PIKE CENTRAL

HIGH SCHOOL

2025-26 School Handbook

1810 E. State Rd. 56
Petersburg, Indiana 47567-8378
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Phone Number (812) 354-8478
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PCSC SCHOOL CALENDAR 2025-2026

1st day of School.....August 6
Labor Day.....September 1
Flex Day (NO Student Instruction).....September 22
Ending of 1st Grading Period.....October 3
Parent/Teacher Conferences (NO Student Instruction).....October 8
Fall Vacation.....October 20-24
Thanksgiving Vacation.....November 26-28
End of 2nd Grading Period/End of 1st Semester.....December 19
Christmas Vacation.....December 22-January 2
Flex Day (NO Student Instruction).....January 19
Snow Day.....February 13
Presidents' Day/Snow Day.....February 16
End of 3rd Grading Period.....March 6
P/T Conferences (Early Release Day).....March 11
Spring Vacation.....March 23-27
Good Friday.....April 3
Flex Day (NO Student Instruction).....April 6
End of 4th Grading Period/End of 2nd Semester.....May 22
Snow Days.....May 26-29
PCHS Graduation.....May 29

2025-2026 DAILY SCHEDULES

DAILY SCHEDULE

PD	TIME
HR	8:20 – 8:45
1	8:50 - 9:35
2	9:40 - 10:25
3	10:30 - 11:15
4	

2 HOUR DELAY SCHEDULE

PD	TIME
1	10:20-10:50
2	10:55-11:25
4	
LUNCH A	11:30-11l55
LUNCH B	12:00-12:25

LUNCH A	11:20 - 11:45	LUNCH C	12:30-12:55
LUNCH B	11:50 - 12:15	3	1:00- 1:30
LUNCH C	12:20 - 12:45	5	1:35- 2:05
5	12:50 - 1:35	6	2:10- 2:40
6	1:40 - 2:25	7	2:45- 3:15
7	2:30 - 3:15		

CONVOCATION SCHEDULE

PD	TIME
1	8:20 - 9:00
2	9:05 - 9:45
3	9:50 - 10:30
5	10:35 – 11:15
PERIOD 4	
LUNCH A	11:20 - 11:50
LUNCH B	11:55 – 12:25
LUNCH C	12:30 - 1:00
6	1:05 - 1:45
7	1:50 - 2:30
HR/Event	2:35 - 3:15

TEACHER DAY 7:50 – 3:30 **STUDENT DAY 8:20 – 3:15**

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, to the school nurse 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 <u>any</u> 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 substances.
3. NO POSSESSION OR USE OF VAPING DEVICES, TOBACCO LOOK-A-LIKES, TOBACCO SUBSTANCE, E-CIGARETTES, IN THE SCHOOL BUILDING, ON SCHOOL GROUNDS and AT SCHOOL FUNCTIONS (including vehicles), OR ON THE SCHOOL BUS IS ALLOWED.
   A. Possession or use of tobacco substance will result in:
      1. First offense – One to Two days of Out of School Suspension (OSS), referred to the school nurse for counseling, and any student less than 21 years of age WILL be reported to the Pike County Sheriff's Department for being in violation of IC 35-46-1-10.5.
      2. Second offense – Three to Four days of Out of School Suspension (OSS), referred to the school nurse for counseling, and any student less than 21 years of age WILL be reported to the Pike County Sheriff's Department for being in violation of IC 35-46-1-10.5.
      3. Third offense – Ten days Out of School Suspension (OSS), recommended for expulsion, and any student less than 21 years of age WILL 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 athletic events, go to Eventlink.com 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. Students 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 (anything lower will be at the discretion of the high school administration), 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, volleyball and wrestling.

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 participate 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 five credits offered during your last grading period and must be currently enrolled in at least five credits.
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: 1) IHSAA Physical Form and 2 Eventlink Registration (participation information, medical consent, code of conduct, athletic media release, concussion and sudden cardiac acknowledgement) **after April 1 and BEFORE summer participation and in season first practice (including try-outs).**
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 or have a prearranged absence form on file with the attendance office to be eligible to participate in that day's athletic activities. Homeroom and B and C lunches do not count as a class period.
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 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.
- Coach will have the discretion determining the lettering criteria due to unforeseen situations such as injury or illness.
- 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 contests. 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, cheerleading, cross country, football, softball, 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 including vape devices, e-cigarettes, and tobacco look-alikes.
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

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.

Second violation of any of the above rules: the athlete shall be prohibited from participating in 50% of the scheduled contests in the sport or the next sport the athlete will be competing

AND

20 community service hours will be completed, supervised by a PCSC SRO. If total hours are not completed, the athlete will be prohibited from participation in athletics for 365 days.

Third violation of any of the above rules, the athlete will be prohibited from participation for 365 days from the date of the violation.

Any athlete violating any of the above rules must complete a substance abuse program provided by the school nurse and at the expense of the athlete and/or parent. The certificate of completion will need to be emailed to the athletic director and/or athletic secretary. 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 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.

Must be present at least four full periods of school or have a prearranged absence form on file with the attendance office to be eligible to participate in that day's athletic activities. Homeroom and lunches do not count as a class period.

Parents/Guardians must complete Eventlink located on the athletic website (pikecentralathletics.com), under Registrations.

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.

COURSE WORK REQUIREMENTS FOR NCAA ATHLETICS AND NCAA SCHOLARSHIPS

Here is an overview of the basic NCAA eligibility criteria. Visit the NCAA Eligibility Center (https://web3.ncaa.org/ecwr3/), the authoritative source for more details.

Division I: **16 Core Courses**	**Division II:** **14 Core Courses (if enrolling prior to August 1, 2013)** **16 Core Courses (if enrolling on or after August 1, 2013)**
4 years of English	**3** years of English
3 years of math (algebra 1 or higher level)	**2** years of math (algebra 1 or higher level)
2 years of natural or physical science (including one year of lab science if offered)	**2** years of natural or physical science (including one year of lab science if offered)
1 extra year of English, math, or science	**2** extra years of English, math or science; **3** extra years if enrolling on or after August 1, 2013
2 years of social science	**2** years of social science
4 years of additional core courses (from any category above, or in a foreign language, nondoctrinal religion or philosophy)	**3** years of additional core courses (from any category above, or in a foreign language, nondoctrinal religion or philosophy); **4** extra years if enrolling on or after August 1, 2013

ACADEMIC STANDARDS

Division I Eligibility

- All students entering college must have completed **16 core courses** in high school.
- Students must earn a minimum required GPA in core courses and a combined SAT or ACT sum score that matches this GPA on a sliding scale, which can be found in the NCAA Eligibility Center Quick Reference Guide (.pdf/270K). *Requires Adobe Reader (latest version recommended).*

Division II Eligibility

- All students entering college prior to August 1, 2013, must have completed **14 core courses** in high school.
- All students entering college on or after August 1, 2013, must have completed **16 core courses** in high school.
- Standards require a minimum GPA of 2.0 and a combined minimum SAT score of 820 or sum ACT score of 68.

NCAA Core Courses Definition

- An academic course in one or a combination of these areas: English, mathematics, natural/physical science, social science, foreign language, comparative religion or philosophy.
- A four-year college preparatory course and a course at or above the high school's regular academic level, for example, an AP® class or outside college course.

Remedial courses, or those taught at a slower pace or that cover less content are not admissible. And not all classes that meet high school graduation requirements meet NCAA course work requirements.

Help your students check your high school's list of approved core courses on the NCAA Eligibility Center High School Portal.

Meeting NCAA admission requirements does not guarantee admission into college — it simply determines whether students may participate in athletics during their freshman year. Students must follow each member college's admission policies and apply directly to that college.

ATTENDANCE POLICY
Updated with Board Approval 12.10.24

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. Pre-arranged absences count towards the attendance count unless the absence is EXEMPT.
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 agreement is part of the online registration process.
3. 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.

Pre-Arranged absence may be accepted or denied, these DO NOT ALWAYS count as an excused absence. Rather as a way to inform your teacher that you will be absent, so they can provide you with the work you will be missing.

CATEGORIES OF ABSENCES:

Excused: The following absences are excused but count towards their overall attendance or school policy purposes (students will be allowed to make up missed classroom work regardless of excused/unexcused)
- Family emergency-must be verified by a parent
- Personal student illness - must be verified by a parent/guardian
- Certificate of Incapacity –In the event of student illness, physical or mental incapacity, it is required that parent/guardian produce a Certificate of Incapacity or physician's statement, for the attendance officer, no later than 6 days after it is requested, per IC 20-33-2-18. The absence should be excused with medical documentation.
- 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).
- Seniors—Two college visits, pre-approved by the Guidance Office with verification from school visited by the end of April.
- Juniors—One college visit, pre-approved by the Guidance Office with verification from school visited by the end of April.

Unexcused: The following are unexcused absences that count toward their overall attendance:
- Truancy, Oversleeping, Car Trouble, Working, Missing bus due to the fault of the student, Hair Appointments, Senior Pictures, or any absence that does not fall under exempt or excused categories.

EXEMPT (STUDENTS ARE COUNTED AS PRESENT)
Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: In each of the following circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school:
- Serving as a page or honoree of the General Assembly (IC 20-33-2-14)
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15)
- Subpoenaed to testify in court (IC 20-33-2-16)
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- Approved Educationally Related Non-Classroom Activity (IC 20-33-2-17.5).
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

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 unexcused absence or tardy, the following procedures will be followed:

1. 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. A written excuse from the doctor will exempt an absence. Note: Medical notice is not the same as a doctor's excuse. Administration will have the final determination.
2. When a student has been absent 6 times during the school year, a letter will notify the parent(s) and/or guardian(s).
3. When a student has been absent 7 times during the school year, we will schedule a meeting with the parent(s)/guardian(s) and the student will lose driving privileges for 1 week.
4. When a student has been absent 8 days, parent(s)/guardian(s) will be receiving a letter from the prosecutor's office.
5. When a student has been absent 9 days, the student will lose driving privileges for 2 weeks.
6. When a student has been absent 10 days, it will 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. Revoking work permit
7. OSS-Out of School Suspension will not count toward student's 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. If no note or phone call is received, the absence is considered unexcused.
10. A student leaving school without prior permission and/or without the approval of the nurse and/or administration will be counted as truant AND 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 before the elections. Working the polls must be verified by the candidate.
12. PROM ATTENDANCE

a) After ten (10) full day unexcused absences from the 1st day of school until prom, a student will NOT be allowed to attend prom.

Quick Attendance Policy Guide	
Number of Unexcused Absences:	**Consequence:**
6	Letter to notify parent(s)/guardian(s) from the attendance office
7	Meeting with parent(s)/guardian(s) to discuss a solution. Loss of driving privileges for 1 week.
8	Letter from the prosecutor's office.
9	Loss of driving privileges for 2 weeks.
10	Contact Department of Child Services (DCS) Contact Department of Motor Vehicles (DMV) Probation

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.

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):

Quick Tardy Policy Guide:	
Number of Tardies (per period):	**Consequence:**
1-2	Warning
3-5	After School Detention (Tuesday 3:20-4:00)
6	Thursday School
7-8	Thursday School/ Loss of driving privileges for 1 week

9	Loss of driving privileges for 2 weeks
10	1 Day of ISS/ Loss of driving privileges for rest of semester

MAKE-UP WORK

1. Excused/Unexcused absence – All work MUST be made up. Students will have an equal amount of days per day missed to turn in make-up work, or to make up tests beginning the first day that student returns. Make-up work will not take the place of regular class activities. Make-up work will be done outside of class AND homework may be used for additional help.
2. ISS - Work missed must be made up during the ISS day(s) and credit given.
3. OSS - Work missed must be made up during OSS day(s) and credit given.
a. 1-4 OSS Days – Student will have one day to turn in make-up work after he/she returns
b. 5-10 OSS Days – Student will have two days to turn in make-up work after he/she returns

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). 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, etc.) will have a description of their car and license plate number turned in.
      1. 1st offense - parent will be notified; student may lose driving privileges for **one week**.
      2. 2nd offense - loss of driving privileges revoked for **six weeks**. Students will not be allowed to drive to school-related activities during this time.
      3. 3rd offense - loss of driving privileges for the **rest of the school year**. Students will not be allowed to drive to school-related activities during this time.
   e. Vehicles must be parked within the designated spaces. Violators of this policy will be disciplined as necessary.
   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. All accidents on school grounds will be reported to the high school office. Local law enforcement authorities will 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, Dollar General Store or other nearby locations.

5. All vehicles driven to school must display the parking permit from the rearview mirror. **Any student driver without a parking permit is subject to disciplinary actions and loss of future 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 may 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 (except for Chromebook carrying cases) during the school day. Students will be allowed to carry a sling-type bag to and from PE class.

BUILDING HOURS

The building will be open for student use in the morning by 7:45 a.m. and closed by 3:45 p.m. and will be supervised. 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 or sponsors which includes all clubs and athletic activities. Upon the arrival of students to the building before 8:10 a.m., individuals will report to the high school cafeteria

BULLYING
(1C 20-33-8-13.5)

Bullying is **prohibited** by the School Corporation ("Corporation"). Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

Definition

"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

(1) places the targeted student in reasonable fear of harm to his or her person or property;
(2) has a substantially detrimental effect on the targeted student's physical or mental health;
(3) has the effect of substantially interfering with the targeted student's academic performance; or
(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the Corporation.

Bullying does **not** include, and should not be interpreted to impose any burden or sanction on, the following:

a) participating in a religious event;
b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
c) participating in an activity consisting of the exercise of a student's freedom of speech rights;
d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
e) participating in an activity undertaken at the prior written direction of the student's parent; or
f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

"Bullying," as defined by this policy and state law, does **not** include actions involving employees. Any behaviors committed by, towards, or amongst Corporation employees should be reported to the employee's supervisor, building principal, or Superintendent.

Applicability

The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Bullying behaviors based on the targeted individual's race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

Education

The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees.

Reporting

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

Investigation
Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

Intervention/Responses
If a report of suspected bullying is substantiated through an investigation, then The Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Consistent with other legal obligations, the Corporation will prioritize the safety of the target of the bullying including transferring the bully or target to another school within the Corporation. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents before the end of the next school day after the school becomes aware of the possible incident, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement
Parents are encouraged to be involved in the process of minimizing bullying. Parents may review any materials used in any bullying prevention or suicide prevention program employed by the Corporation. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parents of both the targeted student and alleged perpetrator will be notified of the investigation before the end of the next school day after the school becomes aware of the incident. Parents will also be notified of the conclusion of the investigation before the end of the next school day after the conclusion. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and Corporation policy.

Reporting to IDOE
Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination or two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

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/designee will communicate with parents and bus driver or both. Bus privileges may be suspended until the communication takes place. All communication 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 communicate with the parents and 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. The principal/designee will communicate with the parents and bus driver.
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, vape devices, e-cigarettes, tobacco look-alikes, 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 will 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 or eLearning day(s).
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, #12 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. Students 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. 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 8:20 a.m., during lunch periods, and after school. **No energy drinks are allowed.**
2. **Students will be allowed to use a personal water bottle for the refill stations located throughout the school. The personal water bottles shall be clear-colored.**
3. Candy or other food is not to be eaten or sold in class.
4. Gum chewing will be allowed provided its use does not interfere with the educational process of the school and provided it is disposed of properly at the teacher's discretion.

Beginning with the third offense (the second warning), 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. The administration reserves the right to revoke these privileges.

CELL PHONES AND ELECTRONIC DEVICES

All cell phones and electronic devices, including smartwatches and earbuds, must be powered off and placed in the student's backpack upon entering the school building. These devices are to be stored in the student's locker until the dismissal bell at 3:15 PM. Failure of a student to comply with a faculty/staff request to turn over a cell phone or electronic device will result in disciplinary action. 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. The administration may use its discretion to allow or prohibit use of any of the devices discussed here as conditions may warrant

Exceptions

Devices required for disability or health conditions that necessitate constant monitoring via a medical application are exempt from this policy. Such exceptions must be authenticated by a medical professional, with the documentation on file with the school nurse.

1st Offense: The teacher will take the phone from the student and after school detention will be assigned. Student retrieval from the Principal's Office at the end of the school day.

2nd Offense: The teacher will take the phone from the student and a Thursday school will be assigned. Parent/guardian retrieval from the Principal's Office.

3rd Offense: The teacher will take the phone form the student, 1 day OSS will be assigned. Parent/guardian retrieval from the Principal and a meeting with both the student and parent in reference to how to proceed to ensure a positive change in behavior.

Subsequent Offenses shall be treated as administrative insubordination/overt defiance and shall be dealt with accordingly.

CHANGE OF ADDRESS

Changes of address, phone numbers, and email address should be made in the student information system (Harmony) by the parent/guardian. This will assist in case of emergencies. If the parent/guardian is unable to update the student's demographics, please call the guidance department.

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 MUST BE ESCORTED BY THE SCHOOL RESOURCE OFFICER OR AN ADMINISRATOR. STUDENTS WHO NEED TO LEAVE THE BUILDING FOR ANY REASON MUST OBTAIN PERMISSION FROM THE ATTENDANCE OFFICE.

COMMENCEMENT

All seniors are required to attend commencement practice and the awards program to participate in the commencement exercises. Any exceptions must be cleared by the Senior Class Sponsor and the Principal. **Students not participating in commencement practice will not be allowed to participate in the commencement ceremony.**

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. All students are subject to reasonable cause for search and seizure. Any evidence will lead to immediate dismissal from dance and handbook rules will be enforced.
6. 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).
7. Chaperones will have the right to dismiss any student from school dances.
8. All school rules shall apply.

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 re-enter the building until the all-clear is sounded.
6. No cell phones will be allowed.

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.
7. No cell phones will be allowed.

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---nothing sleeveless. Shirts and blouses with low-cut necks are not permitted. Halters, 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 undergarments of any kind.
7. 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 2” above the knee and below. Any hole or skin showing 2” above the knee is prohibited.

9. No chains (link type chains on wallets 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, violence, obscene words or messages, or any drug references is not allowed. (Advertising of alcohol, tobacco, marijuana leaf, sex reference etc.)
11. Any jewelry or other items will be prohibited when worn in any visible pierced body part other than the ear or nose. Other facial piercings cannot be hidden by band-aids.
12. No headwear shall be worn inside the building (hats, toboggans, hoodies). Bandanas can only be worn as a hair accessary that is not gang related.
13. Dyed hair is allowed unless it disrupts the educational process.
14. No bare feet are allowed. Shoes MUST be worn at all times.
15. Inappropriate tattoos must be covered by the student's clothing.
16. Senior and other pictures must be school appropriate and follow school dress code when submitted to the yearbook.

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 and in attendance. Students shall be passing all classes (no F's). Second and fourth nine-weeks grading periods will be averaged with previous nine weeks' grades. Attendance shall be no more than 10 absences per semester per class period.

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 (excused absence) 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.

GUIDANCE

1. Guidance Services: The Guidance Office is available to assist all students with scheduling, college & career counseling, financial aid assistance, as well as provide a safe environment for those needing to discuss home life, school issues, grades, and any other personal concerns they may have.
2. Schedule Changes: Students will be provided with sufficient time to make thoughtful decisions when making course selections. Counselors will be available to provide guidance throughout the school year, as well as during summer registration appointments to ensure that students request the appropriate courses necessary to complete their graduation requirements. If interested in changing one's schedule, students will have the first five days of each semester to submit a schedule change request. Requests must be submitted in-person or by email for approval from one's counselor. If a request to withdraw is received past the five day window, students will receive a Withdrawal Fail (WF) on their official transcript. This grade will negatively impact their Grade Point Average (GPA).
3. College & Career Information: Counselors will maintain communication with outside agencies, in order to accurately provide students with post-secondary educational & career opportunities. A collection of scholarship information will be available to students in the Guidance Office, as well as on our webpage. In order to help families prepare for post-secondary opportunities, counselors will be available to assist with the completion of the Free Application for Federal Student Aid (FAFSA) by hosting events, such as Financial Aid Night, and College & Career Fairs.
4. Course Retakes/Replacement: Students who have earned credit in a course with a grade of "D" or lower may retake the course to better master its content. Upon retaking a course, the original grade and the grade earned from retaking the course will both be included on the student's transcript and factored into the student's GPA.
5. Online Learning Classes: Pike Central offers select courses online via Plato. The purpose of these courses is to provide students with the opportunity to receive credit in extenuating circumstances. Students must receive permission from the Guidance Office and/or Principal to enroll in online courses throughout the school year.
6. Grading Scale/Grade Point Average (GPA): The following grading scale has been adopted for use at Pike Central High School. A sixty percent average must be maintained as a minimum for the semester to pass. Final Semester grades would be figured for both semesters as follows:

   First 9 weeks – 45%

   Second 9 weeks – 45%

   Final exam – 10%.

All courses taken for credit will be counted towards one's GPA. Partial weight courses and full weight courses are located on the Guidance webpage.

Grade	Regular Weight	Partial Weight	Full Weight
A+100%	4.33	4.58	4.83
A 99-93%	4	4.25	4.5
A- 92-90%	3.67	3.92	4.17
B+ 89-87%	3.33	3.58	3.83
B 86-83%	3	3.25	3.5
B- 82-80%	2.67	2.92	3.17
C+ 79-77%	2.33	2.58	2.83
C 76-73%	2	2.25	2.5
C- 72-70%	1.67	1.92	2.17
D+ 69-67%	1.33	1.58	1.83
D 66-63%	1	1.25	1.5
D- 62-60%	0.67	0.92	1.17
F Below 60%	0	0	0

7. Incomplete Semester Grades: A teacher may give a student an incomplete (I) 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 completed 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 counselor to determine a deadline for the work to be completed before the incomplete grade is turned to an F on the transcript.
8. Honor Roll: An Honor Roll will be published following each grading period. The following procedure will be used to determine Honor Roll Student. Two Honor Ross 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 on the numerical values assigned to the letter grades.
9. Class Rank/Valedictorian & Salutatorian Honors: Class rank is computed at the end of each semester. Valedictorian and Salutatorian honors are based on 8 semester computations and will be determined by the highest GPA (using the weighted grading scale).
10. Graduation Requirements: A student must have all local and state requirements completed prior to the date of graduation, in order to participate in graduation ceremonies. Please refer to our Guidance Webpage to review all requirements.
11. Release of Records: In accordance with the Family Rights and Privacy Act, school records for a student under the age of 18, may be released only with parent permission. Exceptions to this policy include instances where the records are requested by an educational agency, in which the student seeks or intends to enroll. If the student is 18 years of age 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 a student's senior year, diplomas can be withheld.
12. Withdrawal from School: Students under the age or 18 may not withdraw from high school before graduation, without first initiating a meeting with their counselor and principal, including their parents/guardians, in order to determine if the withdrawal is not due to financial hardship. If a withdrawal is approved, written consent from the parents/guardian is required. The school will then notify the appropriate state offices of the withdrawal. Upon withdrawal, all school textbooks, parking permits, school property, 1:1 device and charger, and other obligations must be turned in.
13. 3rd Party Custody: Any student that resides with someone other than their parent/guardian, will need to complete a 3rd Party Custody Agreement with the Guidance Office. If custody of the student should ever change within the school year, the Guidance Office must be notified and documentation must be provided.
14. Middle School Course Credit: Students enrolled at Pike Central High School have the option to receive credit for completing high school courses during middle school. The following conditions apply.
    - Middle School Algebra I Honors credit received in the 8th grade will be reflected on one's transcript, no matter the grade.
15. Transfer Credits: The Guidance Office will communicate with the student's previous school, in order to determine if earned credit may be applied towards graduation.
16. Early Grads: Students who have met all graduation and pathway requirements may be eligible for graduation after their junior year or upon completion of the fall semester during their senior year. To apply for early graduation, one must schedule an appointment with the junior/senior counselor to determine eligibility and create a graduation plan. If the counselor deems the student eligible, parents would be notified by the counselor to complete further documentation. Upon receiving parent approval, the student may be required to present reasoning as to why they are requesting early graduation, in order to receive final approval from the principal. The following will be taken into account:
    - Attendance
    - GPA
    - State Required Testing completion
    - Discipline

    If final approval is received, the following conditions will apply:

- Students graduating at the end of their junior year, must remain in their respective class and are not eligible to participate in any senior activities; such as but not limited to class meetings, senior class trips, senior awards, senior nights for extra-curricular and co-curricular activities. This excludes graduation, as we encourage all early graduates to participate in graduation activities.

16. Student Workers: Being a student worker is a privilege. To be eligible to work as a student worker, one must be in good academic standing and entering their senior year. As student workers are a representation of our school, Pike Central chooses students who will represent our school in a positive and professional manner. All workers are expected and required to remain in good standing with attendance, discipline, and academics. Academic progress will be monitored by the Guidance Office, to ensure that all student workers maintain a C average or above (70% or higher). The Guidance Office has the ability to remove student workers from their assignment, due to grades, disciplinary action, poor representation of the school, or lack of attendance.
17. Honors Classes: Students will be eligible to enroll in honors classes based upon teacher recommendation. All final decisions will be at the discretion of the counselor.
18. Registration Documentation: Per the Indiana Department of Education, all students must have the following documentation on file in the Guidance Office. If documentation is not received, the Guidance Office will be in contact to obtain the necessary documents to remain in compliance with the state. Current documentation will be required each year.
    - Birth Certificate
    - Proof of Residency - per the state, must be provided each year. Acceptable documentation includes: a utility bill, a lease or rental agreement or a medical bill. All statements must have the name of the student's legal guardian.

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. All passes must include date, time and destination. 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. A dated, time stamped 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. High School students may only use high school restrooms during the school day unless permission is granted prior.
5. Written Pass – Date/Time/Destination included. 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.
   A. Pike Central Discipline Notice

      If a student is referred to the office for discipline, a hall pass will accompany the student.

   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, the school nurse must be notified by the classroom teacher.

   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 contact the media center specialist prior to sending any students.

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 or complete class work. Students are expected to have all study materials with them, including their Chromebook.

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 by teacher permission only.
4. Reading on electronic devices (such as Chromebook, Nook, Kindle, Ipad, etc.) by teacher permission only.
5. Students must actively work on school work/reading (sleeping, off-task talking, refusal to work are not permitted).
6. All students must go to the assigned homeroom for attendance before receiving a pass.
7. Students will not leave homeroom for tutoring or other school activities without prior approval and must carry a "Homeroom Pass" issued by the homeroom teacher or office.
8. Students must work independently unless it is permitted by the homeroom teacher. Group working must be done quietly.
9. Students will be assigned weekly tasks to complete in Ripple Effects for Teens program. This is part of the Social-Emotional Learning (SEL) that is required by I.C. 20-19-5-2.
10. **ABSOLUTELY NO CELL PHONES ALLOWED DURING HOMEROOM, unless authorized by building Principal.**

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. Any make-up work missed while absent (excused/exempt absences only), the student will have the number of day(s) missed to hand in. No extension will be granted unless approved by the teacher or administrator. Example, if a student misses two days, then the student will have two days to hand in make-up work beginning the day the student returns to school. Class time will not be used for make-up work.
8. No make-up work will be allowed for any unexcused or excessive absence.

MEDIA CENTER

Students will have access to the media center between the hours of 8:20-3:15. 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. Failure to return an overdue book may result in student NOT being allowed to attend prom.

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 DISCIPLINARY 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, alcohol, other items deemed as harmful.

The school corporation will retain access to student lockers by keeping a master list of combinations and a master key. Students using their own lock (with school administration's approval) must have a spare key in the principal's office. Students may not use their own locks to prevent access to lockers 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, tobacco products including matches or lighters, vape devices, e-cigarettes, or tobacco look-alikes.

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 students 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 breakfast.
3. We offer breakfast and lunch during the school day. Information about the cafeteria which includes menus, prices, pre-pay options, etc. can be located at the school website under the Menu tab>Dining>Menu.
4. Breakfast is served daily 8:00 – 8:20 a.m.
5. We offer some ala carte and snacks items for an extra charge.
6. No ala carte items or snacks items, etc. will be charged.
7. There is a snack machine in the hallway between the cafeterias with snacks. The snack machine may be used before school, during lunch and after school.
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 the account has a negative, parents will get a call from the automated system. Parents may check account balances, at any time, in the TITAN app.
10. We prefer that children use their account instead of cash. This makes the lines move much faster.

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 812-354-8478 ext. 339.

HEALTH SERVICES DEPARTMENT

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 students. 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.

HEALTH SERVICES CONT'D

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 17 or above may donate blood without the parents' consent.

NURSE'S OFFICE

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-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 assistant principal in charge of student activities. All fundraisers must be approved by the Pike County School Board of Trustees prior to any sales.
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 drop off students at the beginning of the school day or pick up students at the end of the school day shall be in the back parking lot. Student may be dropped off after school has started at the front of the high school.
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. **Must be present at least four full periods of school or have a prearranged absence form on file with the attendance office to be eligible to participate in that day's athletic activities.** Homeroom and lunches do not count as a class period.

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. All food items must be approved by the school nurse.**

PHYSICAL EDUCATION

Physical education classes are required for students in grades 6-9, unless medically waived. PE uniforms may be purchased in the Middle School Office. Cost is $20. Students should not bring valuables/money to the locker room area. The school is not responsible for items placed in lockers.

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

Notification of school closing will be sent through phone, school website, and various social media platforms. The following is the list of radio and television stations that are called when there is a closing or delay of school:

Radio	Television
WWBL/WFPC/WAMW - Washington,	Channel 14 - Evansville
106.5, 102.3, 1580AM	Channel 7 - Evansville
	Channel 44 - Evansville
	Channel 25 - Evansville

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.

STUDENT GOVERNMENT OPERATING POLICIES

Article I. Purpose

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

Article II. Membership

This Student Government shall consist of two staff advisors and representatives from each of the four classes: President, Vice-President, Secretary, Treasurer and Historian and Student Council members. Student Government officers will be elected from within the members of the Student Council.

Article III. Election Procedures

1. Any student who desires to run for the Student Government must complete the entire application process by the specified deadline.
2. A candidate's application must be signed by five (5) faculty members and twenty (20) students who attend Pike Central.
3. You and your parents must also sign and return the Operating Policies.
4. The application and Operating Policies must be returned to the Student Government Sponsors. No other person may accept your application.
5. Each class will be represented within the Student Government by multiple members—five (5) class officers and additional council members.
6. Elections will be held for Class Officers only—these may be elected through the entire class or through Student Government members only.
7. Remaining members will comprise the Student Council.
8. As a Student Government member you are also required to serve on the Riley Dance Marathon Committee.
9. Class presidents are required to head a Riley Dance Marathon Committee and must attend weekly meetings to report on progress. Failure to do so will result in your dismissal from the office.
10. To run for Class President or Vice-President you must have attended the Dance Marathon the previous year—freshmen are excluded from this rule.
11. You must fill out the questions listed on the application to be complete. Failure to do so will result in your application being considered incomplete and invalid.
12. Candidates who are not among those selected for class offices will have an opportunity to become voting members of the Student Government with full membership privileges.
13. As a member of the Student Government, you are expected to be in attendance at any and all functions put on by the Student Government including but not limited to Homecoming, dances, tailgate parties, Powder Puff, Beachless Volleyball, Dance Marathon, Christmas Dance, community events, etc… Attendance will be taken and repeated absences will result in your dismissal.

Article IV. Officers

1. The officers of the Student Government shall be President, Vice-President, Secretary, Treasurer and Social Media Director.
2. The Student Government members will elect all officers. The officers must have at least one year's experience within the High School Student Government.
3. The Office of the President will be held by the previous year's Vice-Presidents. The only exception will be if that person does not wish to hold the office, is no longer a member, or if the advisors wish to have an election for the position.
4. Student Government Vice-Presidents must come from the junior class and will be carried over the following year as Student Government Presidents. Class president and vice-presidents have first pick of this office followed by other class officers and then the rest of the junior class. Other offices can be held by any member of the council.
5. Terms of office shall be for one school year only. Previous officers may run for office again, but elections will be held each year.

Article V. Duties of the Officers

1. The President shall preside at all meetings of the entire Government. He/She shall perform all duties usually assigned to a presiding officer and/or any duties assigned by the advisors.
2. The Vice-President shall assist the President in advising and 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 members' activities and committees throughout the year.
3. The Secretary shall keep the minutes of each meeting and keep a record of attendance at all meetings. He/She shall notify the President and advisors when a member reaches the allotted number of unexcused absences. The Secretary shall also conduct correspondence as needed.

4. The Treasurer shall keep a record of all business transactions and monies raised for the Student Government.
5. The Social Media Director shall make social media posts across all medias to promote the organization and any activities that are upcoming.
6. If an officer does not fulfill the assigned duties, he/she may be removed from office. The Vice-President shall take over for the President if a vacancy occurs. All other vacancies will be dealt with by special election.

Article VI. Meetings

1. Meetings for the entire Student Government will be held on a bi-weekly basis before school unless additional meetings are required.
2. All meetings will begin at 7:50 am unless otherwise specified and will be held in the high school media center unless otherwise specified.
3. Sub-Committees will meet when needed and will be called by the advisors.
4. Officer's meetings will be held as needed.
5. Members are allowed two unexcused absences before being placed on probation. A third unexcused absence will result in dismissal from the organization.
6. A member is considered tardy if they arrive five (5) minutes late to a meeting. Two tardies constitute an absence.
7. A member is considered absent if they arrive more than five (5) minutes late to a meeting.

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. Emergency or other urgent matters must be communicated with the office. Calling or texting students does not allow students to leave the building. The office must be notified by parents/guardians prior to any student leaving the building. Students may be subjected to discipline actions if not followed.

TEXTBOOKS

Textbooks are very expensive and should be kept clean and handled carefully. 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. All visitors shall have a guest badge while in the building.
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 is 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 PERMIT POLICY

Effective 7/1/2021, Indiana will no longer require work permits for minor employees. Employers will no longer be required to complete the "Intent to Employ" form, and schools will no longer issue work permits. Employers will be responsible for maintaining an accurate list of all minor employees. If an employer has four (4) or fewer minor employees, registration will not be required. This registration does not have any impact on the work hour requirements for minors. All employers must still comply with the Teen Work Hour Restrictions.

1. Minors at the age of 14 and 15 years old are restricted to work only 3 hours per school day, 8 hours per non-school day, 18 hours per week, and 40 hours per non-school weeks. May not work before 7:00 AM or after 7:00 PM but may work until 9:00 PM from June 1 through Labor Day, except on a night followed by a school day. May only work outside of school hours.
2. Minors at the age of 16 and 17 years old are restricted to work only 9 hours per day, 40 hours per school week, 48 hours per non-school week, no more than 6 consecutive workdays, and no start time between 12:00 AM and 6:00 AM. May work until 10:00 PM on nights followed by a school day. Written parental permission may allow 16 and 17 year old minors to work until 11:00 PM on nights followed by a school day.

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 students of secondary schools."

Membership in the National Honor Society is achieved through invitation. Students must demonstrate 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. NHS membership is granted only to those students selected by the faculty council.
2. The procedures used in the 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 leadership and character.
4. Students who are scholastically eligible will be invited to apply for selection to the NHS chapter. 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 receive information on how to obtain the NHS Application Form. This form must be typed, printed for the necessary signatures, and turned in by the specified due date. Late applications are not accepted.

II. All high school faculty members will be asked to provide input on candidates.

III. The faculty council will meet to review and discuss each student candidate.

IV. The faculty council will select candidates for membership.

Becoming a member of National Honor Society is not an easy endeavor, nor is maintaining membership. A student's (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.

Members must maintain a 3.5 GPA and provide proof of at least 10 service hours per semester of membership. Members are expected to adhere to the local chapter's Code of Conduct. Members violating these rules and the guidelines for character, leadership, and service may be placed on probation, dismissed, or require review by the faculty council. 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, and the review 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 an 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 opt out during the student's online registration process.

An objecting parent or student may use the opt out option during online registration to deny consent for release of all directory information. 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 opt out through Harmony 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 textbooks, films, or other video materials.

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 conducts 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 has reasonable cause to search a locker.

(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

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.
- Thursday School - Supervised detention on specified Thursdays.
- In-School Suspension - Serving time during the day in a special classroom that has more restrictions placed on the student. All work will be made up during ISS time and credit given.
- Out-of-School-Suspension - Serving time away from school during the day. All work will be made up and credit given.
- Expulsion - The student is denied attendance at school for the remainder of the semester or year. Full credit is taken away.

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 authorized 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, stall 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.
   7. The following measures may be implemented when bullying occurs:

      First infraction:

      The offending student will meet in person with the building administrator, and the administrator will explain what defines "bullying" for the student's understanding. The parent/guardian will be contacted by the administrator.

      2nd infraction:

      The offending student will receive appropriate punishment, up to and including an in-school suspension. The parent/guardian will have a face-to-face meeting with the administration. The student must write a two-page essay on bullying and provide that to the administrator. If a student refuses to do the essay, additional punishment will follow, as appropriate.

      3rd infraction:

      The offending student will receive appropriate punishment, up to and including an expulsion hearing. The matter may be referred to the local prosecutor.

Any student falsely reporting should follow the same procedure. Depending on the severity of the issues, any infraction may lead to the referral of the matter to the local prosecutor.

GROUNDS FOR SUSPENSION OR EXPULSION

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
   a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
   b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
   c. Setting fire to or damaging any school building or property.
   d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property
   e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, student property, or teacher property.
3. 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.
4. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student. Includes racial/ethnic slurs, gender orientation, or anything that be classified bullying.
5. 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.
6. 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.
7. 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.
8. 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.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. 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, synthetic 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.
11. Knowingly using an electronic device in a situation not related to a school purpose or educational function that disrupts the educational process.
12. 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.

13. 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 a 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 parents 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 parents.

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 parents. 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 have an appropriately signed pass
8. Inappropriate behavior, language, or gesture
9. Habitual offender of expectations from teacher or variety of teachers, insubordination
10. Parking and driving offense (may result in driving suspensions)
11. Cell phone/Electronic device policy violation
12. Use of social media - bullying, profanity, inappropriate material / videos & pictures
13. Potentially dangerous horseplay
14. Falsely accusing or reporting about another person
15. 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. Failure to serve detention
2. Habitual offender - 2nd time consequence
3. Possession of lighters or matches
4. Harassment or hazing
5. Forgery or alteration of school forms, such as passes, admittance slips, etc.
6. Insubordination or school personnel disrespect. Belligerent and/or profane refusal to comply with a school personnel request - gestured, verbal, or written
7. Minor damage and/or destruction of personal or school property (restitution will be paid)
8. Unauthorized entry or presence in school facilities
9. 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])
10. Inappropriate use of the internet on school grounds (may also result in suspension of computer privileges). This includes any issues reported by a **web monitoring service.**
11. Academic dishonesty (automatic zero for that assignment/test/project)
12. 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. Including but not limited to saying racial/ethnic slurs aloud or written which includes texts, social media posts, etc.

3. Verbal abuse of school personnel

4. Giving false information to school personnel
5. Major damage and/or destruction of school or personal property (restitution will be made)
6. Any form of sexual misconduct/harassment or racial harassment
7. Any student not complying with the Search and Seizure policy (refer to Search and Seizure policy) i.e. a student refusing to be searched after the restroom detectors have been activated, etc.

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)
14. Possessing or using a Taser or similar devices on school property

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 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 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 the 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

May, 2025

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 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 re-inspections since May 9th, 1989. The first re-inspection 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 in March of 2013. The ninth was conducted in March of 2016. The tenth inspection was conducted March 20, 2019. The eleventh inspection was completed February 21, 2022. The twelfth inspection was conducted May 28, 2025. These re-inspections 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 have any questions, please contact the Maintenance Supervisor at 812-354-8478 Ext. 323.

NON-DISCRIMINATION & ANTI-HARASSMENT POLICY

It is the policy of the Pike County School Corporation to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for a student to harass another student or other students through conduct or communication.. 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.

Any person who alleges harassment or discrimination 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. Point of contact for reporting are as noted:

Title VI Coordinator
(Race, color, national origin)

Assistant Superintendent
211 S 12th Street
Petersburg, IN 47567
(812) 354-8731

Title IX Coordinator
(Sex, including sexual harassment, sexual assault, sex discrimination)

Athletic Director
1810 E SR 56
Petersburg, IN 47567
(812) 354-8478

Section 504 Coordinator
(Disability)

Director of Student Services
1810 E SR 56
Petersburg, IN 47567
(812) 354-8478

Non-discrimination Coordinator
(All other forms)

Superintendent
211 S 12th Street
Petersburg, IN 47567
(812) 354-8731

The complete Non-Discrimination & Anti-Harassment Policy (A100) and reporting forms are 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.

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DRUG POLICY
EXTRACURRICULAR ACTIVITIES & STUDENT DRIVER CONSENT FORM

Located on the school website under “STUDENTS” tab, “POLICY & FORMS”, “DRUG SCREEN POLICY”. Consent is given through the online registration process.

PIKE COUNTY SCHOOL CORPORATION
STUDENT INTERNET AND TECHNOLOGY RESPONSIBLE USE POLICY (RUP)

I understand and will abide by the provisions and conditions of the Student Internet and Technology RUP. I understand that any violations of the above provisions may result in disciplinary action, the revoking of privileges and/or account suspension, and appropriate legal action. I also agree to report any misuse of the information system to my school principal or a teacher. 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 Student Internet and Technology RUP. I understand that this access is designed for educational purposes. PCSC will take precautions to eliminate inappropriate material; however, I also recognize that it is impossible for PCSC to restrict access to all inappropriate materials. Therefore, I will not hold them responsible for material acquired on our network. Furthermore, I accept full responsibility for supervision if and when my child’s use is not in a school setting. The entire Student Internet and Technology RUP is part of the registration process and can be found at any of the corporation websites under Policies-Forms in site Menu.

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 during Homeroom, unless absolutely 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. Afternoon announcements will be limited to necessary information which must be conveyed before the day ends. All students will be dismissed at the tone <u>and not before.</u>

B. Daily Bulletin

1. General announcements are to be made via the daily bulletin. The daily bulletin will be e-mailed to all staff and students.
2. Announcements for the bulletin should be emailed to the high school secretary, as you want them to appear on the bulletin. Announcements should be received by 2:30 p.m. on the day preceding publication.

C. Classroom Supervision

1. <u>DO NOT LEAVE YOUR STUDENTS UNSUPERVISED.</u>
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

   Be certain that your plan book explains your method of taking attendance. Place this information in your plan book. Be certain that your plan book explains the attendance procedure when a substitute is present in your classroom.

H. Grade Book (both the Student Information System and hard copy)

1. Attendance will be marked in the Student Information System (Harmony). Homeroom attendance is necessary to complete at the beginning of the class period. It is highly recommended to take 1st through 7th period (including homeroom) attendance at the beginning as well. Class period attendance is required to keep accurate attendance records.
2. The teacher's formula for figuring the students grade should be prominently displayed in the Student Information System (Harmony). This formula must use the school's grading system.
3. 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. 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.

ATTENDANCE AND TARDIES

Attendance will be taken every period. The attendance officer will make a report of students absent in the student information system (Harmony). 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-fourth 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 Book Numbers recorded in Harmony, which should be filled out the first day of class. Check the condition of each student's textbook, and that each student has the correct book in his/her 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 Harmony "Book Numbers" record;
2. Return textbooks to the bookstore in need of repair.
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%
* Prorated charges or refunds include rental books and Chromebook fees only. All consumable items, Student Handbook, 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.

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 high school office or a reference sheet locating the key if provided to the principal (or designee). 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. 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.
7. 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;
8. Students who participate in an activity will turn in make-up for the day missed.
9. It is the sponsoring teacher's responsibility to provide attendance and an email to ALL staff, one week PRIOR to the activity, 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:

- 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
- 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 _____

AM

Date _____ Time _____ 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_____