

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 that apply and completely fill in all information.

.....

- We have read and agree to the PCHS Drug Policy.**
- We have read and will not be participating in the Drug testing at PCHS.**
- We have read and reviewed the PCSC Student Acceptable Use/Internet Safety Policy.**
- We have received and reviewed the 2018-19 Pike Central High School Handbook.**

Student Name (printed) _____ Grade _____

Student Signature _____

Address _____

Phone Number _____

Parent /Guardian Signature _____

E-mail Address _____

PIKE CENTRAL MISSION STATEMENT

The mission of Pike Central High School is to provide a varied and well-rounded quality education for all students in a positive environment with quality staff and continually upgraded facilities.

The School and community accept the responsibility to encourage and enhance the development of academic and social skills necessary to achieve a higher education, to enter the work force, and to develop the pursuit of lifelong learning.

1810 E. State Rd. 56
Petersburg, Indiana 47567-8378
354-8478 or
Fax: 354-7138
Office Hours 7:30 A.M. - 4:00 P.M.

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! PIKE CENTRAL HIGH SCHOOL

PIKE CENTRAL HIGH SCHOOL SCHOOL CALENDAR 2018-2019

1st Day of School.....	August 8
Labor Day.....	September 3
End of 1st Grading Period.....	October 10
Report Cards Issued.....	October 15
Parent/Teacher Conferences	October 17
Fall Vacation	October 22-26
Thanksgiving Vacation.....	November 21-23
End of 2nd Grading Period/End of 1ST Semester	December 21
Christmas Vacation.....	December 24-January 1
Grades Due to Guidance	January 3
Semester Grades Issued	January 10
Snow Day	February 15
Snow Day.....	February 18
End of 3rd Grading Period	March 8
Report Cards Issued	March 12
Spring Vacation.....	March 25-29
Good Friday.....	April 19
Snow Day	April 22
End of 4th Grading Period/End 2ND Semester	May 22
Underclass Grades Due to Guidance	May 22
Snow Days	May 23-24
Semester Grades Mailed	to be determined

PIKE CENTRAL HIGH SCHOOL STATEMENT

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.

ALCOHOL-DRUG ABUSE

Any student in possession of, under the influence of, dispensing and/or selling any drug, look-alike drug, steroids, inhalants, or alcoholic beverage on school property or at school activities shall be in violation of school policy. Each offense will result in an out-of-school suspension of up to (10) days and will result in a recommendation for expulsion and/or attendance of the drug education program. (See form) 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 the discipline policy.

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 by any regular or transfer student, no matter the student's age.
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, E-CIGARETTES, VAPING DEVICE, OR TOBACCO LOOK-A-LIKES, 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 Thursday School and referred to the school nurse for counseling and any student less than 18 years of age MAY be reported to the Pike County Sheriff's Department for being in violation of IC 35-46-1-10.5.
 2. Second offense - 1-3 days Alternative To Suspension and any student less than 18 years of age MAY be reported to the Pike County Sheriff's Department for being in violation of IC 35-46-1-10.5.
 3. Third offense – 5-10 days out-of-school suspension and may recommend expulsion and any student less than 18 years of age MAY be reported to the Pike County Sheriff's Department for being in violation of IC 35-46-1-10.5.

PIKE CENTRAL HIGH SCHOOL ATHLETICS

For current sports events go to highschoolsports.net for the latest changes during the school year.

ATHLETIC PARTICIPATION

If a student is a member of more than one activity that meets after school, participation in the activity that receives academic credit will take precedence over non-credit activities. Sponsors and coaches may work together to waive this requirement depending on the event. Student must be present at least four full consecutive periods of school to be eligible to participate in that day's athletic event.

- An athlete who has been a roster member of a team for a minimum of 2 weeks of competition season will not be allowed to quit a team and move on to another athletic team.
- In order to compete on two athletic teams during the same season the following conditions must be met 1) Both coaches must be in full agreement, 2) the athlete must have and maintain a GPA of 3.0 or higher, 3) a primary sport must be named which will take priority in the event of

scheduling conflicts, 4) a practice/contest schedule must be determined in advance

SCHEDULING

Every effort is made to organize a competitive and complete schedule in each sport. Preference in scheduling is always given to conference schools.

Pike Central High School offers a varied interscholastic athletic program for both boys and girls. Opportunities are available in the following areas:

BOYS - football, basketball, baseball, track, swimming, wrestling, cross-country, golf, tennis, soccer. GIRLS - basketball, track, tennis, swimming, golf, soccer, softball, cross country and volleyball.

We hold membership in and abide by all rules and regulations of the IHSAA and the Pocket Athletic Conference.

INDIVIDUAL ELIGIBILITY RULES

To be eligible to represent your school in interschool athletics, YOU:

1. Must be a regular bonafide student in good standing in the school you represent.
2. Must have enrolled not later than the fifteenth day of the current semester.
3. Must have received passing grades in at least 70% of the courses offered during your last grading period, and must be currently enrolled/passing in at least five subjects.
4. Must not have reached your twentieth (20th) birthday before the date of the IHSAA state finals in that sport.
5. Must have been enrolled in your present high school last semester or at a junior high school from which your high school receives its students - unless you are entering the ninth grade for the first time - unless you are transferring from a school district or territory with a corresponding bonafide move on the part of your parents into the district or territory served by your present school - unless your former school was discontinued or consolidated and you were required to transfer to your present school - unless you are legally adopted, are a foreign exchange student, are required to change residence by court order, are a ward of a guardian who resides in your new school district or territory - unless you are transferring for the first time from one public school to another by desegregation directive. NOTE: The Athletic Director will adhere to the new transfer Rule #19 in the IHSAA rules and regulation code. Copies of Rule #19 can be obtained from the Athletic Director.
6. Must not have been enrolled more than 8 semesters beginning with grade 9 nor have represented a high school in a sport more than 4 years.
7. Must be an amateur (have not participated under an assumed name; have not accepted money or merchandise directly or indirectly for athletic participation; have not accepted awards, gifts, or honors from colleges or their alumni; have not signed a professional contract).
8. Must have on file in the Athletic Office IHSAA Physical Form, Medical Consent, Code of Conduct, and Concussion Form after April 1 and BEFORE summer camps or first practice.
9. Must not have transferred from one school to another for athletic purposes as a result of undue influence or persuasion by any person or group.
10. Must not have received, in recognition of your athletic ability, any award not approved by your principal or the IHSAA.
11. Must not accept commercial awards which advertise any business firm or individuals; no award designating "All-State" or "All-American" status.
12. Must not participate as a member of any other similar team during the same season not under the direct supervision and management of your school.
13. Must represent your school in a becoming manner and must not display improper conduct or bad habits in or out of school.

14. Must not participate in a tryout or demonstration as a prospective college athlete.
15. Must not participate with or against a student enrolled below grade 9.
16. Must not, while on a junior high team, participate with or against a student enrolled in grade 9, 10, 11, or 12.
17. Must, if not participating or absent 5 or more days due to illness or injury, present your principal written verification from a licensed physician stating that you may participate again.
18. Must be present at least four full periods of school to be eligible to participate in that day's athletic event.
19. If a Student is in ISS or OSS for a full day they are ineligible for athletic practice and/or contest that day.

EXTRA-CURRICULAR PHILOSOPHY STATEMENT

The Pike Central High School should encourage participation in extra-curricular activities, whether academic or athletic, and provide the opportunity for all to participate in these activities. The goals of the extra-curricular activities are to develop and improve positive citizenship traits among the students, to teach good sportsmanship and cooperation, and to provide the students with the opportunity to excel to his/her highest potential in the selected activities.

ATHLETIC AWARD SYSTEM

Athletic awards will be given for varsity competition in the following order:

Upon completion of one season in any sport an athlete will be eligible to purchase a school jacket. Awards in any other sport will be recognized by giving the athlete the symbol for that sport and a bar for each letter. All athletic awards must be recommended by the coach and approved by the athletic director. Players who are injured in varsity athletics and are forced to withdraw from participation due to injury may receive the award sought during that season. If the family moves after the initial requirements are met, the award will be given.

The requirements as set forth by the coaches of the various sports for lettering in each sport are as follows:

ALL SPORTS:

- Athlete must be academically eligible at the end of the season for which the awards are presented
Academic Awards for each boys' and girls' sport are VARSITY only. The award(s) are based on the date that the sport's season ends, i.e. tournament play. It is not based on semester cumulative grade point average.
- Athlete must observe all training rules and complete the season successfully
- Athlete must attend practice regularly
- Meet the minimum criteria set up by the coach in the sport. These are listed below.
- Have the recommendation of the Coach. If an athlete has not lived up to the standards listed above, the coach may decide not to give a varsity award. By the same token, a coach may decide to give a varsity award to an outstanding performer who may not have met the lettering criteria because of injury or illness or who may have made outstanding contribution to the team late in the season (i.e. state tournament competition)
- A Senior Athlete who demonstrates faithful service to the program who fails to meet the criteria may at the recommendation of the coach receive the varsity award

SOFTBALL AND BASEBALL: A player must participate in one/half of the games and be a member of the sectional team. A pitcher must participate in one-fourth of the games and be a member of the sectional team.

BASKETBALL (BOYS & GIRLS): A player must play in one-half of regular season and be certified

for sectional.

CROSS COUNTRY: The athlete must count toward the team score in 1/2 of the meets (top 7) and be a member of the conference or sectional team.

FOOTBALL: A player must participate in 50% or more varsity quarters.

GOLF: A player must participate in 50% of regularly scheduled matches and be certified for the sectional.

SOCCER: A player must participate in 50% of regularly scheduled matches and be certified for the sectional.

SWIMMING (BOYS AND GIRLS): To letter in swimming at Pike Central each participant must meet the following criteria: Participation in all practices, regular season meets, PAC meet, and Sectional meet.

The only excused absences are written doctor's or coach's approval.

TENNIS (BOYS AND GIRLS): A player must participate in 50% of the varsity meets.

TRACK (BOYS AND GIRLS): An athlete must meet any two of the following:

1. Participate in 50% of regular season meets.
2. Score in 50% of regular season meets.
3. Score in the sectional.
4. Score 25 points in the season.

VOLLEYBALL (GIRLS): To qualify for a letter in volleyball, a player must participate in 50% of the regularly scheduled varsity games and be certified for sectional.

WRESTLING: An athlete must participate in 50% of regularly scheduled meets.

MANAGERS, CHEERLEADERS: Will be lettered by recommendation of their coach. But must meet same basic requirements listed for all athletes

TICKETS

Season passes are on sale starting the first week of August each year, and are good for all home events, except home tournament contest. Single admission tickets sold at the door 1 hour prior to the start time for each event. A family pass package is available for all sports. For adults, for every 5 home events worked you may earn 1 sports pass. You must sign up in the Athletic Office.

FACILITIES

Pike Central High School offers facilities for its athletes and it is the athlete's responsibility to show respect and proper attitude toward maintenance and use of these facilities.

INSURANCE

The Athletic Department will NOT carry any insurance on any athlete at Pike Central High School. It is recommended that if a parent does not have insurance for their child that they purchase the student insurance offered to all students.

HIGH SCHOOL ATHLETICS

1. Athletes must abide by all IHSAA rules and guidelines.
2. Must be enrolled/passing in five solid subjects.
3. Must sign Athletic Code of Conduct, Medical Consent, Concussion, and Random Drug Consent Forms.
4. Athletes may participate in basketball, baseball, football, softball, cross-country, golf, tennis, track, volleyball, soccer, swimming, and wrestling.

PIKE CENTRAL HIGH SCHOOL ATHLETIC CODE OF CONDUCT

SCOPE OF ATHLETICS

As a member of the Indiana High School Athletic Association (IHSAA), Pike Central High School is subject to and will enforce all the rules of the association applicable to student-athletes. In addition to the school rules of conduct, Pike Central High School students participating in athletics will be subject to and be required to comply with this athletic code of conduct in and out of season for 365 days beginning with the first day of practice/conditioning or the first day of school during the athlete's enrollment at Pike Central High School.

RULES OF CONDUCT AS AN ATHLETE

Prohibited conduct that requires suspension of athletic eligibility includes, but is not limited to the following:

1. Possession or use of tobacco related products.
2. Possession or use of alcohol.
3. Possession or use of any illegal drugs, controlled substances, drug paraphernalia, performance enhancing drugs or illegal prescription drugs.
4. Committing theft or acts of vandalism.
5. Verbal, physical, written harassment communication (including text messages), or sexually harass anyone by any form of communication.
6. Soliciting, encouraging, aiding or engaging in "hazing" at any time on or off school property or in connection with any activity supported or sponsored by the Pike County School Corporation. Hazing is considered any intentional or reckless act meant to induce physical pain, mental discomfort or humiliation in any form.

CONSEQUENCES

For the first violation of any of the above rules, the athlete shall be prohibited from participating in 20% of the scheduled contests in the sport or the next sport the athlete will be competing.

Any athlete violating any of the above rules must attend a substance abuse program approved by Pike Central officials at the expense of the athlete and/or parent, and, be given a written release from the counseling service before continuing to play a sport. If the athlete fails to complete this program, he/she will not be eligible to compete in any sport until the program is complete. Any attempt to circumvent this rule by going out for a second and subsequent violation of any of the above rules, the athlete will be prohibited from participation in athletics for 365 days.

Any athlete placed on probation, admits or is found guilty in a court of law to a felony or misdemeanor is prohibited from participating in 20% of the scheduled contests in the sport or the next sport the athlete will be competing; many schools ban a student from participation for the remainder of the year for this offense.

Any athlete who is suspended (OSS) from school for a violation of school rules, will not participate or attend athletic practices or contests on the day or days suspended.

Coaches may enforce team rules in addition to the code of conduct and will notify team members of these rules. You can be removed from practice(s), contest(s), or team (s) because of violation of team or school rules.

All athletes must be present four (4) full consecutive periods a day in order to practice or participate in a scheduled contest unless a prearranged absence has been approved.

Athletes and parents/guardians must sign and return this code of conduct before practicing or playing in a scheduled practice or contest. Signatures will indicate that the parent(s) and athlete have read the code and are aware of what is in it, I, the undersigned, have read the Pike Central Athletic Code of Conduct and I agree to comply with it.

Athlete's Signature

Parent/Guardian Signature

Date

This signed form must be received by coach or the athletic secretary and will be on file in the athletic office at Pike Central.

ATHLETIC EQUIPMENT

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.

**SEE GUIDANCE FOR THE SLIDING SCALE
OR VISIT WWW.ELIGIBILITYCENTER.ORG.**

ATTENDANCE POLICY

All students at Pike Central are expected to attend school on a regular basis to receive maximum benefits of their educational process. The attributes of punctuality, dependability, and reliability are characteristics that are respected in our society and therefore are a part of the educational process. Carelessness in attendance frequently causes carelessness in habits of study, work and often leads to failure. All students are expected to display responsibility by being punctual (to school and classes) and attend school regularly.

Any time a student is absent, the proper procedures should be followed for the absence to be excused:

1. If a parent knows a student will be absent in advance, a PRE-ARRANGED ABSENCE must be completed and returned to the front ATTENDANCE OFFICE prior to the absence.
2. Any other absence should be verified by a PHONE CALL to the ATTENDANCE OFFICE (354-8478) on the day of the absence or by a PARENTAL NOTE submitted within three days of the absence.
*** NOTE *** Parent(s) or Guardian signature must be on file in ATTENDANCE OFFICE. See Student Handbook.
3. ALL absences must be verified by the ATTENDANCE OFFICE within three days (72 hours) after returning to school or they will be classified as an UNEXCUSED ABSENCE or TRUANCY.
4. ATTENDANCE will be taken EACH PERIOD by the classroom teacher.

Pike County truancy/Educational Neglect Enforcement Policy will be in place. A copy of this policy is available at the high school.

Categories of Absences:

Excused: The following absences are excused but count towards the 10 day policy:

- Personal student illness-must be verified by a parent
- Family emergency-must be verified by a parent
- Personal absence-must be verified by parent & approved by an administrator

Unexcused: The following are unexcused absences that count toward the 10 day policy:

- Truancy, Cutting Class, Oversleeping, Car Trouble, Failure of parent to verify absence, Working, Missing bus due to the fault of the student, Hair Appointments, Senior Pictures

Waived: Waived absences are excused absences that do not count toward the 10 day total. The

following are examples of waived absences:

- Absences for which student is under a Doctor's care. A Doctor's signed notice is required.
- Funeral for members of the household or immediate family (with prior approval).
- Absences that have unique or extenuating circumstances which must be approved by the principal or assistant principal.
- Court Summons
- Trips by students with parents that are PRE-APPROVED and determined to be educational by the school.
- Seniors – Two college visit, pre-approved by the Guidance Office with verification from school visited by end of April.
- Juniors - One college visit, pre-approved by the Guidance Office with verification from school visited by the end of April.

POLICY

In order for students to be successful in their academics, it is necessary for them to be in attendance EVERY SCHOOL DAY as prescribed by the school attendance law. For those students who have an absence or tardy, the following procedures will be followed:

1. Students are permitted a maximum of 10 absences per semester.
2. Excused and unexcused absences will count toward the student's absences. Unexcused absences are counted from the 1st day of school until the last day of school. Three tardies count as one unexcused absence.
3. If a student reaches 10 absences, he or she must obtain a written medical notice, given by the administration to be filled out by the physician.
***Note: Medical notice is not the same as a doctor's excuse.
4. When a student has been absent 6 times from any class in a semester, a letter will notify the parent(s) and/or guardian(s). Teachers will notify the attendance office when a student has missed their class 6 times within the semester period.
5. When a student has 10 absences in any class the parent(s) and/or guardian(s) will be notified by a letter.
6. Absences beyond the 10 day per semester, truancies or suspended twice in a semester/year may result in notification to:
 - a. Division of Child and Family Services
 - b. Pike County Probation Department
 - c. Bureau of Motor Vehicles (Driver's License suspended or Learner's Permit denied/suspended.)
 - d. May revoke work permit
7. OSS-Out of School Suspension will not count toward student's 10 absences.
8. Students who are absent from school unless covered under I.C. 20-8.1-3-18 (Being a Page or Honoree of the Indiana General Assembly) or school approved activity (example: Field Trips, etc.) SHALL NOT attend school related activities that evening.
9. All notes (when a student returns to school) or phone calls on the day of the absence are required for all absences as confirmation of the parent/guardian having knowledge of the absence.
10. A student leaving school without prior permission and/or without the approval of the nurse and/or administration will be counted as truant/unexcused.
11. Working election polls for a candidate **will not** count as an absence **IF** the proper paperwork is obtained from the Attendance Office and turned in by the Friday **before** the elections. Working the polls **must** be verified by the candidate.

12. After ten (10) full day **unexcused absences** from the 1st day of school until prom, a student will NOT be allowed to attend prom.
13. After fifteen (15) or more combined full day excused and/or unexcused class period absences from the 1st day of school until prom, a student will NOT be allowed to attend prom.
14. After eight (8) or more tardies in one class period or fourteen (14) accumulated tardies overall class periods from the 1st day of school until prom, a student will NOT be allowed to attend prom.
15. Absences that are not verified/unexcused will be considered truancy with the 3rd occurrence. (Refer to page 51 for Guidelines for Violations).

TARDY POLICY

TARDIES - Late to class/school. A student is considered tardy if he or she is not in their assigned room/ seat when the bell rings or at the designated time indicating that the period is to start, per discretion of the teacher and classroom rules.

NOTE: 3 UNEXCUSED TARDIES = 1 UNEXCUSED ABSENCE

*** 10 minutes or less, without excused pass = 1 unexcused tardy

*** 11 minutes or more, without excused pass = 1 unexcused absence

1. A tardy will be EXCUSED if the student presents a valid pass signed by a teacher, nurse or office personnel. Time on the pass will indicate when the student was last seen.
2. Students who are tardy to class - UNEXCUSED, will receive (per class):
 - 1-2 - WARNING
 - 3-5 - Detention (Morning or Afternoon)
 - 6 - Saturday School-Tardy Contract-Loss of Driving Privileges 1 week
 - 7-11 - Saturday School-Loss of Driving Privileges 2 weeks
 - 12 - 1 Day of ISS –Loss of Driving Privileges 3 weeks
 - 13-14- 1 Day of ISS – Loss of Driving Privileges 4 weeks
 - 15-16- 2 Days of OSS – Loss of Driving Privileges for the remainder of the semester
 - 17 - 3-10 Days OSS- Loss of Driving Privileges for the school year – May Recommendation Expulsion

LATE ARRIVAL TO SCHOOL

1. Sign in with ATTENDANCE OFFICE and get an excused or unexcused pass to class when student arrives at school at any other time other than 8:20 a.m.

MAKE-UP WORK

1. Excused absence - Work MUST be made up.
 2. Unexcused absence – No homework/test/quiz will be allowed to be made up.
 3. Excessive Absences – Excused/Unexcused Absences become excessive once the allotted ten (10) days per semester is exceeded. **NO HOMEWORK/TEST/QUIZ WILL BE ALLOWED TO BE MADE UP.**
 4. ISS - All work missed must be made up during the ISS day and credit given. Extra day(s) for homework/tests will be by teacher discretion.
 5. OSS - Work MUST be made up and turned into the teacher.
 6. Pre-arranged - Work allowed to be made up. Without teacher approval, students are not allowed more than 1 pre-arranged absence per week.
- *** When a student is absent for a specific number of days, that student will have an equal amount of days per days missed to turn in make-up work, or to make up tests beginning after the first

day that student returns.

Definitions: Detention, Suspension, Expulsion, Thursday 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. Work can be made up.
- Expulsion - Student is denied attendance at school for the remainder of the semester or year. Full credit is taken away.
- Thursday School - Supervised detention on specified Thursdays.

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.

Indiana Code 9-24-2 provides that any person under the age of eighteen (18) who is determined to be an habitual truant, as defined by school board policy and subsection b. may not be issued an operator's license or learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is at least eighteen (18) years of age, except as noted in Section III,D. Likewise a person under the age of eighteen (19) who holds a valid permit or driver's license may have said permit or license invalidated or revoked pursuant to IC 9-24-2-4. Such persons are entitled to the procedure described in IC 20-33-8-19.

The issuing officer may deny a work permit to a teen whose attendance is not in good standing, as determined by the school; or whose academic performance does not meet the school's standards. The denial of work permit may be appealed to the principal of the school.

IC 20-33-2-25 Report to juvenile court intake officer; habitual absence from school Sec. 25. The superintendent or an attendance officer having jurisdiction may report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court. The intake officer shall proceed in accord with OIC 31-30 through IC 31-40.

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.

Note: A parent must notify the school within three (3) school days of an absence in order for the absence not to be counted as a truancy.

After three incidents of truancy, a letter will be sent home notifying the parent.

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.

AUTOMOBILE REGISTRATION

1. Any student who intends to drive a motor vehicle to school must have that vehicle registered in the Principal's office. Registration forms must be completed and turned in to the main office. Registration forms will be available in the main office for students not initially wishing to drive. A fee shall be charged for registering the vehicle.
2. The following rules shall be observed:
 - a. All students must park in the assigned parking lot. (upper two lots). Teacher parking lots and fire lanes are off limits at all times.
 - b. No vehicle shall be driven during the school day or during lunch except those students enrolled in special programs.
 - c. School buses will always have road priority.
 - d. Unsafe driving will not be tolerated. Students who are observed driving recklessly (doughnuts, squealing of tires or driving in the parking area at a high rate of speed) will have a description of their car and license plate number turned in.
 1. 1st offense - parent will be notified if possible; student may lose driving privileges for one week.
 2. 2nd offense - loss of driving privileges revoked for six weeks.
 3. 3rd offense - loss of driving privileges for the rest of school year.
 - e. Vehicles must be parked within the designated spaces.
 - f. Students must enter the building immediately after parking rather than loitering in the parking lot.
 - g. Parking is not allowed in the fire lanes or behind the shop areas without authorization.
3. Accidents on the school ground are to be reported to the Principal's office. Local law enforcement authorities should be notified so that accident reports can be taken.
4. Driving to school is a PRIVILEGE. Any student who does not exhibit proper safety and driving habits may lose this driving privilege. Violation of the established motor vehicle rules will immediately jeopardize the privilege of driving to school. If driving privileges are suspended, students will NOT be permitted to park at PC-1.
5. All vehicles driven to school must display the parking permit from the rear view mirror, failure to do so could result in a loss of driving privileges.
6. In order to have a permit to drive and park at Pike Central, students must abide by school rules and be willing to submit to vehicle searches if there is reasonable cause that something dangerous or illegal is contained in the vehicle. Law enforcement officials can be involved in the search and seizure if there is probable cause that something dangerous or illegal is in the vehicle.

Rules apply to driving BEFORE school, DURING school and AFTER school activities.

BACKPACKS

Students are not allowed to have backpacks, purses, or bags of any kind in the school during the day. You may bring those items to your locker or a locker room prior to the start of school. Students may bring their backpack, purse, or bag to 7th period at the beginning of the school day. However, you will not be allowed to carry any type of bag during the school day. Students will be allowed to carry a sling-bag type to and from PE class.

BUILDING HOURS

The building will be open for student use in the morning by 8:00 a.m. and closed by 4:00 p.m. Any student or group of students in the building before 8:00 a.m. or after 3:30 p.m. must be supervised

by a member of the faculty. Upon arrival of students to the building early in the morning, individuals should report to the high school cafeteria until 8:10. Students should not be in the hallway without a pass before this time for any reason.

BULLYING POLICY

(1C 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, ridicule, humiliate, intimidate, or harm the other student. (1C 20-33-8-.02). This rule applies when a student is on school grounds immediately before or during 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. (1C 20-33-80.2)

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 of 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 responds 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 officials.

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 will 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 or 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.

SCHOOL BUS DISCIPLINE GUIDELINES

The following guidelines are delineated for transportation privileges only:

1. Rules and regulations will be enforced by bus drivers. Cell phones are not allowed to be used on buses without permission of the driver.
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

1. **Student turning around in seat not sitting down.**
 2. **Out of seat while bus is in motion. Not in assigned seat.**
 3. **Pushing, general horseplay.**
 4. **Eating, drinking, littering**
 5. **Inappropriate language**
 6. **Loud talking**
 7. **Intentionally riding wrong bus**
4. Drivers will keep track of **minor violations** by utilizing a check system. After the 2nd 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 may result in an immediate suspension of bus riding privileges for 1-5 days. The principal/designee must contact parents regarding all written referrals. The principal may request a conference with parents or bus driver or both. Bus privileges may be suspended until the conference takes place. All conferences must take place in a timely fashion.
 6. A second conduct report will bring a suspension of bus privileges. The suspension will be from 1-10 days. The principal/designee will conduct a conference with the parents. Conference may include bus driver.
 7. A third conduct report will result in an automatic 5-15 days suspension of bus privileges. Bus privileges may be suspended for the remainder of the semester or school year.
 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 Violation

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 well being 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 it 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. Student will be expected to be at school each day of their bus suspension.

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 drinks, except water, 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 in the cafeteria at lunch. All beverages must be purchased at school either from the cafeteria or from the machines provided. Machine purchases are available prior to class time until 8:15 a.m. and during lunch periods. No energy drinks are allowed.
2. Candy or other food is not to be eaten or sold in class or in any carpeted area.
3. 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 at the teacher's discretion.

Beginning with the third offense, teachers should fill out a discipline notice on the misconduct of the student and send it to the office. Teachers will be responsible to make sure students follow the above guidelines concerning candy, gum, or soft drinks in their classrooms.

CELL PHONE

Cell phone use is prohibited during class instruction (bell to bell). Immediately upon entering the classroom, students are instructed to keep all phones turned off and out of sight, unless specifically directed by the classroom instructor to turn on and utilize for educational purposes. Students who do not comply with this directive will be subject to discipline.

Cell phone use is permitted during lunch and passing periods. Any inappropriate use of the cell phone, including, but not limited to, inappropriate photographs, inappropriate text messaging and recording/videotaping will result in confiscation of the phone; further consequences include possible police referral. Failure of a student to comply with a faculty/staff request to turn over a cell phone or electronic device may result in suspension. If a student loses cell phone privileges and continues to use the device, he/she will be subject to suspension or expulsion from school. The administration may use its discretion to allow or prohibit use of any of the devices discussed here as conditions may warrant.

CHANGE OF ADDRESS

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

CLOSED CAMPUS

Pike Central High 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 Attendance Office. Students will be granted permission to leave the school building only under the following conditions:

1. Seniors with flex schedule.
2. Students enrolled in special programs.
3. Dental and Medical appointments - parental verification is required.
4. Prior permission granted by the administration.

NOTE: To leave the building complex without proper clearance and authorization constitutes truancy and shall be dealt with accordingly. STUDENTS WHO NEED TO GO TO THE PARKING LOT OR LEAVE THE BUILDING FOR ANY REASON MUST OBTAIN PERMISSION FROM FRONT OFFICE.

COMMENCEMENT

All seniors are required to attend commencement practice and the commencement exercises. Any exceptions must be cleared by the Senior Sponsor and the Principal.

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 as a student to be courteous and polite to the person (s) presenting the program, and the fellow students who are interested. We owe both our respect and consideration. Teachers will be assigned to designated areas for supervision.

DANCE RULES

1. Only High School students will be allowed to attend High School dances. Only Pike Central students will attend Pike Central dances unless prearranged by the Principal.
2. Emergency lights will be turned on during the dance.
3. Once you leave the dance you will leave school grounds. This includes the parking lot.
4. No drinks will be brought into the dance.
5. Students attending the dance will have 10 minutes to get to the dance after the official close of the previous event (except for the athletes involved in the season sport).
6. Chaperones will have the right to dismiss any student from school dances.

DISASTER DRILLS

Fire drills are required each month by state law. Signs are located near the doorway of each classroom giving evacuation procedures to follow in an emergency. Please note there are primary and secondary routes. 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/Lock down drills will be held periodically throughout the year.

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.
6. During Lock down drills make sure doors are locked, lights are off, and everyone is QUIET.

DRESS CODE

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 their children. A student who is neatly and appropriately dressed and groomed speaks well for himself/herself, his/her school, his/her community but most of all, for his/her parents.

The Board has established for following policy in regards to dress:

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 educational process.

To help clarify this policy, the following guidelines should be followed:

1. Students shall not wear clothing or hair styles that endanger their health, safety or welfare, or that of others, or cause a disruption to the educational process.
2. Shirts, blouses, and tops must have sleeves---no sleeveless. Shirts and blouses with low-cut necks are not permitted. Halter, see-through blouses, midriff, shoulder shirts or blouses, spaghetti straps, tank tops with large arm holes **WILL NOT BE ALLOWED**.
3. Skirts, shorts, culottes, or skorts must **NOT** be shorter than 2" above the knee when standing. Clothing exhibiting bare skin is not allowed.
4. Shirts worn with shorts/skirts must not be longer than the shorts/skirts.
5. Shirts, blouses and all other tops must be long enough to be tucked into pants or slacks.
6. No exposed underclothing of any kind.
7. 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.
8. Holes in jeans are allowed at the knee and below. Any hole or skin showing above the knee is prohibited.
9. No chains (link type chains or otherwise) of any type are allowed on clothing, on your person, or in your possession. No studded collars, bracelets, etc. are allowed to be worn on clothing or the body—only traditional jewelry is allowed.
10. Clothing exhibiting suggestive dual meaning, obscene words or messages is not allowed. (Advertising alcohol, tobacco, sexual, etc.)
11. Any jewelry or other items will be prohibited when worn in any visible pierced body part other than the ear or nose (only a small stud). Other facial piercings cannot be hidden by band-aids.
12. No headwear shall be worn inside the building (hats, bandanas, toboggans, hoodies).
13. Dyed hair is allowed unless it disrupts the educational process.
14. No bare feet are allowed. Shoes **MUST** be worn.
15. No knives of any type, weapons or anything that is considered a weapon are allowed to be carried on your person or kept in a locker or in vehicles.
16. Inappropriate tattoos must be covered by the student's clothing.
17. Senior pictures must be school appropriate and follow school dress code when submitted to the yearbook.

DRUG POLICY

EXTRACURRICULAR ACTIVITIES & STUDENT DRIVER CONSENT FORM

I have received and have read and understand the "Pike County School Corporation Extracurricu-

lar Activities & Student Driver Random Drug Testing Program.” I desire that _____ particip time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: _____, 20 ____

Student Signature

Parent/Guardian Signature

I, _____, have decided not to participate in any extracurricular activities sponsored by Pike County School Corporation or drive to school, from school or during school for the remainder of this school year. In order for me to participate in the extracurricular activity program or have my driving privileges at a later date, I understand that I must submit to a urinalysis. I understand that my parent/guardian and I are financially responsible for the urinalysis on the initial test.

Student Signature

Date

Parent/Guardian Signature

Date

FIELD TRIPS

Field trips are academic activities that are held on or off school grounds. There are also other trips that are a part of the school’s co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent consent. Students who violate school rules may lose the privilege to go on field trips. Students should be in good standing both academically (passing all classes) and in attendance (no more than 10 absences per semester).

FINAL EXAM POLICY

1. All classes must give a final exam, whether written or project. If the final is a project, it must be completed on the day of the scheduled exam, but may be started before that day. The exam time must be utilized for the test or project.
2. Test or project outline must be comprehensive and submitted to the principal for approval before administering.
3. Students are highly encouraged to be at school on the days of testing, but if absent because of unforeseen circumstances, students will be allowed to make up the tests. Exams must be made up before the end of the semester, or at a time per discretion of the principal.

**COMPUTER AND INTERNET USE,
TERMS AND CONDITIONS**

STUDENT ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY

Please read this policy carefully. When this document is signed it becomes a legally binding contract. The Pike County School Corporation requires your signature and that of your parent/guardian (If you are under 18) before the PCSC can provide you with an Internet access account. 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. If you do not want your child to have the opportunity for Internet access, then you must sign the exclusion form located on the signature page.

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 21st 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 PCSC'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.

GUIDANCE SERVICES

1. Individual conferences: Appointments are recommended but not always necessary. Students may visit the Guidance Office during home room by obtaining a pass from the Guidance Secretary between classes.
2. Schedule Changes: Students will have the opportunity to plan individual class schedules. Students will meet in the spring of the academic year to establish schedules for the following school year and the schedules will be sent home for parent consultation and approval. Any necessary changes in schedules including deletion, or additions will be made only during the 1st week of school. Deletions or additions based on student preference will not be made. Students enrolled in six classes a semester will not be allowed to drop a class. Students may not drop a class once the semester is five days underway.
3. Testing Services: The Guidance Office will provide information and application forms for college entrance examination. Achievement tests, special aptitude tests, and interest inventories are administered for individuals or groups according to specific needs.
4. College and Career Information: The Guidance Office will provide information and application forms for college, technical schools, vocational training centers, and military opportunities. Financial Aid forms are available at the beginning of second semester each school year. Scholarship information and applications are also provided. College visits should be concluded by the end of April.
5. 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 or illness*, then a copy of the determination will

be provided and the student's name may 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. 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 or designee prior to withdrawal. Parent permission will be required for students under 18.

6. **Late Entries:** No student eighteen (18) years of age or older may enroll after the first ten (10) days of a semester and still receive credit for course work unless they have been enrolled in another school. (This does not include special education students whose services may continue uninterrupted until the age of twenty-one (21). Students under the age of eighteen (18) by law must be enrolled in a public or private school. Credit will not be granted for the grading period involved if more than ten (10) days have elapsed during the grading period unless they have been enrolled in another school. If a student under the age of eighteen (18) has not been enrolled in another school the student's name will be referred to the Division of Child and Family.
7. **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. Distinguished Honor Roll - The student has achieved a 3.8 average based on the numerical values assigned to the letter grades.
 2. Regular Honor Roll - The student has achieved a 3.5 average based of the numerical values assigned to the letter grades.
8. **Class Rank:** Class rank is computed at the end of each semester, which includes each student's grades for all students in a graduating class. Valedictorian and Salutatorian honors are based on 8 semester computations. Starting with the 2016-2017 class, valedictorian and salutatorian will be determined by the highest GPA. (This is due to the weighted grading scale.) Parents are encouraged to visit the counselors to review student academic progress, review test data, or to share in educational and vocation planning.
9. **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.
10. **Extended Illness Make-Up:** In cases of extended illnesses for two (2) days or more, assignments may be requested through the guidance office. Please allow the teachers 24 hours when requesting homework.
11. **Incomplete Semester Grades:** A teacher may give a student an incomplete (INC) at the end of the semester if a student has had an extended illness or other verified reason for absence. The incomplete work MUST be given to the student and made up within the first two weeks of the new semester in order for the student to receive a grade and subsequent credit. If there are extenuating circumstances that will extend this two-week period of time, the teacher MUST make arrangements with the principal and guidance director to determine a deadline for the work to be completed before the incomplete grade is turned to an F on the transcript.
12. **Remediation:** Students will be assigned to a Basic Skills Development class each semester in which they have not passed either or both portions of the ISTEP+ exam or End of Course Assessment. In addition, such students may be required to participate in the summer remediation program. These remediation opportunities are a requirement for students to participate in the waiver process should they not pass either or both portions of the ISTEP+ GQE prior to the end of their senior year.
13. **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, the student may grant this permission. If a

student fails to pay necessary fees, transference of records to other institutions will be delayed until payment is made. If all fees or bills are not paid by the end of the senior year, diplomas can be withheld.

14.

15. Re-take of Classes:

Students who have earned a credit in a course with a grade lower than a “C-” may retake the course to better master its content or to meet minimum grade requirements to qualify for an Indiana Academic Honors diploma. With permission from the principal, students who plan to retake the second semester of a year-long course may also retake the first semester. When retaking a course, the original grade and the grade earned when the class is retaken will both be on the student’s transcript and factored into the student’s GPA. The credit will be earned the first time the class was taken.

Credit for high school courses completed in middle school: Students who are enrolled at Pike Central High School have the option of receiving credit for high school courses completed during middle school with the following conditions:

*The course taken in middle school must be equivalent to the high school course and cover the same academic standards.

*Grades and credits for the course must be included on the student’s high school transcript and be factored into the student’s cumulative GPA.

*The student has the option of receiving math credit only if the student is enrolled in the next level math course.

*Parents and students may also choose to decline applying these credits toward the PCHS diploma and to request they be removed from the PCHS transcript. Procedures are in place for this. Please contact the student’s counselor.

16. 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.

17. Grading Scale: The following grading scale has been adopted for use at Pike Central Middle-High School.

A sixty (60) percent average must be maintained as a minimum for the semester to pass.

“P” = 100% - 70% - Passed, “NC” = No Credit, “WF”=Withdraw/Failed, “INC”=Incomplete. Final Semester grades would be figured as follows: first 9 weeks – 45%, second 9 weeks – 45%, class final – 10%.

Partial (.5) Weight Courses

Algebra H	Adv. Bio-Chemistry I
Geometry H	Pre-Calculus DC
Algebra II H	Trigonometry DC
English 9 H	Chemistry II
English 10 H	Biology H

Spanish III
Spanish IV
Psychology DC
US History H

***Full Weight (1) Courses**

*CalculusAP
*English 12AP
*English 11AP
*Physics AP
*U S History AP
*Economics AP
*German ACP

18. Grade Point Average: All courses taken for credit will be counted toward the G.P.A., except those taken on an audit basis. These courses include Pike Central courses, transfer credits, correspondence credits and college credits. Correspondence and college courses must be approved by the guidance counselor in order to receive credit.

19. Married Students/Pregnancy/Students not residing with parents/guardian: Any student who is married, pregnant, or not residing with parents/guardian should let the Guidance Office know, so the information can be added to school records. Any student who is, or believes herself to be, pregnant should let the School Nurse know, so that follow-up health services can be documented

and so that the necessary arrangements can be made for school attendance issues.

20. **Graduation Requirements:** A student must have all graduation credits completed prior to the date of graduation in order to participate in graduation ceremonies. Correspondence courses must be completed and verified by the Guidance Office at least two weeks before graduation. Homebound instruction is considered a valid enrollment status.
21. **Transfer Credits:** Students may transfer credits earned at another accredited school toward graduation at Pike Central. If this occurs in a part of the six weeks or semester before a term grade can be given, available grades from the sending school and Pike Central will be averaged together.
22. **Failure of Class:** Any student who has failed a class will not be allowed to take the next higher level course unless the prerequisite has been met. Any student who fails one or both semesters of 9th grade English will be required to attend Recovery Credit in the summer.
23. **6th & 7th Semester Graduation Completion:** Students who have met all graduation requirements and have passed their End of Course Assessments may be eligible for graduation completion at the end of grade 11 or fall semester grade 12. They would not be enrolled in spring classes but would participate in graduation ceremonies in May. This schedule would have to be pre-arranged and approved by parent or guardian and principal. In order to be eligible for 7th semester graduation, a student should have no more than 10 unexcused absences. Applications for early graduation must be returned to the Guidance Office by June 1 (for 7 semester graduates) and the beginning of school year (for 6 semester graduates) of the year prior to the student's early graduation or with special permission by the principal during the current school year.
24. **Flex Schedule:** Seniors who are eligible with credits, have passed their End of Course Assessments, and in good academic standing may request a flex schedule. The student would attend half days consisting of 3 or 4 periods. This schedule would have to be pre-arranged and approved by parent or guardian and principal BEFORE the first day of the fall semester. Students committed to vocational classes i.e. Auto, Welding, HOSA, Law Enforcement, Health Occupations, etc. for their Senior year CANNOT opt out 2nd semester to Flex Schedule.
25. **Student Workers:** Being a student worker is a privilege. Student workers must be Juniors or Seniors. Pike Central chooses students who represent their school in a positive manner. All workers must be in good standing with attendance, discipline and academics. Student workers must maintain at 70% in all of their classes. This will be monitored by progress reports and final grades. If a student worker drops below this they will be removed from the position and placed in remediation or supervised study until the next grading period. Students who fail a class are not eligible to become a student worker the following semester.

CREDIT ATTAINED FROM OTHER EDUCATIONAL INSTITUTIONS

1. All high school credit earned at a state accredited public or private institution will be accepted at Pike Central. Students enrolling from non-accredited public or private schools must be tested to determine grade level placement or credit attainment.
2. Any credit attempted at an educational institution other than Pike Central, while a student is enrolled at Pike Central, must have prior administrative approval.
3. Post-secondary Credit
 - A. Students in grades 11 and 12 may enroll in college courses to attain college credit and to meet high school credit requirements.
 - B. In order to receive high school credit for college courses, students must enroll in approved courses similar to those listed in 511 IAC 6-2-5 and the Course and Curriculum Area Descriptions for Indiana Schools. Prior administrative approval is necessary.
 - C. Students may enroll only in accredited public or private colleges or universities located in Indiana that grants baccalaureate or associate degrees.
 - D. Students may be ineligible to participate in this program if it delays the student's progress toward high school graduation.

- E. Students who plan to enroll in college courses to meet high school requirements must notify the administration and participate in a conference prior to enrolling. Parental participation is highly encouraged.
- F. The number of credits to be awarded will be (1) 1/2 high school credit for 1 or 2 college credit hours; (2) 1 high school credit for 3 or 4 college credit hours; (3) 2 high school credits for 5 college credit hours.
- G. A record will be maintained of the courses and credit hours enrolled in the program. School records will indicate the completion of credits attained for high school by college enrollment.
- H. There is no limit to the number of high school credits that a student may earn through the postsecondary credit program.
- I. Grades attained at the college level will be transferred directly to Pike Central. E.g. An "A" at the college level will be treated like an "A" at Pike Central.

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 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 at the back of this handbook must be used for all passes.
 - A. Pike Central Discipline Notice
If a student is referred to the office for discipline, the filled-out Discipline Notice should accompany 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 for study should issue a pass for the student. In all instances students must sign in and out of the media center. Please do NOT send more than three students at a time.

HEAD LICE POLICY

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 the 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.

HOMEROOM GUIDELINES

Pike Central High School recognizes the need to support student reading development and individual academic progress. With these goals in mind, students will have the opportunity to read for enjoyment and participate in a homeroom study hall.

The following expectations will be met by all students. Failure to fulfill these expectations may result in

Administrative Intervention.

1. Students are responsible to bring school work/reading material and necessary materials to homeroom.
2. Students may bring their own reading materials or read what is provided by the teacher.
3. Novels, magazines, newspapers, and comic books are permitted if school appropriate.
4. Reading on computer/Nooks/Kindle's/Ipad's by teacher permission only.
5. Students must actively work on school work/reading (sleeping, off-task talking, refusal to work are not permitted).
6. Students will not leave homeroom for tutoring or other school activities without prior approval and must carry their handbooks or special "Homeroom Pass" issued by homeroom teacher or office.
7. All students must go to assigned homeroom for attendance before receiving a pass.
8. Students must work independently unless other is permitted by homeroom teacher. Group working must be done quietly.
9. No student may leave their respective homerooms on Mondays. This is the allotted time for grade verifications.

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. Above all, homework gives teachers and students responsibilities which must be met before assignments can be considered as an extension of classroom instruction. 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.

MEDIA CENTER

Students will have access to the media center between the hours of 8:00-3:30. Students may use the media center with a pass. Students with passes must sign in upon arriving and also before leaving the media center.

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 media center.

Media 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. Failure to return an overdue book may result in student NOT being allowed to attend prom.

Access to computers and the Internet will be available to students. Signed acceptable use policies and Internet use forms must be on file before students may use the Internet. (For further information, see the technology section in this book.)

LOCKERS

All lockers made available for student use of 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. NO SHARING OF LOCKERS WILL BE ALLOWED.**

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. 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 locker by

school officials, and any unauthorized locks may be removed without notice and destroyed.

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 school corporation retains the right to inspect lockers to insure that they are being properly maintained. All inspections of student's lockers shall be conducted by the principal or a member of the administrative staff designated by the principal.

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.

Nothing in this policy shall affect members of the custodial staff, who, at the direction of the principal, cleans out (1) lockers from time to time in accordance with a general housekeeping schedule, or (2) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

LUNCH POLICIES

1. The student's cafeteria number will be their student ID number and this is the same as in the elementary school. They must know this number. This is the same number that they used at the elementary.
2. **We prefer they come down in the morning during breakfast to put money in their account. This makes the lines move faster at lunch. They do not have to purchase a breakfast.**
3. We offer breakfast for \$1.50 and .30 cents for a reduced breakfast. They come to breakfast right off the bus.
4. We offer Type A line, which is like what they were use to at the elementary school, for \$2.45 and .40 cents for a reduced lunch. We also offer an ala-carte line; in this line every item varies in price.
5. **If your child is on Free/Reduced meals they may eat in the Type A line, Salad, Fruit, Hot Roll and Milk off of the ala-carte line. If they want a snack or something off of the ala-carte line they will need to have money in their account for that or cash.**
6. There is a snack machine in the hallway between the cafeterias with chips, and snacks, etc. These machines may be used before school, during lunch and after school.
7. **No ala-carte items or snacks items, etc. will be charged.** If they forget their money they can charge on **ONLY** the Type A line. **The charge must be paid in the same week that it was charged.**

8. If you send a check with your child for lunch, we must put the full amount in your child's account. We cannot give them cash back out of a check that is made out to Pike Central Cafeteria. **Also, you will need the following information on the check: Social Security Number, Date of Birth or Driver's License's number.**
9. We do not send home account notices, the cashiers will tell your child the account balance after each transaction. If their account has a negative they will get a call from the automated system.
10. We prefer that children use their account instead of cash. This makes the lines move much faster.
11. Lunches brought in by parents or guardians must be approved by building administrator.

The amount of money that your child spends is between you and them but please keep in mind that the money goes very fast if your child is eating in the ala-carte line or purchasing snacks, etc.

If you ever have a question about your child's account or would like to know the balance or would like a print out of what they have been eating feel free to contact us at 812-380-0133.

HEALTH SERVICES DEPARTMENT

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

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.

The high school nurse may coordinate blood drives in conjunction with the American Red Cross. Red Cross regulations will be followed. A student age 18 or above may donate blood without the parents' consent.

QPR Training (Suicide Prevention) may be offered to students during their high school years. Please notify the school if you do NOT want your child to participate.

NURSE'S OFFICE

The nurse is located in the northwest corner of B-wing. The nurse's hours are **7:50-3:30** daily. **ALL MEDICATION INCLUDING PRESCRIPTION MEDICINE WILL BE KEPT IN THE NURSE'S OFFICE.** If a student becomes ill while at school, the student must get a pass from the teacher to see the nurse. Students will be assessed by the nurse, and if the nurse feels it necessary for the student to go home, arrangements will be made. If this procedure is not followed the student's absence will be considered an unexcused absence from school. Proper sign-in and sign-out procedures must be followed.

An Indiana law requires 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. The 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. **ALL STUDENTS 9TH-12TH MUST BE IMMUNIZED.**

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

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 vice-principal in charge of student activities.
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 hand holding will not be permitted. Arms around one another, leaning against one another and kissing are not permitted.
6. Parents who pick up students at the end of the school day shall pick up students in the back parking lot.
7. Students who are scheduled to serve as a student helper shall be rescheduled to class in the event of receiving a failing grade. Upon the approval of a principal, the student may be reinstated to serve as a student helper at semester.

PARTICIPATION OF 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, as well as academic interest group clubs.

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 **4 full consecutive periods** of the regular school day before attending or participating in an after school extra-curricular activity on that day unless a prearranged absence has been approved by a principal. For medical issues students must submit a signed doctor's excuse.

PARTIES

Teachers will use their own discretion in choosing whether or not classroom parties will be held.

Any food items sent to the school for classroom and or celebrations must be commercially prepared and packaged with a list of ingredients and nutritional value on the label. This is for the safety of those with food allergies or food limitations. No latex balloon deliveries will be accepted.

PHYSICAL EDUCATION

Physical education classes are required for students in grades 6-9, unless medically waived. Pike Central physical education uniforms must be worn in the classes. PE uniforms may be purchases in the Middle School Office. Cost is \$15. Students should not bring valuables/money to the lock-room area.

PREGNANCY POLICY

It is the goal of the Pike County School Corporation to assist pregnant teens in the continuation of the educational process. It is in the best interest of all students to be treated equally.

When a student confirms the pregnancy, the following should occur:

- 1. The student notifies the nurse/counselor of the pregnancy
- 2. The nurse gives the student a "packet" of information concerning health and pregnancy/school issues.
- 3. A conference with the student, parents, nurse, counselor, principal and student advocate of choice may be held to discuss pike Centrals' student pregnancy policy and any concerns. A release of information form will be completed, signed, and returned to the nurse's office. This will allow communication between the school nurse and the student's healthcare provider.

Students are expected to attend school on a regular basis during the course of the pregnancy. If necessary, adjustments may be made to accommodate specific needs. Students are required to bring a statement from the physician following each appointment for attendance purposes.

Complications: In the unfortunate event there are pregnancy related complications, the school nurse may work closely with the physician or nurse practitioner to assist the student. If the student should require bed rest or some type of specialized care, the expected duration of treatment must be documented by the healthcare provider. During this time, an individualized health and educational plan may be developed to meet the needs of the student. Homebound assigned instruction will be the last alternative to continuation of educational services. Other alternatives must be exhausted first. If homebound instruction is deemed necessary, the healthcare provider must complete a Certificate of Incapacity form and the request will be made to the Superintendent of Pike County School Corporation and approved by the school board.

Delivery and Beyond: The school nurse should be notified of the delivery within 72 hours. A conference may be scheduled to plan for the student's return to school. The student must have a written release from the healthcare provider in order to return to school. In the best interest of the student's continuation of education, a consecutive fourteen-day period of absence will be permitted. If there are extenuating circumstances and the student has not been released from the healthcare provider, an alternative educational plan may be determined.

This policy is meant to assist in meeting the educational and medical needs of the student. An efficient working relationship between the student, parents, school and healthcare provider is vital in ensuring a successful education.

SCHOOL CLOSING PROCEDURES

The following is the list of radio and television that are called when weather necessitates the closing or delay of school:

Radio

- WKDQ - Evansville, 99.5
- WITZ - Jasper, 99 Am, 104.7 FM
- WRAY - Princeton, 1250 AM, 98.1 FM
- WWBL/WFPC/WAMW - Washington,

Television

- Channel 14 - Evansville
- Channel 7 - Evansville
- Channel 44 - Evansville
- Channel 25 - Evansville

106.5, 102.3, 1580AM

WBDC - Huntingburg, 101 FM

SIGN-IN/SIGN-OUT - PREARRANGED

Students who must leave school during the day should obtain a Prearranged Absence Form from the Attendance Clerk at least two days prior to the absence.

If you have failed to fill out the prearranged forms due to an emergency and you must leave school for some reason during the day, bring a written excuse signed by your parent stating where you are going, when you are leaving, and with whom, if it is someone other than your parents. These notes should be presented to the Attendance Office at the beginning of the day.

When returning to school after missing any part of the school day, a student must report immediately to the Attendance Office to be officially admitted.

No student is to leave the building or return to the building without being signed-in or signed-out by the Attendance Office.

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 which require medical attention should contact the school nurse.

CONSTITUTION OF THE STUDENT GOVERNMENT OF PIKE CENTRAL HIGH SCHOOL

AMENDED 2002

ARTICLE I. NAME

The name of this organization shall be the Student Government of Pike Central High School

ARTICLE II. PURPOSE

Some of the objectives of this organization are 1) to interest students in all school activities; 2) to improve conditions of our school; 3) to promote a better understanding between the students and the faculty members; 4) to propose policy additions and changes; and 5) to promote unity and good school spirit.

ARTICLE III. MEMBERSHIP

This Student Government shall consist of a staff advisor and representatives from each of the four classes: President, Vice-President, Secretary, Treasurer, Historian and 6 Student Council representatives from the senior, junior, sophomore and freshman classes plus work-ons. **You must have served on the government for one year in order to be eligible to run for class President.

ARTICLE IV. ELECTION PROCEDURES OF REPRESENTATIVES

Students will be elected in the following procedure:

1. Any student desiring to run for the Government must attend a mandatory meeting held in the spring.
2. A candidate's application must be signed by 5 faculty members. The Council Advisor must be one of the 5 signatures.
3. When a completed application petition is returned, that candidate's name will be placed on the ballot.
4. Election will be held in the spring of the year for the following year.
5. Candidates who are not elected by popular vote have the opportunity to become voting members of the Student Government with full membership privileges by fulfilling criteria set forth in the operating policies.

6. Student government is made up on students who are willing to take an active role in school affairs and provide good role models for the rest of the student body. Often, there are more people who wish to represent their class and voice their opinions than there are roles to fill. That is why the student government has decided to introduce work-ons. The work-ons will have the same responsibilities as the elected student government members. To become a member you will have to fulfill the following duties:
 - * Attend a mandatory organizational meeting which is held in May.
 - * Have signatures from three teachers willing to recommend you to the council.
 - * Follow the Pike Central Student Government Constitution and Operating Policies.
 - * Attend a mandatory one-day summer retreat.

ARTICLE V. OFFICERS

1. The officers of the Government shall be President, Vice-President, Secretary, Attendance Secretary, Treasurer, and Historian.
2. The Student Government members will elect all officers. The Vice-President must be a junior with at least one year's experience. All other officers must have one-year experience.
3. The office of President will be held by the previous year's Vice-President. The only exception will be if that person does not wish to take it, that person is no longer a member, or if the advisor wishes to have an election.
4. Terms of office shall be for a period of one school year.

ARTICLE VI. MEETINGS

1. Meetings will be held once each week, before school.
2. Special meetings may be called as needed by the Advisor or the President.
3. Officers' meetings will be held as needed.

ARTICLE VII. DUTIES OF THE OFFICERS

1. The President shall preside at all meetings of the Government. He/She shall perform all duties usually assigned to the presiding officer.
2. The Vice-President shall assist the President as far as possible in advising and in carrying out the policies of the organization. He/She shall preside in the absence of the President. He/She shall keep a written record of all Student Government members' activities and committees throughout the year, as well as a record of work-on members' requirements. He/She shall notify the Government when a work-on member has achieved full-member status.
3. The Secretary shall keep the record and read the minutes of every meeting. He/She shall conduct correspondence as needed for the Government.
4. The Attendance Secretary shall keep a record of attendance at all meetings. When a member reaches three unexcused absences, the Attendance Secretary will notify the President. The President shall then notify the member of his/her absences and removal from the Student Government due to violating the attendance policy.
5. The Treasurer shall keep a record of all business transactions and read his/her report at the meetings. All funds must be handled through the treasurer's office for the high school, and deposits and expenditures must be approved by the Advisor and the Principal or Assistant Principal.
6. The Historian shall keep a pictorial record of all Student Government events and chair the Honor Council Standing Committee.

ARTICLE VIII. VACANCIES IN OFFICER POSITIONS

1. If an officer does not fulfill his/her assigned duties, he/she may be removed from the office.
2. If a vacancy occurs in the Presidency, the Vice-President will assume the President's duties.
3. If an office other than President becomes vacant, a special election will be held within the Gov-

ernment to fill that office.

ARTICLE IX. AMENDMENTS

1. The constitution may be amended only in the spring of each year. There must be a three-fourths majority vote of those present to amend the constitution.
2. The Principal, Assistant Principal or the Advisor may veto amendments.

TELEPHONES

1. The office phones are reserved for the use of faculty and the school personnel to conduct school business.
2. 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

Textbooks are very expensive and should be kept clean and handled carefully. Please be sure to put your name inside the front cover. You will be responsible for the care of your textbooks. You will be required to pay for lost or damaged textbooks.

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 High School to school with them.
3. Friends of students will not be allowed to visit during lunch hour, study hall periods, or between classes.
4. Any student who has quit school or has been suspended, expelled, or excluded are not allowed to visit the school or be on school grounds except with permission from the Principal.
5. No high school drop-outs will be permitted to attend Pike Central Prom.

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 20-8.1-4-12 allows the issuing officer upon presentation of the documents required by section 7 of this chapter may deny a certificate to a child:

1. whose attendance is not in good standing
2. whose academic performance does not meet the school corporation's standard.

A student may appeal the denial of a certificate under subsection (a) to the school principal.

Public Law 20-8.1-4-32 allows the issuing officer of an employment certificate to revoke a student's permit should the grade point 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.
 - A. If a student has five (5) or more unexcused absences in one term that student's work per-

mit may be revoked.

- B. If a student misses a full day of school, but works after school, that student's work permit may be revoked.
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.

This policy also includes any student of any age that is a student at Pike Central High School.

NATIONAL HONOR SOCIETY

The Pike Central Chapter of the National Honor Society shall, to its utmost ability, implement those requirements set forth in the National Honor Society Constitution. The Constitution defines the purpose of NHS to be "to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools."

Membership in National Honor Society is achieved only through invitation. Before receiving an invitation to join NHS, a student must have achieved excellence in four areas: Scholarship, Leadership, Service, and Character. To assure that he/she has done so, the candidate will be evaluated by teachers and staff. Final selection for membership, however, will be conducted in accordance with National guidelines. In regard to membership selection, national guidelines specify that:

1. Students may not apply for membership in NHS. Membership is granted only to those students selected by faculty council.
2. Selection process must be public information available to parents and students upon request.
3. Candidates must have a cumulative scholastic average of at least a 3.5 and proof of ten community service hours. "Candidates shall then be evaluated on the basis of service, leadership, and character."
4. Students who are eligible scholastically should be notified, and told that for further consideration for selection to the NHS chapter they must complete the Student Activity Information Form. Membership is an honor bestowed on students by the faculty. Membership is granted to those students by the faculty council on the basis of scholarship, service, leadership and character.
5. Selection of members to the chapter shall be a majority vote of the faculty council.

NHS SELECTION PROCESS

- I. Those students who meet the scholastic eligibility (as defined above) and have attended Pike Central for the equivalent of one semester will attend an information meeting to obtain access to the Student Activity Information Form. This form must be typed, printed for the necessary signatures, and turned in by the specified due date.
- II. All H.S. faculty members will be asked to provide input on candidates.
- III. The faculty council will meet regularly to review, discuss and score each student who completed an information form.
- IV. The faculty council will make final evaluation and selection of membership.

Becoming a member of National Honor Society is not an easy endeavor, nor is remaining a member a foregone conclusion simply because a student has good grades. A student's grades (GPA) and academic courses will be checked carefully. His/her personal character will be evaluated. A student's leadership and service both at school and in the community will be taken into consideration. A student will be screened very carefully by the faculty council.

Pike Central High School wishes to uphold the high standards set by the National Honor Society. Therefore, membership in NHS for the duration of a student's high school career is up to the stu-

dent. Please note the following:

Members must maintain a 3.5. Members are allowed to miss up to three meetings per year. Members violating these rules and the guidelines for character, leadership, and service as set forth in the National NHS By-Laws will be recommended to the faculty council for a review for a dismissal hearing. Dismissal, if warranted, will follow the procedure outlined in the National NHS Handbook. Teachers objecting to a member's behavior may report that student in writing to the advisers or assistant principal for review. The report must be specific. The dismissal process will involve a hearing that may result in disciplinary action.

Membership in NHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Membership is indeed an honor and a benefit; it is not, however, an automatic right accorded to any individual.

RELEASE OF DIRECTORY INFORMATION

The Pike County School Corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes the student's name, address, parents' name(s) and telephone numbers, e-mail addresses, major field of study, participation in official recognized activities and sports, dates of attendance, awards received, teacher-selected student work with no grades displayed, pictures or video images not used in a disciplinary manner, previous schools attended, hair and eye color, race, sex, date of birth, height, weight, and grade level, without consent to media organizations (including radio, television, and newspaper), colleges, civic or school-related organizations, military recruiters and state or local governmental agencies.

Parents of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or certain of the categories of directory information should request a form (Denial of Permission to Release Certain Directory Information Without Prior Consent) from the superintendent's office.

An objecting parent or student may use the Denial form to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by the first student day of the current school year. Parents have the right to sign the Denial form in the superintendent's office at any time.

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. Instructional materials include teacher's 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 SCHOOL CURRICULUM

Pike Central High School may participate in surveys during the course of the school year. Student participation is voluntary and whether or not students take part has no negative bearing on their grades or other school activities. If you do not want your child to participate in the surveys, you must contact a principal at 812-354-8478.

SEARCH AND SEIZURE

A) As used in this section, "reasonable cause for a search" means circumstances which 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. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
- (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 subsection C 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 it is 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.

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 20-8.1.5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY-TEACHER:** 1) A high 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.
4. **BULLYING:**
 1. This rule applies when a student is:
 - a. on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school)
 - b. off school grounds at a school activity, function, or event
 - c. traveling to or from school or a school activity, function or event
 - d. using property or equipment provided by the school
 2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
 3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all report of

bullying.

4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

GROUND FORS 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, student property, or teacher 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. HB1093 makes possessing a knife on school property or on a school bus a Class B misdemeanor. 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. 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, synthetic 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 hair style, 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 handheld portable telephone in a situation not related to a school purpose or educational function.
13. POSSESSION OF A FIREARM
 - a. No student shall possess, threaten, 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:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - c. The penalty for possession of a firearm: ten (10) days suspension and expulsion from

school for one calendar year. The length of the expulsion may be reduced by the superintendent 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 the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, 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.

Other disciplinary actions may be taken by Administration staff, a teacher, or other school staff members who have students under their charge to ensure a safe, orderly, and effective educational environment. 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;
 - (B) an alternative educational program; or
 - (C) an alternative school
 - (D) up to 120 hours of community service.
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:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of 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.

DISCIPLINE INFRACTIONS

*** Law Enforcement may be notified depending on the severity of the violation.

Note: This list includes examples of, and by no means exhausts all types of student misconduct.

All policies and procedures are subject to administrative interpretation and as a result the administration reserves the right to use discretion in certain situations involving the above consequences.

After School Detention: 3:20 - 4:00 p.m.

Thursday School: 3:20 - 6:00 p.m.

Level 1 Infractions

1. Failure to follow class rules and teacher expectations
2. Failure to follow instructions from school personnel
3. Habitual offender - refer to Level 2 Insubordination

Level 1 Consequences

Teacher discretion with documentation

Level 2 Infractions

1. Improper dress (refer to Dress code)
2. Public display of affection
3. Failure to comply with established cafeteria guidelines and etiquette
4. Being in an unassigned area within the school or outside the campus (Truancy for 1 period or less including lunch)
5. Throwing objects of any kind
6. Spitting or Littering
7. Failure to serve detention
8. Failure to have an appropriately signed pass
9. Inappropriate behavior, language, or gesture
10. Habitual offender of expectations from teacher or variety of teachers, insubordination
11. Parking and driving offense (may result in driving suspensions)
12. Cell phone/Electronic device policy violation
13. Use of social media - bullying, profanity, inappropriate material/ videos & pictures
14. Potentially dangerous horseplay
15. Falsely accusing or reporting
16. Participating in any form of disrespect toward Peers

Level 2 Consequences

- 1st offense - After school detention
- 2nd offense - Thursday school
- 3rd offense - ISS - (1-2 days)
- 4th offense - ISS - (2-4 days)
- 5th offense - OSS - (3-5 days)
- 6th offense - OSS - (5-10 days) pending expulsion

Level 3 Infractions

1. Habitual offender - 2nd time consequence
2. Possession of lighters, matches, tobacco products, e-cigarettes, or any look-a-like
3. Harassment or hazing
4. Forgery or alteration of school forms, such as passes, admittance slips, etc. or giving false information to school personnel
5. Insubordination or school personnel disrespect. Belligerent and/or profane refusal to comply with a school personnel request - gestured, verbal, or written
6. Minor damage and/or destruction of school property (restitution will be paid)
7. Unauthorized entry or presence in school facilities
8. Petty Theft (to be determined after consultation with local authorities) of school or personal property. (Restitution will be required if stolen property is damaged or lost. Failure to make restitution will be treated as insubordination [Level 3 - #4])
9. Inappropriate use of the internet on school grounds (may also result in suspension of computer privileges)
10. Academic dishonesty (automatic zero for that assignment/test/project)
11. Truancy (2 or more class periods)

Level 3 Consequences

1st offense - Thursday School

2nd offense - ISS (1-3 days)

3rd offense - ISS/OSS

4th offense - OSS (2-4 days)

5th offense - OSS (5-10 days) pending expulsion

Level 4 Infractions

1. Fighting or provoking violence by gestures or words, including racial/ethnic slurs or other offensive names
2. Verbal abuse of school personnel
3. Major damage and/or destruction of school or personal property (restitution will be made)
4. Any form of sexual misconduct/harassment or racial harassment
5. Any continued student misconduct under IC/Substantial disobedience (20-8.1-5.1-8)

Level 4 Consequences

1st offense - OSS (2-4 days)

2nd offense - OSS (5-10 days) pending expulsion

Level 5 Infractions

1. Possession, handling, or transmitting any firearm or exploding devices such as fireworks
2. Possessing, handling, or transmitting a knife, an imitation gun, or any object that can reasonably be considered a weapon or is represented to be a weapon
3. Possessing, using, selling, or manufacturing drug paraphernalia as defined in Indiana Code
4. Knowingly possessing, using, selling, transmitting, or being under the influence of any narcotic drug, legend drug, hallucinogenic drug, amphetamine, stimulant-depressant, barbiturate, marijuana, alcoholic beverage, inhalant drug, caffeine-based pills, Phenylpropanolamine (PPA), MDPV, Synthetic marijuana, K2, Spice, JWH-018 intoxicant or any kind, or any item that closely resembles or is represented to be any of the foregoing items. Use of a drug authorized by medical prescription from a physician is not a violation of this, but should be kept in the nurse's office during the school day. No student is to carry any medication unless authorized by the school.
5. Burglary or major theft (to be determined after consultation with local authorities)
6. False fire alarms, bomb threats, arson, or false calls to 911
7. Use, possession, sale, or distribution of any dangerous or caustic material
8. Threats of physical assault on any school personnel
9. Vandalism of school or personal property (restitution will be made)
10. Felonies
11. Criminal law violation which constitutes danger to others or interference with school purpose or function
12. Indecent exposure
13. Any continued student misconduct under IC/substantial disobedience (20-8. 1-5. 1-8)

Level 5 Consequences

1st offense - OSS (5-10 days) pending expulsion

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.

AIDS POLICY

Acquired Immune Deficiency Syndrome (AIDS) is a disease caused by the Human Immunodeficiency

ciency 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.

Scientists estimate that 1.0 to 1.5 million people are currently infected with the AIDS virus. Most of these people appear healthy today 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.

ANNUAL ASBESTOS AWARENESS NOTICE

To:

All Parents, Building Occupants and the General Public

April 17, 2018

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 9th, 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 April of 2007. The seventh inspection was completed in April of 2010. The eighth inspection was conducted 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. Max Deputy at 812-354-8478 Ext. 323.

Max Deputy

General Maintenance Supervisor

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 of 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.

PIKE CENTRAL HIGH SCHOOL IS GOVERNED BY ALL INDIANA CODES ESTABLISHED BY THE INDIANA LEGISLATURE WHETHER OR NOT THEY ARE COVERED IN THIS HANDBOOK. ANY CHANGE IN STATE LAW WOULD BRING ABOUT DEFINITE CHANGES IN THE POLICIES IN THIS HANDBOOK.

DRUG POLICY

EXTRACURRICULAR ACTIVITIES & STUDENT DRIVER CONSENT FORM

I have received and have read and understand the "Pike County School Corporation Extracurricular Activities & Student Driver Random Drug Testing Program."

I desire that _____ participate in this program
(Student Name)

of the Pike County School Corporation, and hereby, voluntarily agree to be subject to its terms for my entire school career (grades 6-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

.....

I, _____, have decided not to participate in any extracurricular
(Student Name)

activities sponsored by Pike County School Corporation or drive to school, from school or during school for the remainder of this school year. In order for me to participate in the extracurricular activity program or have my driving privileges at a later date, I understand that I must submit to a urinalysis. I understand that my parent/guardian and I are financially responsible for the urinalysis on the initial test.

**PIKE COUNTY SCHOOL CORPORATION
STUDENT ACCEPTABLE USE/INTERNET SAFETY POLICY**

I understand and will abide by the provisions and conditions of this contract (as shown in the Student Handbook). I understand that any violations of the above provisions may result in disciplinary action, the

revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to my school principal. All of the rules of conduct apply when I am on the PCSC network.

As the parent or guardian of this student, I have read the PCSC Student Acceptable Use Policy. I understand that this access is designed for educational purposes. The PCSC will take precautions to eliminate controversial material; however, I also recognize that it is impossible for the PCSC to restrict access to all controversial materials. Therefore, I will not hold them responsible for material acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

TEACHER DAY

Teachers are required to be on the job from 7:50 a.m. until 3:30 p.m. each school day and to remain overtime for certain called meetings which are necessary for the proper functioning of the school.

All leaves, with the exception of one hour emergency leaves, must be taken in a minimum of half-day increments. If an emergency requires a teacher to leave during the day, a principal must be contacted. The Master Contract states that a teacher may leave the building during his/her lunch period upon notifying the principal.

TEACHER'S LUNCH ROOM

Dining room facilities are provided for teachers in the teacher's workroom. Teachers are responsible for placing refuse in the proper containers.

TEACHER EVALUATION AND MENTORSHIP

Evaluation is a part of each and every position at Pike Central High School (written and verbal). Such evaluations are to be considered confidential in nature.

Administrative personnel will be visiting classrooms many times throughout the year in order to observe, critique, inquire, and counsel with teachers. The primary goal of teacher evaluation is to improve the quality of instruction at Pike Central.

HIRING SUBSTITUTE TEACHERS

The teacher's responsibility in case of an absence for any reason whatsoever is as follows:

1. Let the front office know and fill out the respective leave form in a timely manner.
2. Be certain to keep the teacher's information sheet up-to-date.
3. Necessary keys should be delivered to the school.
4. Contact the H.S. Principal's secretary on a daily basis prior to 3:00 p.m. regarding the current status of your health. This will assist us in maintaining consistency with our substitutes. If you know your absence will be prolonged, long term arrangements can be made which will no longer necessitate a daily call.

STUDENT TEACHERS

The School Board has expressed a willingness to have student teachers do their practice teaching at Pike Central.

The following procedure will be followed:

1. The college representative in charge of student teachers will contact the Building Principal about accepting a particular student teacher. The Principal, in turn, will contact eligible critic

- teachers. If suitable arrangements can be made as to the proper assignment for the student teacher, the Principal will inform the college of the student teacher's acceptance.
2. Student teachers should have student teaching experience in both their major and minor areas. Therefore, a student teacher may be assigned to more than one critic teacher.
 3. Critic teachers are encouraged to spend as much time in class with the student teachers as possible. The practice of leaving the student teacher "on his own" is discouraged. The critic teacher must be present to properly evaluate the progress of the student teacher.
 4. Student teachers should not be used as substitute teachers.

STUDENT HELPER POLICY

1. Student helpers selected should maintain passing grades in all subjects.
2. Teachers should select only one student to work as an assistant.
3. Teachers teaching lab classes may choose one student per lab period.
4. Student helpers should be supervised at all times.
5. Any student helper who develops academic, attendance or discipline problems will be returned to a class.

CLASSROOM RESPONSIBILITIES

A. Announcements

Intercom announcements will be made only when necessary. The daily bulletin will provide routine information which will not be repeated on the announcements. Students should be attentive during scheduled and unscheduled announcements. When necessary scheduled a.m. announcements will be the last 5 minutes of 1st period. Afternoon announcements will be limited to necessary information which must be conveyed before the day ends. All students will be dismissed at the tone and not before.

B. Daily Bulletin

1. General announcements are to be made via the daily bulletin. The daily bulletin will be e-mailed to the teachers. Read the student section to your class each day at the beginning of Home Room.
2. Announcements for the bulletin should be neatly written as you want them to appear on the bulletin. Announcements should be turned into the receptionist by 2:30 p.m. on the day preceding publication.

C. Classroom Supervision

1. **DO NOT LEAVE YOUR STUDENTS UNSUPERVISED.**
2. In an emergency, ask the teacher next door to watch your students, or call the office to get someone to supervise your students.
3. During convocations or assemblies, all teachers are expected to attend and sit with the students in the audience.
4. When a guest speaker is in your classroom you are to remain in the classroom.

D. Upkeep of Assigned Classrooms

1. Proper use of student furniture
 - a. No sitting on the table tops.
 - b. No leaning back on chairs.
 - c. No marking on furniture.
2. Room Tidiness

- a. At the conclusion of every period students should routinely straighten the classroom.
- b. The chairs and desks should be aligned.
- c. Paper etc. should be picked up.

E. Dismissal of Class

- 1. Pike Central classes are scheduled to meet the state time guidelines.
- 2. No class will be dismissed or rescheduled without authorization from the Building Principal.

F. Classroom Etiquette

Due to the fact that students are not allowed to eat and drink in the classroom, it is strongly recommended that teachers refrain from eating or drinking in their classroom.

G. Daily Lesson Plans

- 1. Daily Plan Book should contain the following:
 - a. Filled out, up-to-date seating charts located in the plan book;
 - b. Daily lesson plans filled out for at least 3 days in advance, and
 - c. Texts used in each class and their location.
- 2. Emergency Lesson Plans
 - a. All teachers are expected to submit at least 3 emergency lesson plans prepared ahead.
 - b. A copy will be submitted to the Principal.
- 3. Contract

You are contracted to teach 180 student days, one work day, and one parent/teacher conference day for a total of 182 days. It is your responsibility to see that your students profit from a day of school, even if you are not able to be present.

- 4. Attendance
 - a. Be certain that your plan book explains your method of taking attendance. Place this information in your plan book.
 - b. Be certain that your plan book explains the attendance procedure so that your grade book will be correct even when a substitute is present in your classroom.

H. Grade Book

- 1. The front of the grade book should show the following information:
 - a. School year, (ex. 2014-15);
 - b. Your name, and
 - c. Courses and grade levels taught.
- 2. Class rolls should contain the following information:
 - a. Heading containing formal class name, grade levels of students, period of day, and time.
 - b. Students listed alphabetically, last name first.
- 3. Attendance will be marked in your grade book in the following manner

Doe, John | | T | | E | | | | | | |

_____ | | | | | | | | | |

/ Indicates absent

T Indicates tardy

E Indicates that the student entered class late with a pass and is therefore, neither absent or tardy.

4. The teacher's formula for figuring the students grade should be prominently displayed in the grade book. This formula must use the school's grading system.
 5. Each grade recorded in your grade book should be labeled as to the item graded.
- I. Hallway Passes
1. It is not good to excuse more than one student at a time from your classroom.
 2. Each teacher is entitled to the attendance of each student during the entire class period. Under normal circumstances, teachers should not ask for students to be excused from another teacher's classroom. If this should become necessary, the excuse must meet the approval of a Principal.
 3. Students should not be dismissed after the first five minutes of the period have passed or before the last five minutes of the period unless an emergency exists.
- J. Classroom Equipment, Furniture & Materials
- Equipment, furniture, or materials of any kind shall not be used or transferred for other than the original purpose, without the Building Administrator's personal knowledge and/or permission.
- K. Inventories
- Each classroom teacher is responsible for keeping an up-to-date inventory. Inventories will be due at a time in late spring of the school year.
- L. Classroom Discipline
1. Every teacher will have a written discipline plan invoking the various steps of the classroom discipline procedures listed on the Classroom Discipline form. These procedures have been listed in order of increasing severity. However, the teacher is not required to use all steps. This written plan should be issued to students.

PIKE CENTRAL DISCIPLINE NOTICE

Student's Name _____ Date of Incident: _____

Time: _____ Grade: _____ Teacher: _____

Statement of Incident: _____

REMEDIAL ACTION(S) TAKEN FOR PREVIOUS MISCONDUCT:

- | | |
|-------------------------------------|------------------------------|
| _____ Consulted with counselors | _____ Telephones Parents |
| _____ Held conference with student | _____ Held parent conference |
| _____ Detained student after school | _____ Other |

Recommendations: _____

ACTION TAKEN _____

Office Signature: _____

2. The Classroom Discipline Form is to be turned into the office of the Principal in charge of discipline when the student is sent to the office.
3. The Pike Central Discipline Notice should be sent to the office along with any student that a teacher sends to the office. Fill the form out.
4. Facts to consider regarding Indiana Code.
 - a. Extra assignments may be given for discipline purposes only in circumstances relating to improperly done homework or class work. Example, you cannot assign a book report for chewing gum.

ATTENDANCE AND TARDIES

Attendance will be taken every period. The attendance officer will make a list of students absent and distribute the list to teachers as soon as possible. This list should be used for the remainder of the day.

TARDY POLICY

The classroom teacher should basically follow the same format in regard to classroom tardies.

1. If a student is late to your class, record the tardy in the grade book and through the computer.
2. Keep the students informed as to the number of tardies.

This plan, we hope, will resolve a growing problem. Legitimate excuses will be accepted, but a very critical look will be taken at anyone who habitually is late. If we all work together and are consistent in our approach, we can resolve this problem.

GRADE DEFICIENCY REPORTS

Students who are failing a class at the mid-term of a grading period will receive notification by teachers. A copy will be made to place in the files.

It is good practice to also contact parents at timely intervals to inform them of their child's lack of progress.

A. Schedule Changes

Schedule changes are to be conducted by the Guidance Office only. Schedule changes will be permitted only during the advertised schedule change week. Schedule changes will be rare. Dropping a course after the deadline will result in a "WD-F" recorded for that subject. Students who are in study hall must have a schedule change before being assigned as any type of office or teacher aid.

B. Make-up Work

In cases of extended illness for three (3) days or more, assignments may be picked up through the guidance office. Two days should be allowed for this material to be compiled.

TELEPHONE USAGE

Telephones are located in each classroom. These phones may be used for intra-building calls and local calls. These are to be used by the faculty. Students use of the phone must be with teacher permission. Do NOT dismiss a student from class to use the phone.

To call another department within the building, dial the proper extension number (see directory).

BOOK RENTAL

All rental books belong to the Pike County School Corporation. Each book may be rented for approximately one- fifth of the purchase price of the book. Rental books are not to be considered private property. The books have been stamped with the Pike County School Corporation stamp. Also, each book has a volume number on the edge of the book.

It is the responsibility of each student to take care of the books issued to them at the beginning of the school year.

To emphasize this point, it is considered good practice to periodically spot-check the condition of textbooks used by students in the classes. Teachers should refer to their copy of the "Textbooks Issue Form" which should be filled out the first day of class. Check the condition of each student's textbook. Check also that each student has the correct book in his possession. This check of book condition will be done one week before the end of each semester so that damages can be collected from students.

When the teacher is ready to collect rental books either at the end of the semester or year, or whenever the student withdraws from class, it is the teacher's responsibility to:

1. Check the condition of the books and the numbers of the books against the record;
2. Return all textbooks to the bookstore separated into two categories. (1) Books in satisfactory condition. and (2) Books in need of repair before they can be used again; and
3. Report to the bookstore the names of students who have lost or damaged books.

TEXTBOOK RENTAL REFUND AND CHARGE POLICY

High School				
	SEMESTER		YEAR	
	Refund	Charge	Refund	Charge
Aug	90%	100%	90%	100%
Sept.	70%	80%	80%	90%
Oct.	50%	60%	70%	80%
Nov.	30%	40%	60%	70%
Dec.	0%	20%	50%	60%
Jan.	90%	100%	40%	50%
Feb.	70%	80%	30%	40%
March	50%	60%	20%	30%
April	30%	40%	10%	20%
May	0%	20%	0%	10%

* Charges or refunds includes rental books. All consumable items and fee charges will be full price.

LOANING SCHOOL PROPERTY

No equipment, books, apparatus, music, or supplies of any kind whatsoever belonging to the school are to be sold, given away, taken away, or loaned to any individual or organization at any time without the Building Principal's personal knowledge and permission. This includes sanders, tools, furniture, flags, blackboards, maps, chairs, chalk, oil, —everything.

The policy has been a liberal one in regard to loan and use of school property by community organizations and even individuals. A record is needed so that a check can be made. Forms for this purpose are available in the Building Principal's office and require a signature.

No changes on loaned equipment are to be made without the Building Principal's personal knowledge and authorization.

PROFESSIONAL TRAVEL AND INTEREST

A. The Professional Travel policy as stated on a memorandum from the Superintendent, February 15, 1984, is as follows:

Listed below are qualifications for board approval for professional travel requests:

1. If students are involved;
2. If travel is necessary for funding of a program; and
3. If travel is fully reimbursed as part of a federal or state grant.

During this tight budget period travel will be greatly reduced.

- B. No smoking will be allowed in the building or on school grounds during the school day.
- C. Faculty dress should be professional in nature. Bluejeans are discouraged except on special student spirit days, etc. and in areas such as welding which might call for them.

SCHOOL VISITORS

Parents are welcome to visit the school anytime. However, if a parent desires to visit a specific classroom, arrangements must be made with the teacher. Students may not bring visitors to school during regular school hours, UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE PRINCIPAL.

LOCKS

No lock may be placed on any cabinet, file, or closed container in Pike Central unless a duplicate key properly marked is placed in the key cabinet in the vault. Locks violating this policy will be cut off and thrown away.

EXTRA-CURRICULAR & CLASS SPONSORSHIP

A. Introduction

Activity or activities as used herein have reference to conducting any athletic, social, or other school function. From this definition it must be noted that the extra-curricular account is to be used only for functions which are not co-curricular in nature. Accounts for educational functions must be maintained in the school corporation records.

B. Transfer of Funds

The law further provides that no money shall be transferred from the funds of any organization, class, or activity except by the majority vote of its members, if any, and by the approval of the respective Principal, sponsor, and treasurer of the organization, class, or activity. Organization minutes should record the vote.

C. Funds, Records, Accounts, Reports

1. The extra-curricular treasurer will have charge of collection, custody and disbursement of the money of all extra-curricular activities. Without unreasonable delay, the treasurer shall deposit all receipts in one bank account to be known as the "Pike Central School Extra-Curricular Account". It follows that when funds are lawfully deposited all disbursements must necessarily be made by check.
 2. There is no authority whereby an overdraft may be created in any fund. The extra-curricular treasurer should advise the activity sponsor and student treasurer periodically, preferably monthly, of the current balance in the fund of their activity. In this way, comparisons can be made and differences reconciled before transactions become past due or particulars are difficult to recall.
 3. It is the responsibility of the sponsor to count all monies and attach a note to the same informing the treasurer of the amount turned in. Under no circumstances is money to be kept in an office or teacher's desk overnight. Nor is the sponsor allowed to deposit it in his personal checking account. Always make arrangements with the treasurer to receive any money before the end of the school day. The money will be properly receipted, and the receipt given to the teacher by the Treasurer or other designated person.
 4. When making a purchase, the purchaser must send (or take) a Pike Central Purchase Order filled out for the vendor to sign and return. This must be done when making a purchase or ordering a service - not afterwards. Give the signed Purchase Order (yellow copy) and the invoice to the Treasurer for payment.
 5. Payments may be made only upon approval by the Building Principal.
 6. No bills are to be left outstanding at the close of the school year.
 7. No fundraising events involving food items may be held at noon. These may be held immediately after school or at school social functions.
 8. All fundraising events should be scheduled through the Principal in charge of student activities.
- D. Parties

All parties involving students must be held in the classroom, unless permission is otherwise granted by the Administration. This includes parties for office aides etc. Adults may bring in cakes etc. for other adult staff members. All party items must be brought to the room from home unless a teacher supervises students buying coke, candy, etc. Students may not roam the halls unsupervised to purchase party items. Candy, cokes, potato chips, etc. may not be consumed in the hallways.

SCHOOL SPONSORED ACTIVITIES

Field trips and other school sponsored activities are by nature educational and should be prepared for properly. **All field trips should be scheduled by the end of April.** The following guidelines are offered:

1. Check the Activity Calendar in the Principal's office to see that there are no date conflicts. If using school facilities, you must fill out facilities usage form;
2. Check with the Director of Transportation to see if a bus is available;
3. Get permission from the place that you wish to visit;
4. Fill out a Field Trip permission form which must be approved by the Principal in charge of student activities prior to any commitment;
5. Send parent permission form home with each student;
6. At least one week in advance of the activity the student should take the pre-arranged absence form around to the teachers whose classes will be missed.
7. Any teacher may refuse to allow a student to miss his/her class for a school sponsored activity

if that student is failing his/her class.

8. The teacher who refuses to allow a student to participate in a school sponsored activity will have the student report to him/her during the class periods when the remainder of the said class is on the field trip. The refusing teacher is to provide an educational activity which could aid in the alleviation of the failure status;
9. Students who participate in an activity will turn in make-up for the day missed.
10. It is the sponsoring teacher's responsibility to provide attendance and ALL staff one week PRIOR with a list of students attending the field trip.

GUIDELINES GOVERNING CLASS AND ORGANIZATION TRIPS, OVERNIGHT

1. The Board will permit major trips by organizations and classes only once in every **three** years.
2. On any class or organizational trip, there must be a minimum of one parent chaperone for every four students.
3. Only the teacher/teachers or sponsor will be excused.
4. Request for school trips must be presented to the Board prior to discussing trip plans with students and parents and prior to making any preliminary trip plans.
5. Above guidelines apply to class and organizational trips which are contemplated during school time and during which students and teachers will be absent from classes.
6. The Board will consider exceptions to the above guidelines on an individual basis.

SUPERVISION OF STUDENT GROUPS

Under no circumstances are teachers to have individuals or groups in or around the school building when they are not here to afford personal supervision. If you schedule meetings and find it is impossible to be here, get some other teacher to meet with your group or cancel the meeting. Leaving unsupervised meetings of groups or classes is prohibited. The above applies to class activities, club activities, athletic activities, or any other meetings. Teachers should be here ahead of the arrival of your group and should leave after all are gone. It is your responsibility to turn on lights, to turn off lights, and lock the doors when custodians are not on duty. The sponsoring teacher should be the last person to leave. Stay until all students have been picked up. This policy includes the coaching staff.

INSTRUCTIONS FOR TEACHERS ON ANY ASSIGNED DUTY

All teachers assigned to any type of duty should report to their duty stations at the beginning of the designated period. This is not the time for casual chatting in the halls. Remember, if an accident occurs in an area that you are supposed to be supervising and you are not present as assigned, you could be sued for negligence.

CAFETERIA SUPERVISION

Teachers assigned to cafeteria supervision are expected to monitor/supervise the lunch line areas, eating areas and also the back hall and the outside concrete areas. Please be prompt on arriving for this task.

CHILD ABUSE

Child abuse is everyone's concern! Anyone who believes or suspects that a child has been physically, emotionally, or sexually abused must report this incident under Indiana law.

Indiana's Child Abuse Law (IC-31-6-11-2.1) states (in part) "any individual who has reason to believe that a child is the victim of child abuse or neglect shall make a report". Failure to make such a report is a Class B misdemeanor.

Any person who, in good faith, reports suspected child abuse shall have immunity from civil or criminal liability. Neither the husband-wife relationship nor the physician- patient privilege is considered grounds for excluding evidence in court. Sources of reports may remain confidential.

The staff and personnel at Pike Central High School shall report their suspicions to the principal and school nurse. The nurse will notify the Pike County Division of Child and Family.

Reports may be made directly to the Child Protection Service of the County Department of Child and Family on a 24 hour, seven days per week basis. The telephone number is National Child Protection 1-800-800-5556. Reports of suspected child abuse may also be made to your local police or county sheriff's office, both of which cooperate with the County Division of Child and Family in the investigation of such reports.

What happens when you report suspected child abuse to the County Division of Child and Family? That agency will immediately begin an investigation of the alleged incident. If the child appears to be in immediate danger, the department will seek a court order for his removal to the home of another relative or to a licensed foster home where he will be protected from further abuse. If it is found the child's safety is not in jeopardy, he may remain with his parents. Under both conditions the parents will be provided services designed to help them deal with their own problems which precipitated the abuse.

PUBLIC LAW 135 - CHILD ABUSE

Chapter 3, Section 3(b)

If an individual is required to make a report under this chapter in his capacity as a member of the staff of a medical or other public or private institution, school facility, or agency, he shall immediately notify the individual Building Principal in charge of the institution, school facility, or to report or cause a report to be made. However, nothing in this section is intended to relieve individuals of their obligation to report on their own behalf, unless a report has already been made in regard to the individual's belief. Failure to make the report as required by this subsection shall also be a Class B misdemeanor.

Chapter 3, Section 4

Any person who has a duty to report child abuse or neglect under Section 3 of this chapter shall immediately make an oral report to the local child protection service (in the local County welfare department) or law enforcement agency.

Chapter 3, Section 7

Any person who has a duty to report child abuse or neglect under Section 3 of this chapter, or who participates in any judicial proceeding or other proceeding resulting from such report, is immune from any civil or criminal liability that might otherwise be imposed because of such actions, provided the individual is acting in good faith.

Chapter 3, Section 11

Local child protection services may be allowed entry to the school in their investigation of reported abuse or neglect. Failure to admit persons authorized to investigate can result in a court order for such investigation to take place. If the investigators feel that immediate removal is necessary to protect the child from further abuse or neglect, the court may issue an order for temporary removal and custody.

ADMINISTRATIVE REPORT OF SCHOOL EMPLOYEE OBSERVED CRIMINAL LAW VIOLATION ON OR WITHIN 1,000 FEET OF SCHOOL PROPERTY

IC 36-48-5 requires school employees to report to the members of the administrative staff observed drug violations on or within 1,000 feet of school property. A written report must be filed by the administrator with a local law enforcement agency. A person making a report in good faith is immune from civil liabilities or penalties.

Date of Report: _____ Date of observed Violation: _____

Time: _____

Place of Observed Violation: _____

Place of Observed Violation: _____

General Description of Violation Observed: _____

- | | |
|---|--|
| <ul style="list-style-type: none"> - Dealing in cocaine or narcotic drug. - Dealing in a counterfeit substance. - Possession of a controlled substance. - Dealing in paraphernalia - Manufacture of paraphernalia. - Dealing in marijuana, hash oil, or hashish - Visiting a common nuisance. - Dealing in a substance represented to be a controlled substance | <ul style="list-style-type: none"> - Dealing in a controlled substance. - Possession of cocaine or narcotic drug. - Possession of paraphernalia. - Maintaining a common nuisance - Manufacturing, distributing, or possessing a substance represented to be a controlled substance - Possession of marijuana, hash oil or hashish. |
|---|--|

Name(s) or general description(s) of each violator observed:

Name(s)	General Description(s)
1. _____	_____
2. _____	_____
3. _____	_____

Name(s) or general description(s) of each witness to any part of the violation.

Name(s)	General Description(s)
1. _____	_____
2. _____	_____
3. _____	_____

General description and location of any property known to be involved in the violation:

If an automobile was involved, complete the following:

Year _____ Make _____ Model _____

Color _____ License Plate _____

Other Description: _____

Location: _____

Description of Other Property: _____

Location: _____

Generally describe what was observed: _____

Name of school employee reporting observed violation: _____

Title or Position: _____

Name of member of administrative staff completing this report: _____

Title: _____ Building or Office Location: _____

Phone: _____

DRUG INCIDENT REPORT

Subject _____

Name _____ Height _____ Hair _____

Parent/Guardian _____ Home Phone _____

Home Address _____ Work Phone _____

Vehicle Make _____ Model _____ Year _____ Color _____

License _____ State _____

Witnesses _____ Address _____

Date _____ Time _____ AM
PM _____ Location _____
Race _____ Sex _____ Age _____ Grade _____

Description of incident _____

Suspected Drug or Paraphernalia involved (Marijuana, Cocaine, Alcohol, Look-Alike, etc.)

Suspected Incident: Consumption _____ Possession _____ Dealing _____ Other _____

Recommended Disciplinary Action: Suspension _____ Days _____
Expulsion _____ Days _____
Detention _____ Hrs or Days _____
Other _____

Law Enforcement Agency _____

School Corporation _____

School _____ Address _____

Report by _____ Capacity _____

Signature _____ Telephone _____