

## HANDBOOK AGREEMENT

I have received and reviewed the Pike Central Student Handbook. If you have any further questions concerning the student handbook or this form, please contact the principal's office.

Please complete the form below and return this page to the school. Check all boxes and completely fill in all information.

We have read and reviewed the PCSC student Acceptable Use/Internet Safety Policy.

We have received and reviewed the Pike Central Middle School Handbook.

Student Name (printed) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_

Address \_\_\_\_\_

School Reach Phone Number \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian E-Mail Address \_\_\_\_\_

# Pike Central Middle School

1814 E. State Rd. 56  
Petersburg, Indiana 47567-8378  
Office Hours: 7:30 A.M. - 4:00 P.M.  
Phone Number (812) 354-8478  
Fax Number (812) 354-9559

## MIDDLE SCHOOL MISSION STATEMENT

Pike Central Middle School, in partnership with students, parents, and community, meets the social, emotional, physical, and academic needs of the transitional student. It provides learners with an environment, which is realistic and creative. Recognizing the unique differences in how students learn, faculty members provide a variety of learning activities so that each student has multiple opportunities for success. The school fosters positive relationships, self-esteem, and respect for self; family, community, and country.

**School Nickname:** Chargers  
**School Logo:** Charger on Mount  
**School Colors:** Burgundy & Gold

### School Song:

Go, you Pike Central, break right through that line  
With our Colors Flying, we will cheer you all the time  
Rah; Rah; Rah  
Go, you Pike Central, Fight for Victory  
Spread far the fame of our fair name  
Go, Pike Central, Win that Game!

## Welcome

Welcome to Pike Central Middle School. We anticipate that each student and staff member will respect one another and work together for the best education of the student. We have a great school, and we are glad that you are a part of it.

### PIKE CENTRAL MIDDLE SCHOOL PHILOSOPHY

We believe **all** students will learn. The Pike Central Middle School personnel will guide each student as he/she works toward becoming a responsible adult capable of making wise decisions. We believe that an atmosphere should be created whereby each student is encouraged to develop to the fullest extent of his/her potential by providing equal educational opportunities to all students.

We further believe the school should prepare the student mentally in special fields and should help shape him/her into a well-rounded individual socially, physically, and culturally. The school should strive to instill in our young people a love and respect for the family, the community, and the country in which we live.

### ACCIDENTS

Every accident or injury in the school building, on the school grounds, at practice sessions or any other event sponsored by the school must be reported immediately to the person in charge and to the principal's office.

### BUILDING HOURS

Any student or group of students in the building before 7:50 a.m. or after 3:30 p.m. must be supervised by a member of the faculty. Upon arrival of students in the morning, individuals should report to the middle school gym until 8:10.

### CLOSED CAMPUS

Pike Central Middle School is committed to a closed campus, which simply means that upon the arrival of a student on campus each morning; the student shall not leave the building complex without clearance from the office. Students will be granted permission to leave the school building only under the following conditions:

1. Students enrolled in special programs.
2. Dental and medical appointments - parental verification is required.
3. Prior permission granted by the administration.

NOTE: To leave the building complex without proper clearance and authorization constitutes an absence and shall be dealt with accordingly.

## **TELEPHONES**

1. A telephone is located at the office for limited student use with office approval.
2. The office phones are reserved for the use of faculty and the school personnel to conduct school business.
3. Students cannot be called to the phones during class. Messages will be delivered to any student in an emergency or other situations deemed urgent.

## **TEXTBOOKS & CHROME BOOKS**

Textbooks and Chrome books are very expensive and should be kept clean and handled carefully. Students should put their name inside the front cover of textbook. Students are responsible for the care of their material and will be required to pay for lost or damaged resources.

## **VISITORS - GUESTS**

1. All visitors and guests are to report to the office when they arrive at school.
2. Students are not to bring friends who are not enrolled at Pike Central Middle School to school with them.
3. Friends of students will not be allowed to visit during lunch hour or between classes.
4. Any student who has -quit school or has been suspended, expelled, or excluded is not allowed to visit the school or be on school grounds except with permission from the Principal.

## **CHANGE OF ADDRESS**

Inform the office of a change of address or telephone number. This will assist in case of emergencies.

## **DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE**

The United States Flag will be displayed in every classroom. Each day will begin with a voluntary reciting of the Pledge of Allegiance. A student is exempt from participation in the Pledge of Allegiance if the student chooses not to participate or the student's parent chooses to have the student not participate. Students who are exempt will remain quietly standing while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge. During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in appropriate salute if in uniform. The student code of conduct applies to disruptive behavior during the recitation of the Pledge.

## **MOMENT OF SILENCE**

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible shall ensure that all students remain standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, mediate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. The student code of conduct applies to disruptive behavior during a moment of silence.

## **ELECTRONIC DEVICES**

All electronic communicating devices are to be kept in lockers and turned off during school hours. These items are not to be carried in the hallways or brought to the classroom.

For the first violation the device will be confiscated and returned to student at end of the day. If there is a second violation the device will be confiscated, parents will pick up the device, and the student will serve one day of ISS. On the third violation the device will be confiscated, the parents will pick up the device, the student will be suspended one day from school, and the device will not be allowed at school the rest of the semester.

## **CONVOCATION PROGRAMS**

Convocations and auditorium rules are planned to insure the best possible conduct during a program. It is not expected that every student will find all programs of equal interest; but, whether a person finds a program to his/her liking or not, he/she has the obligation to be courteous and polite.

## **DRESS CODE**

At Pike Central High School and Pike Central Middle School, school climate is an important part of education. Student appearance is an important part of school climate. Appearance plays a large part in how students feel about themselves and the school in general. The Board of School Trustees of Pike County School Corporation considers parents to be responsible for the neat and appropriate dress, grooming, and appearance of children.

The student dress code policy is intended to create a positive environment for education, help students concentrate on schoolwork, reduce discipline problems and improve school safety. To this end, this policy has been proposed for adoption by the Pike County Board of Education.

### **Standards:**

A student shall be considered to be appropriately dressed and groomed except in cases where such dress and/or grooming shall be considered by school authorities to be unsafe, unhealthy, and/or disruptive to the teaching-learning/educational process.

The following guidelines are to be followed: Students shall not wear clothing or hairstyles that endanger their health, safety or welfare, or others, or cause a disruption to the educational process.

Shirts worn with shorts/skirts must not be longer than the shorts/skirts etc. shirts, blouses and all other tops must be long enough to be tucked into pants or slacks.

All shirts, blouses and tops must have sleeves—no sleeveless tops. Shirts and blouses with low-cut necks are not permitted. No exposed underclothing of any kind.

No baggie pants of any kind and all slacks, jeans, etc., are to be worn at waist length and no longer than the top of the shoes. No jeans or slacks of any type are to be long enough to extend below the heel of the shoes—and not long enough to drag on the floor behind the shoes. Jeans or slacks of any type are not to have straps or any other objects or materials that hang or drag on the floor. All jeans and slacks are to fit well and not appear to be falling off or excessive holes.

No pajama pants.

No chains (link type chains or otherwise) of any type are allowed on clothing, on your person, or in your possession.

No coats are to be allowed in the hallways other than in the morning while going to your locker upon arrival to the building and from the building at the end of the school day.

Clothing exhibiting suggestive dual meaning, obscene words or messages is not allowed. (Advertising alcohol, tobacco, sexual, etc.)

Any jewelry or other items will be prohibited when worn in any visible pierced body part other than the ear.

No headwear shall be worn inside the building. They will be placed in the student's locker upon arrival at school and will remain there until dismissal for the day.

Dyed hair is to be in natural hair colors only. No bare feet are allowed.

No pocketknives or any type knife, weapons or anything that is considered a weapon are allowed to be carried on your person or kept in a locker or in vehicles.

Inappropriate tattoos must be covered by the student's clothing.

## **SCHOOL CLOSING PROCEDURES**

School Messenger will be used to notified parent by phone. The following is the list television stations that are called when weather necessitates the closing or delay of school:

Television: Channel 7, Channel 14 and Channel 25

## **NURSE'S OFFICE**

The nurses' office is located at the middle school office. It is open from 8:00 to 3:25 daily. ALL MEDICATION INCLUDING PRESCRIPTION MEDICINE WILL BE KEPT IN THE NURSE'S OFFICE. If a student becomes ill while at school and wishes to see a nurse, they should get a pass from a teacher. Students who become ill while at school and wish to go home WILL BE EXAMINED BY THE NURSE and if the nurse feels it is necessary for the student to go home, she will arrange with the parents for transportation of the student home. Proper sign-in and sign-out procedures must be followed. In no instance will the student be sent home without the school first notifying the student's parent or guardian. ALL STUDENTS THAT BECOME ILL WHILE AT SCHOOL MUST SEE THE SCHOOL NURSE.

Any medication given at school, *including Over The Counter Medications*, will require a physician's order. Indiana Code will be followed regarding the administration of medications provided by the parent to the school for students. The parent/guardian of a student requiring medication during school hours should contact the school nurse for information pertaining to the administration of such. The law permits any student with an acute or chronic disease or medical condition to possess and self-administer medication required on an emergency basis while in school or at a school-sponsored activity. A form needs to be completed by the prescribing physician, the parent, and the student to allow possession and administration. The form should be picked up from and returned to the nurse's office on completion by the physician.

Indiana Law, along with individual safety factors, will also be followed regarding the release of medication from the health office to the student.

Every student entering the Pike County School Corporation must conform to the Indiana State Health Department Immunization Guidelines.

Health screenings mandated by State Law will be done on students as follows: Visual Screening: Kindergarten or First, Third, and Eighth; Hearing Screening: First, Fourth, Seventh, and Tenth; Scoliosis Screening: Fifth, Seventh, and Ninth. Screenings will also be done on any student new to the corporation or as a follow-up. In addition: height, weight, and head lice screenings may be performed on students.

To ensure the health and safety of each student while at school, an **Annual Health Update** form is provided to each student for the parent to fill out and sign. This form is a part of each student's health record and will assist in the treatment of health concerns along with the release and transportation from school due to such concerns, should the parent or guardian not be available. Any student requiring a medical procedure or prescription medication on a regular or as needed basis while at school, may require an individual health plan with the parents input. Information pertinent to a student's daily activities may be shared on a need to know basis with the school health team involved with that student. The team may include any staff member who will share in a responsibility affecting that student.

Students should not be sent to school if he or she has had a fever or presented signs or symptoms of a contagious condition in the last 24 hours. Contact the nurse's office to discuss medical conditions, questions relating to medications or treatments or any other health concerns.

### **Guidelines for Management of Head Lice in the Schools**

#### Responsibility of the School Nurse

The PCSC registered nurses are the health care professionals who will communicate with and act as consultants for the staff, family and student. The nurse will provide instruction and support to the student and family.

#### Responsibility of the School

1. Any student within the school corporation suspected of having head lice may be examined.
2. Any sibling or close contact of the infected student who is within the school corporation may be examined.
3. Confidentiality must be maintained.
4. An individual will be sent home upon evidence **of** living lice.
5. Instruction in treatment with an FDA approved product will be provided to the caregiver for any student sent home.
6. When the individual returns to the school after a substantiated case of head lice, and proper treatment has been given, he or she should be examined by the school nurse.

#### Transportation Responsibilities

1. When a child has been diagnosed with an active case of head lice, the parent, guardian, or designated person on the current health information sheet will be contacted to transport the child home. Parents or guardians of students who drive to school will be contacted before the student is sent home.
2. In rare situations when school personnel have communicated with persons listed as contacts for the student, and no transportation is available, the child will be sent home at the end of the day by the regular means for that student. This may be by bus or by individual transportation.

## **AIDS Policy**

Acquired Immune Deficiency Syndrome (AIDS) is a disease caused by the Human Immunodeficiency Virus (HIV). The AIDS virus may live in the human body for years and can be spread to others before any symptoms appear. AIDS alters the immune system thus reducing the body's ability to fight disease and infections.

Most people infected with the AIDS virus appear healthy but are capable of transmitting the virus to others. At the present time there is no cure nor is there a vaccine to prevent infection from the AIDS virus. This virus is transmitted in very specific and very limited ways. AIDS is transmitted from an infected person to someone else by intimate sexual contact, by sharing hypodermic needles, from a mother to her unborn child.

There is no evidence to support that AIDS can be transmitted by any type of so-called "casual contact," including all kinds of activities and behaviors that occur in school. Therefore restricting the attendance of known AIDS patients or persons known to be infected with the HIV is not an effective method to prevent transmission of the virus, and may violate state and federal law.

1. Student(s) who are infected with the HIV shall be allowed to attend school.
2. Students who are HIV infected will not be restricted from school unless they have evidence of other infection or illness for which any student should be restricted (fever, diarrhea, respiratory illness).
3. A student with HIV infection may need to be removed from the classroom for his/her own protection when cases of measles, chicken pox, or other infectious diseases are occurring in the school corporation.
4. When school officials learn of a HIV infected student, appropriate school official(s), student, student's parents/guardian, and student's physician should work together in determining who has a "need to know" of the HIV status of the student. Because of right to privacy, state law (IC-1-9.5-7) requires that personal records and medical information must be held strictly confidential.

## **STUDENT INSURANCE**

The school assumes no medical liability for student injuries. Student insurance will be available on an optional basis to all students. Insurance envelopes will be distributed during student registration. Students with school insurance who become involved in accidents requiring medical attention should contact the school nurse,

## **DISASTER DRILLS**

Fire drills are requested each month by state law. Signs are located near the doorway of each classroom giving evacuation procedures to follow in an emergency. Please observe the following points during fire drills:

1. Lights out.
2. Walk rapidly to exit, but do not run.
3. Do not wait for friends to join you.
4. Stay with your class once outside.
5. Do not reenter the building until the all clear is sounded.

Tornado drills will be held once per semester.

1. Go immediately to your designated area.
  2. Stay away from windows.
  3. Crouch against a load-bearing wall.
  4. Cover your head and face.
  5. Remain in this position and area until an all-clear signal is given.
- Man made event drills will be twice per semester.

## HALL PASSES

1. Hall passes are generally discouraged.
2. Students shall not be in the halls except during passing periods without a hallway pass on their person. Teachers may request a pass from any student in the hall. Violators should be sent to the office.
3. Students will not be issued passes at times which will interrupt either the class the student is leaving or the activities where the student is going.
4. Restroom Pass. Permanent passes may be used for restroom privileges only. Students should be instructed to use the nearest restroom. Restroom privileges during class time should be limited.
5. Written Pass. This should be used for student passage to any specific point in the building. This pass is to be completed by the teacher issuing the pass. Forms in this handbook must be used for all passes except restroom.
  - A. Pike Central Discipline Notice  
If a student is referred to the office for discipline, the filled-out Discipline Notice should accompany the student and will serve as the hall pass.
  - B. Nurse Pass  
Students who are ill should certainly see the nurse. A student must have a pass to be admitted to the nurse, except in emergencies. In all instances students must sign in and out of the nurse's office.
  - C. Media Center Pass  
A classroom teacher who assigns media center work should issue a pass for the student. In all instances students must sign in and out of the media center.
  - D. Emergency Telephone Usage (Regular Pass Form) This should seldom be used; one person per pass.
  - E. Computer Lab: A pass from the Computer Lab Coordinator must be obtained in advance for a student to use the computer lab.
  - F. Internet Access Form: For a student to access the Internet under the direct supervision of a school professional an Internet Access Form must be completed.

## HOMEWORK POLICY

Definition: Homework is an out-of-school assignment that contributes to the educational process of the student. It should be an extension of class work and should be related to the objectives of the curriculum being studied. Homework may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent projects related to the subject. Homework should fulfill the following purposes or objectives:

1. To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. To teach students responsibility and organizational skills.
3. To promote wise and orderly use of time.
4. To encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. To provide opportunities for broad enrichment activities.

**Role of the student:** Each student has the responsibility to develop good work and study habits. The student should:

1. Clarify with the teacher any questions pertaining to the instructions before leaving class (i. e. its purpose, when it is due, and how it should be done).
2. Take home any materials and information needed to complete the assignment.
3. Learn to budget his/her time.
4. Analyze his/her study habits and take advantage of available study aids.
5. With the aid of their parents:
  - a. Set aside a special time in which to do the assignment.
  - b. Find a workplace free from excessive noise and other distractions in which to work.
  - c. Organize his/her time so assignments can be completed in a reasonable length of time.
  - d. Check carefully the completed assignment.
6. Return all work completed to the teacher by the date requested.
7. Make up work missed during an absence.

## PLAGIARISM

To plagiarize is to "steal and pass off (the ideas or words of another) as one's own without crediting the source; present as new and original an idea or product derived from an existing source," (*Webster's New Collegiate Dictionary, Springfield: G. & C. Merriam Company, 1973, 870*).

To avoid plagiarism "Give credit whenever you use another person's idea, opinion, or theory; any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words." *Indiana University Student Code of Rights, Responsibilities, and Conduct* The minimum penalty for plagiarism is a zero for the assignment.

## ATTENDANCE POLICY

All students at Pike Central are expected to attend school on a regular basis to receive maximum benefits of the educational process. The attributes of punctuality, dependability, and reliability are characteristics that are respected in our society and therefore are part of the educational process.

Any time a student is absent, the parent should call the office (354-8478) on the day of the absence, or submit a parental note the day the student returns to school. In the event the student was under the care of a physician, dentist, court official, etc., a written statement verifying the absence must be presented.

### Policy

A student under eighteen (18) years of age is to be in attendance every school day as prescribed by the school attendance law. However, for those students who have an absence or tardy, the following procedures will be followed:

1. Students are permitted a maximum of ten (10) unexcused absences per school year.
2. When a student has been absent five (5) times in a semester, a letter will notify the parent(s)/guardian(s).
3. After eight (8) absences, a letter will again notify the parent(s)/guardian(s).
4. When ten (10) absences occur, the parent(s)/guardian(s) will be notified in writing.
5. Absences beyond ten (10) days unexcused will result in notification of the Attendance Enforcement Panel.
6. Days of absence covered under IC 20-8.1-3-18 will not be counted toward the ten (10) days unexcused per year total.
  - a. *OSS-ISS*
  - b. *As a helper to a political candidate during election days*
  - c. *Court appearance*
  - d. *Active duty with the Indiana National Guard*
  - e. *Funeral in the immediate family*
  - f. *Attendance at religious instruction*
  - g. *Certificate of incapacity by an Indiana physician*
7. Students who are absent from school unless covered under I.C. 20-8.1-3-18 shall not attend school related activities that evening.
8. All notes from parents must be submitted within three (3) days after the student returns, or the absence will be considered truancy.

### Make-Up Work

1. Absence - This work must be made up. Failure to do so should result in an incomplete grade. All tests and quizzes may be made up.
2. In-School Suspension (ISS) - All work missed must be made up during the day of ISS and credit will be given.
3. Out-of-School Suspension (OSS) - All work missed must be made up although credit will not be given. Failure to do so should result in an incomplete grade.
4. When a student is absent for a specific number of days, that student will have equal to the amount of days missed to turn in make-up work beginning after the first day that student returns.

### Tardy Policy

Definition of tardy: Reporting late to school or late to class. If a student is more than ten (10) minutes late to class, they should be counted absent.

1. A student is considered tardy if he or she is not in their assigned room at the designated time the period is to start. A tardy will be excused if a teacher or office personnel excusing the tardy sign a valid pass. The time on the pass will indicate whether the student has gone directly to class.
2. Each teacher will explain the tardy policy to students at the beginning of the school year. Unexcused tardies will be recorded in the teacher's grade book.



## **HABITUAL TRUANCY POLICY**

The Pike County School board has defined a habitual truant as one who willfully fails to attend school in defiance of PARENTAL AUTHORITY.

Public Law IC 9-24-2-1 provides that the Bureau of Motor Vehicles may not issue a driver's license or learner's permit to a student who is:

1. Less than eighteen (18) years of age;
2. A habitual truant; and
3. Identified to the Bureau of Motor Vehicles by the student's principal. Building principals will determine that a student is a habitual truant;
  - A. When that student has been truant from school three (3) times in any one semester, or four (4) times in a school year; and
  - B. A student who is absent from a class period beyond 10 minutes without an excuse constitutes a truancy; and
  - C. The student will be identified as a habitual truant following an administrative conference with the student and his/her parent/guardian.

A student identified as a habitual truant is entitled to a review of his/her attendance record at least once a year to determine if the student's attendance has improved so that the student may become eligible for a driver's license or learner's permit.

## **SIGN-IN/SIGN-OUT - PREARRANGED**

### **PREARRANGED**

Students who must be out of school for the entire day or for multiple days should obtain a Prearranged Absence Form at least two days prior to the absence. If the absence is due to a doctor or dentist appointment, the student should obtain a Prearranged Medical Form.

If the student fails to fill out the prearranged forms due to an emergency and must leave school for some reason during the day, the student should bring a written excuse signed by the parent stating where, when, and with whom the student is going. These notes should be presented to the office at the beginning of the day.

### **SIGN-IN/SIGN\_OUT**

When arriving late or returning to school after missing any part of the school day, a student or guardian must report immediately to the office and sign-in to be officially admitted. A student can only be signed-out by their legal guardian, unless prior arrangements have been made with the front office staff. Students are not allowed to sign themselves out of school. No student is to leave the building or return without being signed in or signed-out by the office.

## **MIDDLE SCHOOL PROMOTION AND RETENTION**

Each student at Pike Central Middle School is expected to achieve to the classroom standards as established by teachers. A student enrolled in the subjects of language arts, mathematics, science and social studies and receives a total of five (5) semester "F's" in a combination of these subjects, will be eligible for failure for the academic year. Teacher input will be requested by an administrator prior to promotion, placement, or retention of the student.

After a student receives a combination of two (2) "F's" in any of the subjects listed above, a letter will be sent home with the promotion/retention policy-notifying parents of the situation.

Any promotion or retention decisions in regard to students who are identified in need of special education classes will be made through the involvement of representatives of the special education cooperative and Pike Central.

## **PHYSICAL EDUCATION**

Physical education classes are required for students, unless medically waived. Pike Central physical education uniforms must be worn in the classes.

## **SPECIAL EDUCATION**

Due process procedures for special education students will follow the Indiana State Board of Education Special Education Rules adopted 1-8-92 under Article 7, Rule 15.

## GUIDANCE SERVICES

1. Individual conferences: Appointments are recommended but not always necessary. Students may visit the Guidance Office by obtaining a pass between classes.
2. Student Withdrawal from School: Before a student may withdraw from school an exit interview must be scheduled according to state requirements. The exit interview will include a hearing to determine if the reason for the withdrawal is financial hardship. If the principal determines the reason for withdrawal is not financial hardship, then a copy of the determination will be provided and the student's name will be submitted to the bureau of motor vehicles for denying or invalidating a driver's license or learner's permit until the student's eighteenth birthday. The student must be 16 years of age. All school textbooks, parking permits, school property, and other obligations must be turned in. The student's parent is required to meet with the principal prior to withdrawal. Parent permission will be required for students under 18.
3. Honor Roll An Honor Roll will be published following each grading period. The following procedure will be used to determine Honor Roll students. Two Honor rolls are recognized at Pike Central.
  1. All A Honor Roll — no grade below an A
  2. Honor Roll — no grade below a B
4. Incomplete Make-up Work: Any student who misses school will have the same number of days he/she missed to turn in all make-up work. The days commence at the end of the first day a student returns to school. If incompletes are not made up within this period, credit for the work missed will not be given.
5. Extended Illness Make-Up: In cases of extended illnesses for three (3) days or more, assignments may be picked-up through the guidance office.
6. Release of records: In accordance with the Family Rights and Privacy Act, school records for a student may be released only by the parents' permission if the child is under 18 except in instances where the records are requested by an educational agency in which the student seeks or intends to enroll. If the student is 18 or older, they may grant permission. If a student fails to pay necessary fees, transference of records to other institutions will be delayed until payment is made.
7. Grade Deficiency Reports: Students who are failing a class at the mid-term of a grading period may receive deficiency reports by teachers mailed to their home.
8. Grading Scale: The following grading scale has been adopted for use at Pike Central Middle School.

Regular Class Grades		Project Grades	
100%	A+	100%	A+
99-93%	A	96%	A
92-90%	A-	91%	A-
89-87%	B+	88%	B+
86-83%	B	85%	
82-80%	B-	81%	B-
79-77%	C+	78%	C-
76-73%	C	75%	
72-70%	C-	71%	C-
69-67%	D+	68%	D+
66-63%	D	65%	
62-60%	D-	61%	D-

Below 60%

2 F's earned in a subject in a semester results in failing that subject for the semester. In addition, a sixty (60) percent average must be maintained as a minimum for the semester to pass. There will be four, 9 weeks grading periods for Pike Central Middle School.

## **WORLD ACCESS CENTER**

Students will have ready access to the center during the school day. Students may use the center with a pass. Students with passes must *sign* in upon arriving and also before leaving. Teacher/classroom use of the media center has top priority for student use. Disorderly students will be sent back to class and may lose the privilege of using the center. World Access Center materials are expected to be returned on time or paid for if damaged or lost. Damaged or lost materials should be paid for prior to the end of a grading period. A fee of (3) cents per day will be charged for any overdue book.

## **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to participate in any of the extra-curricular activities offered at Pike Central. Our extra-curricular program consists of athletics, special interest group clubs, music groups as well as academic teams.

The following guidelines must be adhered to:

1. Students must pay any dues required at the beginning of the year.
2. Students must attend at least V2 of the regular school day before participating in an after-school extra-curricular activity on that day unless a principal has approved a prearranged absence.
3. If a student participates in after school programs where snacks may be involved it will be the parent's responsibility to notify those in charge of the programs of any student allergies or food limitations.

## **STUDENT COUNCIL**

The middle school student government will consist of 18 members, six from each grade level. The eighth grade and seventh grade members will be elected in the spring by the respective student class bodies. The sixth grade student government members will be elected in the fall by the sixth grade class body. Meetings will be held on the first Friday of each month. It is the responsibility of each member to find out about the time and place for each meeting. Each member will be expected to:

- A. Be a positive example to other students. Students will be placed on probation for one month for one ISS and removed from office for OSS or two ISS's.
- B. Attend all meetings unless excused. Excuses must be turned in to the advisor at the next meeting. Missing three meetings without an excuse will result in probation for one month. Missing five meetings without an excuse will result in removal from office.
- C. Help with assigned activities (Winter Ball, service leadership, fundraisers, etc.)
- D. Maintain passing grades in all subjects. A student will be placed on probation for one F and removed from office for two F's. Probation will mean the member will not be allowed to participate in any student government activity

## **DRIVER' S LICENSE OR LEARNER'S PERMIT**

If a person is less than eighteen (18) years of age and is a:

1. Habitual truant
2. Under at least a second suspension from school
3. Under an expulsion from school or
4. Withdrawn from school for a reason other than financial hardship

The bureau of motor vehicles shall invalidate the person's license or permit until the earliest of the following:

1. The person becomes eighteen (18) years of age
2. One hundred twenty (120) days after the suspension, or the end of a semester during which the person returns to school, whichever is longer or
3. The suspension, expulsion, or exclusion is reversed after the person has had a hearing.

## **LOST AND FOUND**

Articles, which are presumed lost, can usually be found by following the procedure listed below:

1. Check classrooms previously attended.
2. Double check in the student's locker and with friends.
3. Check in the office.

## **ATHLETIC PARTICIPATION**

If a student is a member of more than one activity that meets after school, participation in the academic activity will take precedence over non-academic activities. Sponsors and coaches may work together to waive this requirement depending on the event.

## **ATHLETICS**

Every effort is made to organize a competitive and complete schedule in each sport. We offer a varied interscholastic athletic program for both boys and girls.

BOYS — cross-country, football, basketball, swimming, wrestling, and track.

GIRLS — cross-country, volleyball, basketball, swimming, and track.

We hold membership in the Pocket Athletic Conference and abide by all rules and regulations. All equipment issued by the athletic department must be returned in good condition or the athlete must replace the equipment that is lost or damaged. We offer excellent facilities for athletes, and it is the athlete's responsibility to show respect and proper attitude toward maintenance and use of these facilities. The athletic department will NOT carry any insurance on any athlete. It is recommended that if a parent does not have insurance for their child that they purchase the student insurance offered to all students. Athletic awards programs are held at the end of the seasons.

## **ELIGIBILITY RULES MIDDLE SCHOOL ATHLETICS**

1. In general, all guidelines set forth by the IHSAA for high school athletics will apply to middle school athletics.
2. Must receive passing grades in 5 core subjects. Semester grades take precedent over nine weeks' grades in determining eligibility.
3. Must exhibit proper conduct at all times.
4. Sixth grade students may participate in volleyball, basketball, swimming, wrestling, track, and cross-country.
5. Seventh and eighth graders may participate in football, basketball, volleyball, wrestling, track, swimming and cross-country.
6. Must comply with Athletic Code of Conduct.

## **CHEERLEADING GUIDELINES**

The purpose of cheerleaders shall be to enhance school spirit to develop a sense of good sportsmanship among students, and to promote good relations between schools during athletic contests.

### **Membership**

- A. There will be one-eighth grade squad consisting of 6 or more students.
- B. There will be one-seventh grade squad consisting of 6 or more students.
- C. There will be one-sixth grade squad consisting of 6 or more students.

### **Elections and Tryouts**

Elections are held in the spring. A member of the student body meeting requirements listed below is eligible.

- A. All candidates must be passing 5 solid subjects at the time of tryouts. This will be based on the most current report card.
- B. All candidates must submit a permission form before being allowed to tryout.
- C. Judges are other school's cheer sponsors and/or college cheerleaders. Outside persons with expertise in cheerleading may also be judges.
- D. Each candidate is judged on enthusiasm, coordination, poise, voice quality and projection, maturity, creativity of cheer, precise motions, and special cheering skills (jumps, splits, and acrobatics).
- E. A member of the faculty and cheer sponsors will tally the votes and verification will be done by the athletic director. Squad lists will be presented to the principal for final review and results will be available the day of tryouts if possible.
- F. Judging as follows: A candidate must receive at least 50% of the total possible points to qualify for cheerleader. \*At the sponsor's option the lowest judge's score sheet will be replaced with the sponsor's score sheet

## **DANCE RULES**

1. Only Pike Central Middle School students will be allowed to attend Pike Central Middle School dances.
2. Emergency lights will be turned on during the dance.
3. Once a student is at a dance, the student is to remain there. Once a student leaves the building they are to leave school grounds including the parking lot.
4. No drinks will be brought into a dance.
5. Chaperones will have the right to dismiss any student from school dances.

## **CANDY, GUM, SOFT DRINKS**

Every effort should be made to help keep the school as clean as possible and free from spills and stains. Therefore the following regulations must prevail:

1. Consumption of soft drinks is not allowed in any part of the building except for the cafeteria, commons, and gym when designated. No glass soft drink containers will be allowed. All containers must be sealed until consumption.. Machine purchases are available prior to class time until 8:15 a.m. and during lunch periods.
2. Students may store unopened beverages in their locker for consumption during lunch.
3. Candy or other food is not to be eaten or sold in class or in any carpeted area.
4. Gum chewing will be allowed provided its use does not interfere with the educational process of the school and provided it is disposed of properly.

## **STUDENT DISCIPLINE POLICY**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions:

Definitions: Detention, Suspension, Expulsion, Saturday School

Detention - Serving time studying or working before, during or after school or during lunch for something wrongly done. All work can be made-up.

In-School Suspension - Serving time during the day in a special classroom that has more restrictions placed on the student. Work can be made-up.

Out-of-School-Suspension - Serving time away from school during the day. Credit is not granted for missed work. Expulsion - Student is denied attendance at school for the remainder of the semester or year. Full credit is taken away. Saturday School - Supervised detention on specified Saturdays.

1. **REMOVAL FROM CLASS OR ACTIVITY-TEACHER:** 1) A middle school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for suspension and expulsion in this policy.

## Discipline Guidelines

The following are meant as guidelines and not as requirements depending on the severity of the incidence, number of infractions or injury to property or persons. A principal or his designee may suspend up to ten days and recommend expulsion.

### Fighting:

*First Offense* One to three days in or out of school suspension

*Second Offense* One to five days out of school suspension

*Third Offense* Three to ten days out of school suspension

*Fourth Offense* Ten days suspension and recommendation of expulsion

### Assault on School Personnel:

*First Offense* Five to ten days out of school suspension and recommendation for possible expulsion

### Theft or Destruction of Property:

*First Offense* Three or more days in or out of school suspension pending restitution

*Second Offense* Five or more days out of school suspension and recommendation for possible expulsion pending restitution

### Profanity or Vulgar Gestures:

*First Offense* One day in school suspension to five days out of school suspension if directed at a staff member

*Second Offense* Multiple days in school suspension to ten days of out of school suspension if directed at a staff member.

### Bullying:

#### BULLYING (10 20-33-8-0.2)

A safe and civil environment in school is necessary for students to learn and achieve high standards, harassment, intimidation or bullying like other disruptive behavior has no place in the school environment.

As used in this handbook "bullying" means overt, repeated acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed;

by a student or group of students against another student with the intent to harass;

humiliate, intimidate, or harm the other student. (10 20-33-8-.02)

This rule applies when a student is on school grounds immediately before or skirting school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function or event; or using property or equipment provided by the school. (10 20-33-8-.02)

Reporting: Students should report bullying to the classroom teacher or teacher on duty. If no teacher is immediately available, the report should be made to a *counselor* or a member of the administration. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community including students, parents, and volunteers are encouraged to report any action that may be a violation of this policy.

Investigation: The teacher or counselor will be responsible for the initial investigation. A written report will be made to the principal's office. The principal or his/her designee shall conduct a complete investigation or the alleged incident. The principal or the principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy.

Intervention: Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building, or by a law enforcement official.

Consequences and appropriate remedial actions for students involved in harassment, intimidation, or bullying range from behavioral interventions in interpersonal relations and social skill development up to and including suspensions and expulsions.

In considering a response the administrator should consider the nature and circumstances of the act, the level of harm, and the nature of the behavior, past incidences or past continuing patterns of behavior and the context of the alleged incident.

Parental Involvement—The school may contact parents whose children are involved in continuing acts of harassment, intimidation, or bullying. A conference will be called so the parent, school, and the child can discuss the problems and possible solutions that will be positive for the student, the parent, and the school.

Staff Professional Development—Staff members will be encouraged to become trained in skills and strategies for positive behavioral interventions. All staff members will receive training covering identifying bullying, research on bullying, characteristics of bullies, where does bullying happen, and the results of bullying on the victim. Follow Up—A follow up conference will be held with any student who has made a bullying report. The conference will take place after ten school days to ensure that the problem has been corrected. This conference will be held by the principal, principal designee, or school counselor.

### Expectations for Student Behavior (board approved April 12, 2004)

Intimidation of student(s) by another student or students and violators of any rule will be punishable by suspension. This includes bumping another student or calling another student a name(s). Other offenses and discipline guidelines are covered elsewhere in this handbook. The principal or his designee will use severity of offense and/or frequency of offense as extenuating or mitigating factors.

## **GROUNDS FOR SUSPENSION OR EXPULSION**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using 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. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. Any object includes any item that is considered a weapon but is not a firearm as defined in rule #13 below. PL 72-2006 makes possessing a knife on school property or on a school bus a Class B misdemeanor. The law makes the offense a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. The law adds battery against, and the harassment of a school employee to the list of offenses that must be reported to a local law enforcement agency.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, tobacco substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, glue sniffing or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property, engaging in sexual harassment of another person, which includes sexually related verbal statements, gestures or physical contact, engaging in voluntary or consensual sexually related contact with another person;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  - f. engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a cell phone in a situation not related to a school purpose or educational function.
13. POSSESSION OF A FIREARM

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

According to Section 921, the following devices are not considered to be a firearm.

- an antique firearm
  - a rifle, which the owner intends to use solely for sporting, recreational, or cultural purposes
  - any device which is neither designed nor redesigned for use as a weapon
  - any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device
  - Class C common fireworks
- c. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
  - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule. 14.

Failing to have legal settlement in the attendance area of the school corporation.

The grounds for suspension or expulsion previously listed apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school a school activity, function, or event.

In addition to the grounds listed, a student may be suspended or expelled 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 an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Administration staff, a teacher, or other school staff members who have students under their charge to ensure a safe, orderly, and effective educational environment may take other disciplinary actions. Disciplinary action under this section may include the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of a student by a teacher from that teacher's class for a period not to exceed one class period if the student is assigned regular or additional school work to complete in another school setting.
8. Assignment by the principal of: (A) a special course of study;  
(13) an alternative educational program; or  
(C) an alternative school
9. Removal of a student from school sponsored transportation.
10. Referral to the juvenile court.

### **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed: I. 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 the evidence against the student will be presented; and,
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situation, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
  3. Following the suspension, the parents or guardians 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**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons 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 conducted by the superintendent or the person designated above. Failure by the student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the 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.
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 student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

## **ALCOHOL-DRUG ABUSE**

Any student in possession of, under the influence of, dispensing and/or selling any drug, look-alike drug, steroids or alcoholic beverage on school property or at school activities shall be in violation of school policy. Each offense will result in a suspension up to ten days and will result in a recommendation for expulsion and/or attendance at the drug education program. All medication including prescription drugs must be kept in the office of the school nurse. Anyone caught selling prescription drugs or taking prescription drugs illegally will be subject to discipline.

## **SMOKING - TOBACCO SUBSTANCE**

1. Indiana statutory law prohibits the sale and use of tobacco to minors, and the school does not permit its use or possession on the school grounds or in the school building, nor at any school related activity.
2. Parents are responsible for establishing guidelines for their own youngsters regarding smoking, but the school shall establish its territorial lines for smoking, and tobacco related substance.
3. **NO POSSESSION OR USE OF TOBACCO SUBSTANCE, MATCHES OR LIGHTERS IN THE SCHOOL BUILDING, ON SCHOOL GROUNDS, OR ON THE SCHOOL BUS IS ALLOWED.**
  - A. Possession or use of tobacco substance will result in:
    1. First offense - One day of out of school suspension and referred to the school nurse for counseling.
    2. Second offense - 3 days out-of-school suspension, parent conference, and completion of a tobacco cessation program.
    3. Third offense - 5 days out-of-school suspension and due process bearing to determine student's status at school.

## BUS DISCIPLINE GUIDELINES

*The following guidelines are delineated for transportation privileges only:*

1. Rules and regulations will be enforced by bus drivers.
2. Parents and school officials must cooperate to make the bus ride a safe one. Parents are asked to discuss good bus conduct with their students and to assume responsibility for their conduct.
3. Good bus conduct is violated when a student commits an infraction that is listed below. These have been divided up into minor and major violations.

### **Minor Violations**

2. Student turning around in seat not sitting down.
3. Out of seat while bus is in motion. Not in assigned seat.
4. Pushing, general horseplay.
5. Eating, drinking, littering.
6. Inappropriate language.
7. Loud talking.
8. Intentionally riding wrong bus.
4. Drivers will keep track of **minor violations** by utilizing a check system. After the 2<sup>nd</sup> check the bus driver will contact the parent and politely inform them of the violations and notify them that the next check will result in a bus conduct report to the principal.
5. The First bus conduct report will be a warning depending on severity.
6. A Second violation will be a one day buss suspension. A third will be a three day bus suspension. A Fourth violation will be a five day bus suspension. A fifth violation will be a seven day bus suspension. A sixth violation will be a ten day bus suspension. A seventh violation will be a suspension for the rest of the semester.
7. A Fight will be a three day bus suspension plus penalties in school. A second fight is a five day bus suspension. A Third fight is suspension from the bus the rest of the semester.
8. A bus conduct report must be issued each time a **major violation** occurs which endangers the safety or well-being of others and/or causes damage to the bus. Students may be suspended from 5-15 days. Repeat offenders may be suspended permanently from the bus. This list includes but is not limited to:

### **Major Violations**

1. Instigating a fight on the bus.
2. Physical or verbal abuse of the bus driver **or** passengers, vulgar language, threatening actions etc.
3. Insubordination, defying the bus driver and willfully failing to follow directions of the bus driver.
4. Possession of controlled substance, alcohol, tobacco, or weapons.
5. Igniting an incendiary object or throwing it into a bus.
6. Any action, which is felt to constitute a serious threat to the safety and/or wellbeing of others.
9. Students who vandalize school buses will be responsible for the cost of repair and may be denied bus privileges until restitution is made.
10. Bus suspension only counts for school days. Bus suspension does not include days in which a student has been suspended from school.
11. No firearm of any kind may be transported on a bus as defined in Section 921 of Title 18 of the United States Code. Reference letter B, #13 in the student handbook under possession of a Firearm.
12. The principal/designee may request that a student's bus privileges be suspended permanently. This must be submitted in writing to the Director of Support Services documenting the reason for the permanent denial of bus privileges.

*The above violations will also carry with them the discipline that is set forth in the student handbook.*

**If a student is suspended from one school bus, they are suspended from all other buses. A school bus suspension is not an excused absence from school. Students will be expected to be at school each day of their suspension.**

## STUDENT ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY

**Each student will be given a permission form to be signed by the parent at the time of registration when signed this becomes a legally binding contract. Please be informed that your child will be using computers and Internet as additional learning resources. You have the option to request alternative activities not requiring Internet access**

The technology mission of the Pike County School Corporation (PCSC) is to provide vast, diverse, and unique resources to both students and teachers through a technology rich learning environment. This environment will help provide the opportunity for the development of technological skills and experiences that will prepare our students for the 21 Century workforce.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Therefore, no student in the PCSC may access the Internet without permission and supervision of a member of the professional staff. PCSC will be taking precautions to restrict access to controversial material in compliance with the federal Children's Internet Protection Act. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We, the PCSC, firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Listed below are the provisions of this contract. If any user violates these provisions, access to the technology classes or technology resources may be denied and you may be subject to disciplinary action.

### 1. Personal Responsibility:

- I accept personal responsibility for using electronic media appropriately for an education setting.
- I accept personal responsibility for reporting any misuse of the network to the system administrator.

Misuse is defined as, but not limited to, involvement with pornography, illegal solicitation, racism, sexism, obscenity, or other activities deemed harmful to minors, materials that promote illegal behavior, altering system software, the placing of unauthorized information, computer viruses or harmful programs, and the accessing of unauthorized information including "hacking" and other unlawful activities.

- **I understand that the use of unauthorized proxy server sites is prohibited.**

### 2. Network Etiquette:

- I understand I am expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:
  - a. Be polite
  - b. Use appropriate language
  - c. Never reveal your (or anyone else's) home address, personal phone number, or other personal information to fellow students, school personnel, or individuals or companies on the Internet. Only utilize electronic mail, chat rooms, and other forms of direct electronic communications under the direct supervision of school personnel.
  - d. Do not use the network in any way that would disrupt service by the network to others.
  - e. Do not use abusive language in any way including bullying or harassing.
  - f. Do not disseminate or print copyrighted material, including articles and software, in violation of copyright laws.
  - g. Never plagiarize.

### 3. Privacy

E-mail is not guaranteed to be private. All messages may be reviewed by school officials. The PCSC reserves the right to access and review all files and internet transactions created/placed/sent on the PCSC computer infrastructure.

### 4. Security

- Security on any computer system is a high priority. If you identify a security problem, notify a staff member and a member of the technology staff at once. Never demonstrate the problem to other users.
- Never share your password or use another individual's account. It is the student's responsibility to save files to a personal storage device before the end of the school year. All student home directories will be emptied at the end of each school year.
- **I understand I am responsible for the use of my assigned password and access privilege. Use of a password by someone other than the registered password holder is forbidden and shall be grounds for the loss of access privileges.**

### 5. Vandalism

Vandalism is defined as any malicious attempt to access, harm, alter, or destroy hardware or software. I understand any vandalism

to the computers should be reported immediately to the supervising staff member. Any vandalism may result in the loss of computer services, disciplinary action, and/or legal referral.

#### **6. District Disclaimer**

The PCSC makes no warranties of any kind, whether expressed or implied, for the service it is providing. PCSC will not be responsible for any damages suffered while on the system. These damages include, but are not limited to, loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The PCSC will not be responsible for unauthorized financial obligations resulting from district-provided access to the Network. PCSC specifically disclaims any responsibility for accuracy of information obtained through its services.

Whether this document is signed or not, proven malicious intent will result in disciplinary action in accordance with the PC SC's student policy. Misuse of the Network or Internet, which results in breaking local, state, or federal laws, may result in prosecution under applicable state and federal statutes.

### **LOCKERS**

All lockers made available for student use on the school premises (including lockers located in the physical education and athletic dressing rooms, industrial and agricultural education classrooms) are the property of the Pike County School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school; but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules. **CHANGING OF LOCKERS AFTER ASSIGNMENT WILL WARRANT DISCIPLINE ACTION.**

The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous material such as weapons, illegal drugs, or alcohol.

The school corporation will retain access to student lockers by keeping a master list of combinations and a master key. Students may not use their own locks to prevent access to a locker by school officials, and any unauthorized locks may be removed without notice and destroyed. The principal shall conduct all inspections of student's lockers or a member of the administrative staff designated in writing by the principal.

Lockers are not to be used to store any items that should not be in the possession of the student. This includes, but is not limited to, drugs, alcohol, unreturned school equipment, stolen items, obscene material, or tobacco products including matches or lighters.

The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

If the principal or superintendent has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal paraphernalia, weapons, a bomb, explosive chemicals, or stolen property, he may request law enforcement assistance in making an inspection of a locker or lockers. If a law enforcement official requests to inspect a student's locker or its contents, a search warrant must be produced before allowing such official to inspect. The principal shall deny any requests from law enforcement officials to search a locker unless the officials give rise to a reasonable suspicion that a locker or lockers contain contraband.

### **LUNCH & BREAKFAST POLICIES**

The Pike Central cafeteria serves a "Class A" lunch and an ala Carte line each day according to the state school lunch program regulations. The following rules must prevail if students are to have a pleasant atmosphere for lunch:

1. Do not run to the cafeteria.
2. Do not crowd into the lunch line. Wait your turn.
3. Keep the noise down so everyone can enjoy his or her meal.
4. Clean your table after you eat and return your tray to the washing area.
5. If anything is spilled, report this to the attendant in charge.
6. Students should sit quietly in the cafeteria area after eating or go to the student commons area.

Lunch periods will be according to the period the student has been scheduled to eat. Breakfast is served from 8:10 a.m. to 8:19 a.m, each day that the middle school is not on a delay schedule. All students that have the privilege of breakfast will be required to do so in a responsible and timely fashion.

## **OTHER STUDENT POLICIES**

1. Students who leave a classroom by request or voluntarily shall report immediately to the office.
2. Students shall not move from one wing of the building to another through an outside door without permission from an administrator.
3. Money raising projects must be cleared by the sponsor and the principal.
4. School policies and regulations are in force at all school functions regardless of the time or location of any function.
5. The showing of affection through means other than handholding will not be permitted. Arms around one another, leaning against one another and kissing are not permitted.
6. Late bus students are to remain in the building or immediately in front of the front doors.
7. Parents who pick up students at the end of the school day shall pick up students in the middle school parking lot.

## **WORK PERMITS**

1. Apply at the Guidance Office for INTENTION TO EMPLOY CARD.
2. INTENTION TO EMPLOY CARD requires the signatures of the prospective employer, student, and parent.
3. A birth certificate or certified school record, as well as the completed work permit, must be presented to the Guidance Office for completion of final forms.
4. Indiana law requires that boys and girls between ages of 14 and 17 have work permits (except farming).

## **WORK PERMIT POLICY**

Public Law 20-33-3-20 allows the issuing officer of an employment certificate to revoke a student's permit should the grade average of a student decrease significantly. As a result, the Pike County School Corporation has adopted the following policy provisions in relation to employment certificates:

1. Any minor ages, 14, 15, 16, or 17 who has not graduated from high school, and who falls behind the normal number of credits for his/her grade level, may have his/her work permit revoked if it can be determined that working is inhibiting normal academic progress. Revocation of a work permit can occur any time during the semester by the guidance department with input from teachers.
2. Any student who falls below academic standards and has his/her work permit revoked can have it reinstated after an evaluation at the end of each semester by the guidance department with input from teachers. If improvement has been determined, a work permit may be reissued.
3. A student may appeal the revocation of an employment certificate or the refusal to reissue an employment certificate to the school principal. **RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS**

The parent or guardian of a child enrolled in a school within the Pike County School Corporation shall be entitled to inspect any instructional materials, which will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

### **STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS OF CURRICULUM**

No student shall be required without prior written consent of the student's parent or guardian, or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

1. political affiliations;
2. religious beliefs or practices;
3. mental or psychological conditions that may embarrass the student or his/her family;
4. sexual behavior and attitudes;
5. illegal, anti-social, self-incriminating, or demeaning behavior;
6. critical appraisals of other individuals with whom the student has a close family relationship;
7. legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister;
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program). Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

## SEARCH AND SEIZURE

- A) As used in this section, "reasonable cause for a search" means circumstances that would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
- (1) Evidence of a violation of the student conduct standards contained in the student handbook.
  - (2) Anything, which because of its presence presents an immediate danger of physical harm or illness to any person.
- B) All lockers and other storage areas provided for student use of school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section.
- (1) The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched.
  - (2) The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- C) The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
- (1) Searches of the pockets of the student
  - (2) Any object in the possession of the student such as a purse or briefcase and/or
  - (3) A pat down of the exterior of the student's clothing.
- Searches of the person of a student, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer in accordance with sub-section G of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- D) The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to sub-section G of this section.
- E) Anything found in the course of search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:
- (1) Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until presented at the hearing.
  - (2) Returned to the parent or guardian of the student from whom it was seized.
  - (3) Destroyed if it has no significant value.
  - (4) Turned over to any law enforcement officer in accordance with sub-section G.
- F) Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
- (1) Returned to the parent or guardian of the student from whom it was seized
  - (2) Destroyed, or
  - (3) Turned over to any law enforcement officer in accordance with sub-section G.
- G) The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
- (1) Search any area of the school premises, any student, or any motor vehicle on school premises.
  - (2) Identify or dispose of anything found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

## **SEXUAL HARASSMENT POLICY**

It is the policy of the Pike County School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for a student to harass another student or other students through conduct or communication of a sexual nature. It shall also be a violation of this policy for any employee including non-employees and volunteers who work subject to the control of school authorities to harass another employee or student through conduct or communication of a sexual nature.

Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure in the policy or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designer of the school corporation.

The complete Sexual Harassment Policy and Guidelines adopted by the Board on 3-14-96 including reporting forms is available in the administrative office for any student or employee's use.

## **Family Educational Rights and Privacy Act (FERPA)**

### **Meningococcal Information**

An Indiana law required each year that parents/guardians be informed "about meningococcal disease and its vaccine (IC 20-30-5-18)

Meningococcal disease is a dangerous disease that can strike children and youth. This disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets **and** by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshmen.

Please talk with your child's health care provider about meningococcal disease and vaccination.

### **Model Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Pike County School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Pike County School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pike County School Corporation to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Pike County School Corporation to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1<sup>st</sup> of each school year. The Pike County School Corporation has designated the following information as directory information:

- Student's name
- Student's grade level

These laws are: Section 9528 of the ESEA (20 V.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (Pl. 107-110), the education bill, and 10 V.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Annual Asbestos Awareness Notice

To:

All Parents, Building Occupants and the General Public

April 19, 2017

The Pike County School Corporation in compliance with the (AHERA) Asbestos Hazard Emergency response Act is notifying all parents, building occupants and the general public of the condition of all asbestos materials within our school buildings.

Following the submission of our asbestos management plans to the state of Indiana on May 9, 1989; our school buildings remain safe from friable asbestos materials.

Since that time period we have had our maintenance staff to conduct inspections every six months to ensure that the condition of the remaining asbestos materials stay intact and non-friable state. The School Corporation has complied with AHERA 3-year reinspections since May 9<sup>th</sup>, 1989. The first reinspection was conducted in the fall of 1992 and the second was conducted in February of 1995. The third was conducted in March of 1998. The fourth was conducted in February of 2001. The fifth inspection was conducted in March of 2004. The sixth inspection was conducted in the April of 2007. The seventh inspection was conducted in the April of 2010. The eighth was conducted in March of 2013. The ninth was conducted in March of 2016. These reinspections were conducted by accredited asbestos consulting firms, which were accredited with the Indiana Department of Environmental Management Services.

The asbestos management plans and reinspection reports are available for your review at the Administration office. Please contact us if you would like to review the management plans. These books must be maintained within the school offices at all times and they cannot be taken away from the office for review.

If you should have any questions please contact Mr. Ross Elmore at 812-354-8478 Ext. 323.

Ross Elmore  
Maintenance Coordinator  
Pike County School Corporation