academic requests and overall lack of academic effort may result in removal from the Pike Preparatory Academy program.

## Current Pike High School Graduation Requirements

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

At Pike Preparatory Academy we will offer several options for students who need a career pathway to fulfill graduation requirements.

### Option A

Continuing in current career pathway courses at Pike High School. This is limited, and must be approved by the principal, allowing students to complete a career pathway currently in progress at Pike High School while completing academic classes at Pike Preparatory Academy.

## **Option B**

“Career Launchpad: Workforce Readiness Pathway”

Courses required: Preparing for College and Careers, Adult Roles (Job Ready Indy Badging) integrated into curriculum, Personal Finance, Speech, Career Exploration Internship or Cooperative Education: Level 1 WBL Experience.

## **Option C**

Indiana Department of Education approved Virtual Pathway offered through Edmentum curriculum.

### Hospitality Management

Courses required:

- Principles of Hospitality & Tourism A & B (7173),
- Nutrition A & B (7171),
- Hospitality Management A & B (7172)

### Business Operations and Technology

Courses required:

- Principles of Business Operations and Technology A & B (7153),
- Business Office Communications A & B (7144),
- Digital Data Applications A & B (7146)

### Natural Resources

Courses required: Principles of Agriculture A & B (7117),

- Natural Resources A & B (5180),
- Sustainable Energy Alternatives A & B (5229).

### Human and Social Services

Courses required:

- Principles of Human Services A & B (7176),
- Understanding Diversity A & B (7174)
- Relationships and Emotions A & B (7177)

## **Option D**

Qualifying Score on ASVAB – Pursuant to Indiana Code (IC) 20-32-4-1.5, the Indiana State Board of Education (SBOE) established the use of the ASVAB to meet graduation requirements. Beginning with the 2025 graduation cohort, HEA 1635 requires students electing to use the ASVAB as a means for meeting graduation pathway requirements to also fill out the Military Enlistment Intent Form.

# Academic Misconduct

The Metropolitan School District of Pike Township Board of Education holds high expectations for all students and believes staff, students, parents/guardian 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**

# Artificial Intelligence (AI) Student Use

## What are AI tools?

AI tools are computer programs that can help with research, organize information, translate languages, and even help with writing.

## General Expectations

Students need to get permission from their teacher before using AI tools for any assignment or assessment. AI tools are to help you with student learning, not do all the work for them.

## Approved Student Uses of AI Tools (With Teacher Permission)

Students may use AI tools for:

- Research Assistance: Idea generation, brainstorming, identifying credible sources.
- Data Analysis: Organizing, interpreting, or visualizing data sets.
- Language Translation: Translating text to support learning or comprehension.
- Writing Assistance: Outlines, grammar enhancement, or clarity improvements (while preserving student voice).
- Accessibility Support: Tools for reading support, summarization, or language needs.

## Student Responsibilities

- Cite or identify any work created or assisted by AI tools.
  - Sample Student Citations for AI Use
    - "AI Tool Used: ChatGPT (OpenAI, 2025). The AI was used to generate ideas and organize the structure for the introduction paragraph. Final wording was edited and written by the student."
    - ChatGPT. "Drafted key points for the introduction of this paper." OpenAI, 2025, <https://chat.openai.com/>.
- Be prepared to explain or demonstrate how AI was used in the assignment.

- Use AI tools ethically; do not rely on AI to generate entire assignments unless specifically allowed.
- Always check with your teacher before using AI.

### **Academic Honesty**

Using AI tools without permission or not giving credit is academic dishonesty and could have consequences as outlined in the District-Wide Behavior Offenses.

### **Final Thought**

When students use AI tools in the right way, they can be a great way to assist in the learning process. It's important to talk about using AI, being a good digital citizen, and doing things ethically to get ready for the future!

## **Final Exams**

Course final exams are given at the end of each quarter. Completing final exams early will not be granted unless the absence is documented by a medical physician, or for reasons outlined by the state of Indiana for excused absences. \*(see Attendance Policies and Procedures, Classifications/Definitions - Exceptions to compulsory attendance). Please note that family vacations and family emergencies are not accepted excused absences.

Should permission be granted for a student to make-up a final exam(s), the exam(s) shall be completed within the first (2) weeks of the student's return to school after the documented absence. Students who do not complete their final(s) within the (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. At the end of the school year, a student who misses a final due to an excused absence may have their grade calculated without the final test grade.

## **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 quarter. At this time, records are brought up-to-date, test scores explained, questions answered and future plans discussed. However, all students are encouraged to see their counselor whenever the need arises by simply requesting a conference. Besides counseling, the school counselor offers the following services:

1. Assistance to the individual student in analyzing their needs through exploration of interests, abilities, aptitudes, and personality.
2. Information of an educational, vocational, and social nature to students and their families. This includes college requirements, other training programs, job opportunities, financial aid information, and other topics the student and their family may wish to discuss.

3. Assistance for students in selecting courses of study, training programs, and colleges are consistent with their needs and desires.
4. Research to evaluate and improve the school's current programs and services.
5. Attendance-related matters and their resolution.

## Permanent Record

Per [School 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.



## Pike Preparatory Academy Grading Scale

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

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

## Retaking a Class

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

# Technology and Internet Acceptable Use of Policy



All technology and student use of AI policies can be found [here](#).

## Section III - Student Conduct

### Attendance Expectation

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

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

### Attendance & Absences

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

The staff at the Pike Preparatory Academy will work with its students to learn the importance of good attendance, but to obtain the amount of instruction necessary to master a course of study in a reasonable amount of time

### Excessive Absences

A notification of absences will be mailed to the parent/guardian. The notice will serve as a reminder that their child has three (3) more days before reaching the ten-day limit. The notice will serve as a warning of possible legal proceedings.

At the high school school, legal notice will be sent certified mail notifying the parent/guardian that their student is habitually truant (10 or more unexcused absences). Per I.C. 20-26-16, schools are required to adhere to the following:

- **Referral to Marion County Prosecutor's Office:** Should a student reach 10 days of unexcused absences, the new law requires that the student be referred to the Marion County Prosecutor's Office for truancy.
- In addition, as required by Indiana state statute, any student in grades K-12 who attains 10 unexcused absence days (habitual truant) will be referred to the Department of Children's Services.

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

## Leaving School

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

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

## Reporting Absences

It is the responsibility of the parent/guardian/student to call **(317) 347-8350** to report an absence. The phone system is accessible 24 hours a day, seven days a week. Voice messages for attendance should include:

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

## Tardiness

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

- Students who arrive late will be marked as tardy during the first 15 minutes of each period.
- Those who arrive after that time will be counted as absent.

- Missed class time may be assigned to be made up during an independent study session with the teacher.
- Excessive and recurring tardiness shall result in a principal's conference and can ultimately lead to a student's removal from the affected class with a WF grade.

## Behavior Expectation

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

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

## Bullying

In accordance with [School Board Policy 5517.01](#), 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 online via the [District Bullying Report](#) 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.

## 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.

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.

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[www.pike.k12.in.us](http://www.pike.k12.in.us)

## 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, tests, or other work intended to determine that knowledge.
- Students will follow any other standards or procedures established by the teachers and/or administrators.

## Code of Conduct for the M.S.D. of Pike Township

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

Students of Pike Township Schools are expected to:

1. Show respect and consideration for self, others, and property at all times.
2. Exhibit cooperative behavior toward peers, teachers, administrators, bus drivers, staff members and volunteers.
3. Take responsibility for learning by being prepared with assignments and materials, by making positive contributions to class activities, by actively listening, and by putting forth their best effort.
4. Take attendance seriously. Arrive to school and all classes on time and remain present for the entire school day.



5. Obey all school regulations, as well as local, state and federal laws, including those pertaining to weapons, drugs, alcohol, tobacco products, and the verbal or physical threat (bullying) of another individual(s).
6. Refrain from language or gestures that are profane, inflammatory, degrading, or that provoke disruptive behavior.
7. Dress in accordance with the school policies. A student's dress should not distract or disrupt the school environment or prove offensive to others.
8. Follow the rules of appropriate bus behavior as described in the transportation rules and regulations to ensure the safety and welfare of themselves and others.
9. Demonstrate appropriate behavior, good citizenship and sportsmanship while participating in or attending any school-sponsored event or after school activity.
10. Honor the MSD of Pike Township's Human Dignity Policy.

## District-Wide Behavior Offenses

### DISTRICT-WIDE BEHAVIOR OFFENSES AND CONSEQUENCES

#### METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP

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.) This also includes using AI tools without receiving teacher permission or in an unethical manner.	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, suspension, expulsion,
Disruptive Behavior	An action which creates turmoil or disorder. Any action that causes a disruption in or around the learning environment or one that constitutes an interference with school purposes.	Parent conference, detention, GL, 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	This offense carries a minimum 5 days OSS, Refer to Law Enforcement,

	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	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, parent shadowing, suspension
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, 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.)	Parent conference, 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, 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.	Suspension, 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,	Parent conference, detention, restitution (if applicable), GL, suspension, expulsion,

	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	
Sale of Goods	The act of selling goods or services, while on school property, is prohibited. Items will be confiscated and given to a parent/guardian.	Parent conference, detention, GL, suspension
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 Goods	The act of taking or knowingly possessing an item (property) of the school or of another person.	Parent conference, restitution, detention, suspension, refer to Law Enforcement, GL
Student Misrepresentation	The willful act of using school materials to deceive school officials. This includes, but is not limited to: adding name(s) to hall passes, using another student's ID, giving another student your ID, altering or defacing an ID, giving the wrong name or ID number.	Detention, GL, suspension
Terrorism	The use of violent threats which cause others to be afraid for their lives and /or overwhelmed with extreme fear, panic or terror. Such threats may be used to intimidate and coerce individuals into submitting to demands of the terrorist. Such threatening acts violate the right of students, staff and community to a peaceful and safe environment and endanger the well-being and safety of all.	Expulsion, refer to Law Enforcement
Trespassing	Unauthorized or illegal intrusion of a building or grounds before, during or after school.	Refer to Law Enforcement, GL, suspension, 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, refer to attendance officer
Use, Possession, Transmission or Sale of Tobacco/Vape Products, Matches, Lighters or Fireworks	Using any form of tobacco/vape products. Having in one's actual and physical control any form of tobacco. Possessing, transmitting, using or selling any tobacco/vape product, lighter, firecracker, matches or item that is flammable or could cause fire. *See Expanded Definition	Refer to Law Enforcement, suspension, parent conference, 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

PLEASE NOTE:

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

**\*Expanded Definitions:**

**Bullying:** (IC 20-33-8-0.2) School Board Policy

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**

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[www.pike.k12.in.us](http://www.pike.k12.in.us)

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/guardian or group of parents/guardians.
  - c. Assigning students additional work.
  - d. Rearranging class schedules.
  - e. Requiring a student to remain after regular school hours to do additional work, or for counseling, or for detention.
  - f. Restricting extracurricular activities, or
  - g. Removing of a student by a teacher from that teacher's class for a period not to exceed:
    - Five (5) class periods for middle/high school (subject to approval of principal).
    - One (1) school day for elementary. If the student is assigned regular or additional school work to complete in another school setting (subject to approval of principal).
  - h. Assigning by the principal to:
    - Special course of study
    - An alternative educational program or
    - An alternative school
  - i. Removal of a student from school-sponsored transportation.
  - j. Referring the student to the juvenile court having jurisdiction over the student.
  - k. If the student's legal settlement is not the attendance area of the school district where the student is enrolled and the student is not approved for cash tuition, the student will be recommended for expulsion.
  - l. The possible referral to an alternative educational setting.
  - m. Requiring a student to adhere to an individualized behavioral contract.

### 3. Transfers

- a. The continuation of the Discipline Guide will follow the student to any other school within 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, PSA, Restitution, Community Service, Loss of Driving Privileges

## 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.

## Electrical Power Failure/Security Alert/Early Dismissal

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

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

## Emergency School Closing

When weather conditions exist which might cause uncertainty about Pike Township School closings, parents/guardians 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) or social media accounts.

If school is to be delayed or closed, it will be announced by means of the news media such as TV, X or Facebook, and a ParentSquare message. 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 or in Skyward 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/guardians 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/guardian 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.

## Immunizations

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



Parents/guardians 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 2025-2026 Required and Recommended School Immunizations

## Required and Recommended School Immunizations, Indiana 2025-2026



Updated 11.12.2024

Grade	Required	Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

**HepB:** The minimum age for the third dose of Hepatitis B is 24 weeks of age.

**DTaP:** Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

**Polio\*:** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.  
\*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

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

**MCV4:** Individuals who receive their first dose on or after their 16<sup>th</sup> birthday only need one dose of MCV4.

**Hepatitis A:** The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: [in.gov/health/immunization](https://in.gov/health/immunization) or call 1 (800) 701-0704 during normal business hours.

## Medical

### Clinic

The clinic aims to promote wellness and appraise and protect students' health. A registered nurse and/or trained staff member is present during school hours. Clinic personnel provide first aid for minor illnesses and injuries, medication administration and documentation, and education on health-related issues. They are not qualified to diagnose or prescribe. Communicable diseases are reported to the Department of Health.

Please notify the clinic if your student requires medical support services related to a temporary or chronic illness. The parent/legal guardian is responsible for providing necessary supplies and required documentation, including doctor's notes, health condition-specific action plans, medications, permission forms, and medical supplies.

## Medication Administration

The purpose of medication administration in school is to help each student maintain an optimal state of health and to enhance educational efforts. It is strongly recommended that medications be given at home whenever possible. The following requirements are intended to provide safe and effective medication administration in compliance with 511 IAC 7-36-9:

1. **Prescription medications** will be dispensed under the following conditions:
  - a. The medication is in the original container, package, or prescription bottle, labeled with the student's name, the name of the medication, the amount to be given, the time of day to be taken, and the expiration date.
  - b. The [Written Permission Medical Statement](#) is signed by the parent or legal guardian.
  - c. The Written Permission Medical Statement is signed by the prescribing physician or a written medication order is provided including the name of the student, the amount of medication to be administered, identification of the medicine, directions for the proper administration of the medication, and the signature of the physician on the physician's letterhead stationery.
  - d. All medication changes and/or dosage changes require a physician's order.
  - e. **Controlled substances must be transported to and from the clinic by the parent/legal guardian.** Upon arrival, medication(s) will be counted and electronically documented.
2. **Over-the-counter medication** will be dispensed under the following conditions:
  - a. The medication is in the original container with a labeled expiration date.
  - b. The [Written Permission Medical Statement](#) is signed by the parent or legal guardian.
  - c. The Written Permission Medical Statement includes the student's name, medication name, dosage, time medication is to be given, and length of time to be administered.
3. All medications must be stored in the health clinic and administered by designated school employees.
4. The physician's order and the written parent/legal guardian consent will be kept on file at the school and is valid for the current academic year only.
5. Medication will not be administered in doses that exceed the limits set by the Physician's Desk Reference unless such increased dosage is specified in a written order by a licensed physician. The order must be on the physician's letterhead stationery, personally signed by the physician, and the original kept on file in the school Clinic.

6. Preschool and students grades K-5 may not transport medication(s) to and from school. Medications for students grades 6-12 should be transported to and from school by the parent/legal guardian. Under IC 20-34-3-18, written consent must be obtained from a parent/legal guardian for a student to transport medications home.
7. Medication may be sent home with the parent/legal guardian or an individual least 18 years old who has been designated in writing by the student's parent/legal guardian to receive the medication.
8. All medications held by the school must be picked up by the last day of school or they will be destroyed.

**NOTE:** Any medications brought to school without meeting these guidelines will not be administered. 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. Students may be allowed to carry and/or self-administer medication if the following requirements are met:

1. The student has a diagnosed chronic health condition or medical condition that requires emergency medication.
2. The physician has instructed the student to self-administer the medication.
3. Authorization for Prescribed Self-Administration and/or Possession of Medication Statement is completed and signed by both the physician and parent/legal guardian.
4. Medication for self-administration is by I.C. 20-33-8-13 the guidelines established for all prescription medications given in school.
5. The school nurse educates the student and sets expectations, and the nurse agrees that it is appropriate for the student to self-administer the medication.

## **Clinic Symptom and Illness Management**

If a student becomes ill or is injured at school, arrangements will be made for the student to be picked up or sent to a hospital. Parents/legal guardians are responsible for providing their student(s) with timely transportation from school in cases of injury or illness. Students will obtain a clinic pass before coming to the clinic, except in emergencies.

### **Clinic Guidelines for Symptom and Illness Management:**

1. **Fever of 100.0 or higher**- Students will be sent home and can return when fever-free for 24 hours without using fever-reducing medications.
2. **Vomiting and/or Active Diarrhea**- Students may be sent home and can return when symptom free for 24 hours.
3. **Sore Throat**—Students may be sent home if pustules, blisters, white patches, or streaks noted on tonsils
4. **Cough/Runny Nose**—Students may be sent home if they cannot cover their cough, blow their nose, or wash their hands or if their symptoms are severe enough to impede learning.
5. **Eye Irritation**—Students may be sent home if their eyes are pink, draining, crusty, itching, painful, sensitive to light, or have vision changes.
6. **Rash**—Students may be sent home if their rash is spreading, draining, severely itchy, or impeding their ability to learn.
7. **Wounds**—Students may be sent home if their wounds are draining, weeping, swollen, painful, or impeding their ability to learn. Open wounds must be covered at all times while at school.
8. **Ringworm**—Lesions must be covered at all times while at school, and the student must be receiving active anti-fungal treatment.
9. **Lice/Nits/Bed Bugs**- Students with lice/nits or bed bugs will not be sent home. Parents/legal guardians will be notified to come to the clinic to receive treatment education and guidelines.

The parent/legal guardian should provide transportation to and from school until the student is cleared. Documentation of professional treatment may be requested.

**If a student's symptoms or illness are suspected to be contagious, the student will be sent home and may return once symptom-free or have been evaluated by a healthcare provider and cleared to return. Documentation from a healthcare provider may be requested to return. If medication is prescribed for treatment, the student must complete at least 24 hours of treatment before returning.**

## **Respiratory Virus Guidance**

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. MSD of Pike Township's Respiratory Guidance document can be found on the [district's webpage](#).

## 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:

- Contact the Director of Facilities, at 317-280-2400, for information regarding pest control.
- Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
- Maintain a written record of any pesticide applications for 90 days.
- 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.

## 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



**Pike SAFE**

**Pike Township Schools Hotline (317) 387-2227**

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



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[www.pike.k12.in.us](http://www.pike.k12.in.us)

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>**.

## **Section V - Student Activities**

### **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

### Transportation

Transportation to Pike Preparatory Academy is available by shuttle bus from Pike High School. Students will ride their regular bus to Pike High School, and then take the shuttle bus to Pike Preparatory Academy at 7:05 am. The shuttle bus will take students from Pike Preparatory Academy back to Pike High School by 2:23pm and students will ride their regular school bus home.



## Section VII - Rights and Laws

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

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

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

##### 1. Basis for policies affecting students

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

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

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

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

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

## 2. Delegation of Authority

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

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

## 3. Limitation of Delegation

Delegation of authority shall be subject to the following limitations:

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

- Revisions or additions to the policies affecting students shall not be effective until they are reviewed and approved by the superintendent and until they shall be presented to the Board of Education.
- Rules and standards of conduct shall not apply to students generally, or to any group of students, until a written copy is made available to the student or his parents, or is otherwise given general publicity within any school to which it applies. This limitation shall be satisfied in any case where a good faith effort has been made to disseminate such rules and standards of conduct to students or parents.

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

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

5. Expulsion or Suspension

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

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

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

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

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

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

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

1. On school grounds immediately before and immediately after school hours and at any other time when the school is being used by a school group.
2. Off the school grounds at a school activity, an educational function, any event sponsored by the school district, or when a student is traveling to or from school for said school activities, functions or events. The following are examples of conduct constituting student misconduct or substantial disobedience, but are not exclusive examples:

- a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct or possessing any firearm, explosive or any other instrument of offensive or defensive combat. The following enumeration is illustrative of the type of conduct prohibited by this subsection:

- i. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- ii. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from or of use of the building or corridor or room.
- iii. Setting fire to or substantially damaging any school building or property.
- iv. Possessing, firing, displaying, or threatening use of firearms, explosives, or other instruments of offensive or defensive combat on the school premises for any unlawful purpose.
- v. Prevention of or attempting to prevent by physical act the convening or continued function of any school or educational function or of any lawful meeting or assembly on school property.
- vi. Continuously and intentionally making noise or acting in any manner or conspiring so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

- b. Causing or attempting to cause damage to school property, stealing or attempting to steal school property of value or repeated damage or theft involving school property of small value.

- c. Causing or attempting to cause damage to private property or stealing or attempting to steal private property, or repeated damaging or stealing private property.

- d. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
- e. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from such student.
- f. Possessing, handling or transmitting any object that can reasonably be considered firearms, explosives, fireworks/firecrackers, any knife, but excluding school supplies such as pencils or compasses where such items have reasonable use in connection with an educational function.
- g. Knowingly possessing, using, consuming, transmitting tobacco products or knowingly possessing, using, consuming, transmitting or being under the influence of any prescription drug, narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be any of the aforementioned substances, or anything used or designed to be used primarily for the storage, processing, delivery, or consumption of controlled substances.

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

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

**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 approved. 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.