PERRY CENTRAL
ELEMENTARY SCHOOL

STUDENT HANDBOOK
2026-2027

Perry Central Elementary School Administration

Principal - Dr. Jennifer Mitchell, jmitchell@pccommodores.org
Assistant Principal - Laci Lynton, llynton@pccommodores.org
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Perry Central School Corporation Board of Education

Mr. Tim Edwards - President
Mr. Glenn Etienne - Vice President
Mr. Kevin Etienne - Secretary
Mrs. Nan DuPont - Assistant Secretary
Mr. Joe Flamion - Member

Perry Central Community Schools Administration

Dr. Tara Bishop - Superintendent	812.843.5576
Dr. Jennifer Mitchell - Elementary Principal	812.843.5122
Mrs. Laci Lynton - Elementary Assistant Principal	812.843.5122
Mrs. Jamie Guillaume - Middle School Principal	812.843.5122
Mr. Phil Zellers - High School Principal	812.843.5121
Mrs. Jody French - Director of CTE & Work-Based Learning	812.843.5121
Mr. Ray James - Athletic Director	812.843.5121
Mr. Mike Bishop - Transportation Director	812.843.5121
Mr. Levi Clark - School Resource Officer	812.843.5576

School Nurses

Kendra Butkauskas	812.843.5121
Cassie Culbertson	812.843.5121

MISSION AND VISION STATEMENT

PERRY CENTRAL SCHOOL CORPORATION MISSION

Building tomorrow's potential…today.

PERRY CENTRAL SCHOOL CORPORATION VISION

Perry Central is a school where the teachers nurture and the community encourages student success as we become a 90/90/90 corporation.

- 90% or more reading at grade level
- 90% or higher success in state testing
- 90% or more graduate career and/or postsecondary ready

SCHOOL HOURS

During normal operation, the school day begins at 8:00 and ends at 2:55 p.m. Students in Grades (K-6) who arrive at school before 7:40 a.m. should go directly to the dome. Students who arrive at school late should check-in at the office to receive a tardy slip in order to be admitted to class.

VISITORS

For the safety and security of students, staff, and guests, all visitors are required to report to the office upon arrival at Perry Central. Visitors who will be entering the hallways or other areas beyond the office must check in using a valid driver's license through the school's visitor management system.

To help maintain a safe and secure environment, visitors will be accompanied by a staff member while in the building. Thank you for your cooperation as we continue our efforts to provide a safe learning environment for all students.

ATTENDANCE

Regular and punctual attendance is essential for the optimum growth and development of students. The Indiana Compulsory Attendance Law supports this claim. If your child will be absent from school, please call the office to report the absence as soon as possible on the day he/she will miss school.

In accordance with Indiana Code and Perry Central School Board Policy, absences are defined as follows.

Excused Absence:

A. Medical – This includes:
    1. Illness verified by a note from the parent
    2. Illness verified by a note from a physician
    3. Recovery from accident
    4. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.

B. Funeral/Bereavement – Death in the immediate family or of a relative

C. Religious - Observation or celebration of a bona fide religious holiday, practice, or event that is significant to a student's faith.

D. *Family Choice Planned – Planned absences due to maternity, military connected families' absences related to deployment and return, or other reasons pre-arranged by the student's family and approved by the Superintendent or designee

E. *Family Choice Unplanned – Unplanned absences due to maternity, military connected families' absences related to deployment and return, or other reasons that occur unexpectedly due to unforeseen family circumstances or decisions and approved by the Superintendent or designee

F. Administrator Approved - Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law, except family choice absences will be categorized pursuant to D. and E. above

*Family Choice Planned or Unplanned: No more than 4 days per semester or 8 days total per year will be permitted as excused absences.

An ***unexcused absence*** is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

A habitually truant student may not participate in extra-curricular or cocurricular activities, unless:

1) at the Corporation's discretion, in accordance with a plan that meets the requirements of the Student Attendance Plan below (even if the student is beyond grade 6) and signed by the student and a parent, provided such participation is permitted by the association governing the activity (if applicable);
2) after one month of attendance without any unexcused absences and provided such participation is permitted by the association governing the activity (if applicable); or
3) in accordance with an IEP, Section 504 Plan or other comparable plan created to meet legal duty to a student with a disability under federal or state law.

Truancy Prevention Policy

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student. Truancy is defined as willful refusal to attend school as required by the compulsory attendance law.

The Board shall consider each student assigned to a program of other guided learning experiences, to be in regular attendance for the program provided that they report to such staff member they are assigned for guidance at the place or in the manner in which they are conducting study, and regularly demonstrate progress toward the objectives of the course of study.

Absent student – A student is an "absent student" if the student **is enrolled in kindergarten through grade 12** and is absent five (5) days within a ten (10) week period without being excused or being absent in conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences be excused under the student's IEP, Service Plan (developed under 511 IAC 7-34), Choice Scholarship Plan (developed under 511 IAC 7-49), or a plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.

Parent Notice – The Corporation will immediately provide the following written notifications to the parent of an absent student :

1) The student is an "absent student" under the definition above.
2) The parent is responsible for monitoring the absent student's attendance and ensuring the absent student attends school in accordance with compulsory attendance laws.
3) The Corporation will be initiating truancy prevention measures regarding the absent student.
4) The parent is required to attend an attendance conference regarding such truancy prevention measures.
5) If the absent student meets the requirements of a habitual truant, the Superintendent or attendance officer of the school is required to report the student to an intake officer of the juvenile court or the department of child services in accordance with IC 20-33-2-25. The juvenile court may determine that the student is committing a delinquent act as provided under IC 31-37-2-3. And the parent of the student may be subject to prosecution under IC 35-46-1-4.

Attendance Conference –The Corporation shall hold an attendance conference to discuss the absent student's absences and establish a plan for the student to prevent future absences. At least the following individuals must be present:

1) Representative of the school

2) Teacher of the absent student
3) Absent student's parent
4) Representative chosen by the absent student's parent who may provide insight into the student's absenteeism *if* the student's parent makes a request to the school that the representative attend and provides notice to the school regarding the identification of the representative at least forty-eight (48) hours before the attendance conference.

This attendance conference shall be held no more than five (5) instructional days after the absent student's fifth absence, regardless of whether the absent student's parent or representative in (4) above is able to attend. The Corporation shall make all reasonable efforts to hold such conference on a date and time that works for the schedule of the absent student's parent.

DIRECTORY INFORMATION

Directory information can be provided upon request to any individual, other than a for-profit organization, without parental consent. The School Corporation has designated as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height, if a member of an athletic team; dates of attendance; date of graduation; and awards received. School assigned-assigned email accounts are designated as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. Parents may refuse to allow the School Corporation to disclose any or all "directory information" through written notification to the Superintendent.

EARLY RELEASE OF STUDENTS

Teachers are not authorized to release students to parents who come to the classroom. All students taken from the building during the regular school day must be signed out at the school office. Whenever possible, dental and medical appointments should be made for non-school days, or after the regular school day ends.

HEALTH OFFICE

The health office for elementary students is located near the Elementary Commons Area. There is a full-time nurse on duty during regular school hours. If a student becomes sick or injured he/she will be sent to the health office.

If after observation, the illness or injury appears to warrant contact with a parent, reasonable effort will be made to contact parents. Parents may be requested to come and pick up a student at that time. If sickness or a minor injury occurs near dismissal time, the student may be sent home on the bus. In the event of serious illness or injury parents and alternative source of contact cannot be informed and illness/injury is thought to be of such a nature to require the services of a doctor, the child will be taken to a doctor or hospital for treatment. This action in no way implies that the personnel or school assumes financial responsibility for the illness/injury. During the school year if changes are made in employment, telephone numbers, or alternative contacts, please call the elementary office (812-843-5122), so the emergency information can be updated.

There are some students who have special health problems. The principal and nurse should be advised of those students who require immediate or special attention for conditions such as hemophilia, diabetes, epilepsy, heart condition, or any other physical condition. It is imperative that these students have up-to-date emergency information on file at all times. Students who are required to take any form of medication, prescribed by a doctor or over the counter medication (including aspirin), must take the medication to the health office when they arrive at school. A note from the parent/doctor as to how the medication is to be administered must accompany the medication. Students will report to the health office to take all medication.

The school nurses work with parents to ensure that student immunizations are in compliance with state law.

GRADING

Report cards are issued each nine weeks to show students progress. The Indiana College and Career Readiness Standards are used to establish the reporting topics for each grade level. Every student will be assessed at the end of each quarter to determine the level of mastery in math and language arts. Grades K-6 will utilize a standards based grading system.

HONOR ROLL

Outstanding academic work is recognized through an honor roll. Students are selected for an honor roll for each grading period. To be placed on the honor roll students in grades 3-6 must demonstrate the following: Distinguished: all A's in academic subjects; Honor: must have more A's than B's or an equal number of A's and B's in academic subjects; Honorable Mention: no grade less than a B, but at least one A in the academic subjects. Students must also receive credit or a B or better in non-academic subjects and citizenship.

FEES

Students may need to bring money to school to pay various fees during the school year. Lunch payments should be made payable to Perry Central. For all other fees, unless otherwise specified, checks should be made payable to Perry Central Activity Fund (PCAF). It is requested that separate checks be written for each item. The purpose of the check or cash should be clearly marked on the check or envelope, along with the student's name.

CAFETERIA

Perry Central operates a cafeteria, which offers students hot, nutritious lunches each school day. Breakfast is also available to students in the cafeteria each day. A lunch card for each child is used for accounting of lunches and breakfasts eaten. Money to be used for meals is placed in an account. As money runs out, students and parents are given notice to replenish the account. If families wish to eat lunch with students, this must be pre-arranged with the teacher and/or office staff, and the location of lunch with students may be altered to our Family Center the day of the visit.

EDUCATIONAL EXCURSIONS

Perry Central teachers plan trips away from school, which support curricular objectives. Normally each grade level plans one trip per school year. A parent or guardian must sign a permission slip before a student is allowed to go on a school trip. A limited number of parent chaperones may be asked to accompany the class on the trip, and all chaperones must have a background check completed. Chaperones should follow school rules and accept the responsibility of following the procedures set by the teachers. Students are expected to exhibit excellent behavior as they represent Perry Central away from school.

CONFERENCES

Parent-Teacher conferences are encouraged. If the teacher feels a conference is necessary, the school will contact the parent. If for any reason, a parent wishes for a conference with the teacher, the parent should contact the teacher. When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the elementary administration. Teachers, administration, and parents share common goals of creating the best learning experiences for students.

PERSONAL ITEMS

Students are encouraged to not bring toys, trading cards, athletic items, pets, electronic equipment, or any nonessential personal items onto school property unless authorized by a staff member. Perry Central is not responsible for lost or stolen items.

LOST AND FOUND

All found items will be placed in the lost and found area outside the elementary library. The school cannot assume responsibility for students' losses. Proper marking of personal property can reduce these losses. Please mark all items such as coats, jackets, sweaters, lunch boxes, etc.

CELL PHONE & OTHER WIRELESS COMMUNICATION DEVICE USE

Students are personally and solely responsible for the care and security of wireless communication devices brought onto Corporation property. The Corporation assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property. Generally, no student may use a wireless communication device during the school day, pursuant to Indiana law. Further, if students bring a wireless communication device to school, it must be stored away in a locker or school-provided storage container, powered off, and inaccessible throughout the school day.

"Wireless communication device" means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including a cellular telephone, tablet computer, laptop computer, gaming device, or smart watch that is connected to a cellular telephone, a cell tower, or the Internet.

"School sanctioned wireless communication device" means a wireless communication device that is provided for instructional use by Perry Central, including but not limited to a Chromebook or iPad. A student is permitted to use a school sanctioned wireless communication device only when directed by a teacher for educational purposes during the school day.

Notwithstanding the above, a student may use a wireless communication device under the following circumstances:

1. In the event of an emergency. An emergency for this purpose includes the use of a wireless communication device during the school day to make an otherwise lawful alert or call for assistance in response to a condition or situation causing an immediate risk to health, life, or property . It does not include the use of a wireless communication device in an unlawful act, nor does it include the use of a wireless communication device in a manner that impairs, obstructs, or disrupts emergency response or assistance by the Corporation, health professionals, government officials or other authorized persons.
2. As necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider.
3. As permitted by the student's Individualized Education Program (IEP) or Section 504 Plan.
4. As necessary for language translation to ensure access for multi-lingual learners, prioritizing school-managed wireless communication devices or applications where available.

Violation of this policy will result in the cell phone or other wireless communication device being confiscated and returned only to a parent / guardian at the end of the school day. Repeated violations may result in forfeiture of technological privileges and other discipline as provided in this Student Handbook.

DRILLS

Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room.

SCHOOL CLOSING / SCHOOL DELAY / DISSEMINATION OF INFORMATION

Perry Central uses an automated phone notification system to contact staff and guardians in the event of school delays, closings, emergencies, or other important announcements. The system attempts to contact all available phone numbers listed in our student information system (Skyward). The notification system may also be used to communicate routine information such as lunch account balances, attendance notices, athletic event updates, and other school-related

announcements. Other means of dissemination: radio stations WTCJ-Tell City; WKCM–Hawesville: WBKR-Owensboro; WITZ-Jasper; WBDC-Huntingburg and TV Stations WAVE-Channel 3 Louisville and WTVW-Channel 7 Evansville.

Students need to know where they should go in case of an early dismissal. After school care, ***Lights-On is closed whenever school is canceled for an unscheduled reason***. We appreciate parents informing their children where they are to go for an emergency closing. When students know where they are to go in these situations, it helps us by keeping phone lines open, getting buses on the road as quickly as possible and ensuring students' safety.

AFTER SCHOOL PROGRAMS

The "Lights-On" after school program is available Monday through Friday on regular school days from 3:00-5:00 p.m. Due to changes in grant funding, the program will be different in 2026-2027. We will continue to provide the program free of charge to families; however, there will be no evening bus transportation, and all students will need to be picked up by 5:00 p.m. each day. Parents are asked to send a note with their child if they should stay after school. In the event of a change of family plans, parents may call the elementary office with a request for students to stay after school. In order to ensure that we can get all students to the correct end-of-day location, parents must call **prior to 2:00** for end of day changes.

DRESS

At Perry Central Elementary School, we believe in fostering an inclusive and respectful learning environment where all students can thrive. Our dress code policy aims to promote individual expression while maintaining a safe and inclusive atmosphere for everyone. We believe that students should have the freedom to choose clothing that fits their personal comfort and cultural practices within the broad guidelines of modesty. We appreciate the partnership of students, parents, and staff in upholding these principles.

General Guidelines:

A. All students are expected to dress in a manner that is safe, comfortable, and appropriate for the learning environment that does not cause a distraction or disruption to the educational process.
B. Clothing should adequately cover essential areas of the body, including chest, back, torso, and undergarments.
C. Clothing should not promote violence, hate speech, discrimination, or any form of harassment.
D. Clothing should not display or promote the use of alcohol, drugs, tobacco or any illegal drug.
E. Clothing should not display explicit or offensive content, including profanity, nudity or violence.
F. Headgear, such as hats, caps, or religious head coverings, may be worn indoors unless it obstructs others' view or poses a safety concern.
G. All shoes must be closed-toe for elementary students.

SCHOOL PROPERTY

Students are expected to be responsible for all textbooks, library books, desks, and school property issued to them. Students are expected to pay for property that is lost or damaged.

RESPONSIBLE USE OF TECHNOLOGY AND INTERNET USE POLICY

The computers, networks, and systems are the property of the corporation, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet, email, computers, and network. The system is designed to keep a record of all activity on and off the Internet, and this information is also corporation property. It is important for all users to understand that no use of the Internet or email can ever be guaranteed private.

Perry Central believes accessing content on the Internet is essential to fully prepare students for their careers and life.

The goal in providing access to the Internet and other technology to staff and students is to promote educational excellence by facilitating instruction, collaboration, innovation, and communication. The Corporation's students and employees accessing the Internet are representing the Corporation and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution. It is the joint responsibility of students, parents, and employees of the Corporation to assure the appropriate and effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. The smooth and reliable operation of the Corporation's technological resources is dependent upon the proper conduct of the end users who must adhere to stated policies. Use of any and all technological resources is a privilege, not a right, and as such, users take seriously the responsibilities associated with signing this user agreement. Inappropriate use may results in a cancellation of some or all privileges and/or other appropriate discipline. The Corporation reserves the right to read, print, delete, store, or use any transmission on this system at its discretion and grants permission to use this system for educational purposes only. The Responsible Use of Technology and Internet Use Policy can be found online under Board Policies.

BUS RULES

Riding a school bus is a privilege extended to students by the school district. Students must follow rules posted on the bus. Failure to comply with bus rules may result in removal from the bus for a limited or permanent time.

SUBSTANCE ABUSE POLICY

The Perry Central School Board supports the concept that students will function at school with greater effectiveness if they are not under the influence of an illicit mood-altering chemical. The board believes that a penalty consisting of suspension or expulsion is appropriate and may act as a deterrent for those who choose to use alcohol or other illicit drugs at school or school-related functions. The board believes that abuse of alcohol/drugs may lead to chemical dependency. Therefore, in addition to a penalty or disposition the board mandates that students under the influence or possession of illicit alcohol/drugs meet with a substance abuse counselor. The Drug Prevention & Drug Testing Policy can be found online under Board Policies.

STUDENT DISCIPLINE

Education is a cooperative effort where teachers and students are brought together for learning to take place. An environment, which permits order and efficiency, must be provided. A goal is to instill a sense of self-discipline in students so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school and society. The responsibility for development and maintenance of this self-discipline falls to the combined effort of students, parents, teachers, administrators, and the community that established the value system we accept. When self-discipline fails, regulations for management of school behavior must be outlined by those responsible for education. The Perry Central School Board has established policies and appointed administrators to carry them out. Respect for all school employees and fellow students is expected. Each classroom teacher has established expectations and procedures. Students realize that failure to follow classroom expectations will also result in consequences. Consequences may include, but are not limited to reprimand, conduct cuts, written report on behavior, suspension, restriction or denial of extracurricular activities, counseling, conferences, rearranging class schedules, and disciplinary probation.

The following rules define student misconduct and/or substantial disobedience for which a student may face disciplinary action including suspension or expulsion:

1. Disruption of school functions/activities (Student walkout IC 20-8.1-5.1)
2. Participation in any unlawful activity
3. Causing or attempting to cause damage to school property, stealing or attempting to steal school property
4. Causing or attempting to cause damage to private property, stealing or attempting to steal private property
5. Possession of a firearm or dangerous weapons (Indiana Code and Perry Central policy will be followed)

6. Assault on a school employee, student, or staff
7. Possession, use, distribution, sale, intent to sell, or purchase of narcotics, drug paraphernalia, alcoholic beverages, depressants, stimulant drugs, look-alike drugs, or any item that is portrayed as a drug (Examples of possession: it's in your backpack or your car = possession; it's in your hands at any point, even to pass from one person to another = possession.)
8. Possession or use of laser pointers or similar devices (items will be confiscated)
9. Disrespect toward faculty or staff members
10. Possession and/or use of tobacco products or e-cigarettes
11. Disruption of a classroom
12. Violation or repeated violation of school rules/regulations or standards of conduct
13. Public Displays of Affection such as kissing, hugging, and embracing
14. Failing to follow the directions of administrators, teachers, or staff
15. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law
16. Threatening or intimidating any person for any purpose, including obtaining money or anything of value. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
17. Habitual truancy
18. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons
19. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person
20. Bullying
21. Students in non-designated areas
22. Engaging in speech or conduct, including clothing, drawings or depictions, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity
23. Computer hacking, tampering, or vandalizing and improper computer usage
24. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function
25. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature.
26. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
27. Tampering with and/or unauthorized use of security cameras, security systems, and fire alarms
28. Reporting by telephone, in writing, or in person a threat known to be false or tampering
29. Forging a signature or changing dates on any school-related document or presenting any school related document (doctor's note) with a signature known to have been forged
30. Misconduct on a school bus or other school transportation
31. Sexual misconduct – This includes but is not limited to: Indecent exposure, sexual battery, engaging in sexual behavior on school property, and engaging in sexual harassment of a student or staff member

*The penalty for a first offense or any offense could be greater depending upon the severity of the situation and the findings of an administrative investigation.
*Any improper behavior or language directed toward faculty, staff, or other school personnel that is deemed inappropriate can result in out-of-school suspension from school for 1–5 days, unless the incident warrants due process of the student.
*Discipline for the above infractions may include reprimand, student conference, parent conference, probation, noon AEA, after-school AEA, Saturday School, out-of-class AEA, in-school AEA, out-of-school suspension, expulsion, and/or notification of legal authorities.

STUDENT DUE PROCESS

A breach of the Student Code of Conduct may result in a verbal reprimand, temporary dismissal from the classroom, after school detention, referral to special personnel in school, parent conferences, in school suspension, out of school suspension, expulsion, or such other appropriate discipline determined by the principal or their designee. Indiana law and School Corporation code of conduct provide for "due process" protections for students facing certain disciplinary consequences. Students may be suspended or expelled for student misconduct or substantial disobedience for any behavior that occurs:

(1) on school on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
(2) off school grounds at a school activity, function, or event; or
(3) traveling to or from school or a school activity, function, or event. (I.C. 20-33-8-14)

Specifically, grounds for suspension and/or expulsion shall include but not be limited to the following:

1. Bringing a firearm, destructive device, or deadly weapon to school or on school property or being in possession of a firearm, destructive device, or deadly weapon on school property (I.C. 20-33-8-16);
2. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting interference with school purposes;
3. Causing damage or theft involving school land or private property;
4. Intentionally causing bodily harm to fellow students or school employees;
5. Intimidating any student;
6. Failing in a substantial number of instances to comply with the direction of teachers and the rules of the school;
7. Possessing, using, transmitting or being under the influence of drugs or alcoholic beverages.
8. Bullying or harassment (I.C. 20-33-8-13.5); or
9. Engaging in any unlawful activity on or off school grounds, including during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions, if the unlawful activity constitutes an interference with school purposes or an educational function or if the student's removal is necessary to restore order or protect persons on school property (I.C. 20-33-8-15). A student may be disciplined for urging other students to engage in the above conduct.

In addition, any student may be removed from school:

A. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community, pursuant to I.C. 16-41-9-3.
B. For non-compliance with immunization requirements, pursuant to I.C. 20-34-4-5.
C. If the student has been deemed mentally or physically unfit for school attendance pursuant to I.C. 20-33-2-46.
D. If the student lacks legal settlement in the Corporation and has not informed the Corporation or gone through the transfer process.

TEACHER GUIDELINES FOR A TEMPORARY DISMISSAL

The Corporation staff members should orally or in writing advise the student of the alleged violation of the student code of conduct and allow opportunity for the student to give their side of the story. A teacher may remove a student from the classroom or activity under the teacher's supervision for a period not to exceed one day for an elementary student or five class periods for a secondary student. The student may attend other classes or activities of the school. The teacher should:

A. Instruct the student to leave the classroom or activity.
B. Tell the student where the student should report and when the student may return to the classroom.
C. Notify the administration of the incident, action taken and instructions provided for the student, and do so on the Corporation-provided form.

PRINCIPAL'S GUIDELINES FOR SUSPENSION

While teachers and other Corporation employees have the authority to take disciplinary action against students who are under their supervision, only the principal or their designee may suspend a student from school. The principal may suspend the student from all portions of the school program for a period not to exceed ten school days for conduct constituting grounds for expulsion or for violation of any behavioral rules or regulations of the Corporation. The principal or the principal's designee should:

A. Investigate the incident, which includes allowing the student to tell their side of the story, and determine whether such suspension is appropriate because of student misconduct or substantial disobedience.
B. Provide the student an oral or written statement of the charges against the student, a summary of the evidence against him or her and an opportunity to explain their conduct. A meeting as outlined above should precede suspension of a student except where the nature of the misconduct requires immediate removal. In such a situation, the notice of the meeting shall follow as soon as reasonably possible after the suspension.
C. Send a written notice to the parent, custodian, or guardian following such suspension containing: An explanation describing the student's conduct, misconduct or violation of any rules or standards and the reason for the action taken.
D. Send a copy of the written notice to the Superintendent or their designee.

Students do not have a right to appeal a suspension to the Superintendent or School Board.

PRINCIPAL'S GUIDELINES FOR EXPULSION (See procedures for students with disabilities below)

In the event the principal is faced with a situation that appears to warrant recommended expulsion of the student, the principal shall:

A. Investigate the incident, which includes allowing the student to tell their side of the story.

B. Prepare a written charge recommending expulsion and inform their immediate supervisor (Superintendent for Elementary or Secondary Education). The Superintendent shall inform the expulsion examiner.

PRINCIPAL'S GUIDELINES FOR EXPULSION OF STUDENTS WITH DISABILITIES

For purposes of discipline, a "student with disabilities" includes:

1. A student with an IEP;
2. A student with a Section 504 plan;
3. A student whose parent or the Corporation has requested an initial evaluation, or who is currently undergoing an initial evaluation for special education services (511 I.A.C.7-44-9(b)(2);
4. A student whose parent has expressed concern in writing to Corporation employee, prior to the behavior for which they are being disciplined, that the student is in need of special education and related services (511 I.A.C. 7-44-9(b)(1);
5. A student whose teacher or other Corporation employee, prior to the behavior for which the student is being disciplined, expressed specific concern about a pattern of behavior demonstrated by the student directly to the teacher's supervisor (511 I.A.C. 7-44-9(b)(3); Students with disabilities may not be suspended more than ten (10) cumulative school days in a single school year without the Corporation conducting a manifestation determination to determine if the student's behavior is a manifestation of the student's disability. In the event the principal is faced with a situation that appears to warrant recommended expulsion of a student with disabilities, the principal shall:
    a. Investigate the incident, which includes allowing the student to tell their side of the story.
    b. Immediately request that the Director of the Special Education Cooperative or building principal convene a case conference committee meeting or Section 504 Team meeting to conduct a manifestation determination. If the case conference committee or Section 504 Team determines that the student's conduct was not a manifestation of the student's disability, a case conference committee or Section 504

Team report shall be prepared and provided to the family and the principal for inclusion in the materials relating to the written charge. If the student's conduct is a manifestation of the student's disability, the expulsion or additional suspension beyond ten days will not proceed.

c. If the student's conduct was not a manifestation of the student's disability, the principal shall prepare a written charge and send this to the Superintendent for Elementary or Secondary Education (as described above for general education students).

EXPULSION EXAMINER'S GUIDELINES

The Superintendent has appointed a designated expulsion examiner to oversee all expulsion meetings in the Corporation. If they are unavailable or unwilling to serve due to a conflict of interest, the Superintendent shall appoint another expulsion examiner. Within a reasonable period of time, and in no case longer than five calendar days, the expulsion examiner shall provide a written notice to the student and the student's parents of a right to appear at an expulsion meeting, if they so request. The notice will state that an expulsion meeting has been scheduled and the date, time and place of such meeting. This notice will include information related to the charges (the reason for expulsion), the penalty, outlining the meeting procedure and informing parents as to their rights to request an expulsion meeting. This notice will be delivered in person or sent by certified mail to the student and the student's parent. Unless agreed to by the parties, the meeting will be held at least two instructional days after the notice is received by the student and/or parent. If a student or the student's parent fails to request and appear at an expulsion meeting, after receipt of the notice of the right to appear, forfeits all rights, administrative and judicially, to contest and appeal the expulsion. The meeting may be audio recorded at the school's expense and expulsion examiner's discretion. No party may be represented by an attorney or advocate during the expulsion meeting. The expulsion examiner may set limits on the number of witnesses either party may call, or a reasonable time limit on the amount of time a witness or party may testify. The expulsion examiner may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at the expulsion meeting. The expulsion examiner may grant a continuance if the parties agree or one party presents a clear and convincing argument why the expulsion meeting should be continued (for example, a death in the student's family that requires the family to be out of town). The expulsion examiner will prepare a written summary of the evidence presented at the expulsion meeting, including the disciplinary action determined to be appropriate. Upon completion of the meeting, the examiner shall send his/her determination to the Superintendent or their designee, to the principal, and to the student and parent.

The Board of Education has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court per I.C. 20-33-8-21.

BULLYING

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

1. Places the targeted student in reasonable fear of harm to the targeted student's 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, and privileges provided by the school.

Bullying behavior toward a student is strictly prohibited and will not be tolerated. State Law gives schools the authority to deter and discipline bullying away from, and not connected to school, when the consequences create a hostile environment at school.

Any student who believes she/he has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal, dean of students, or a staff member. This can be done in a variety of ways, but we encourage everyone to use the Anonymous Bullying Form found on the website under Quick Links. All complaints about bullying behavior that may violate this policy shall be promptly investigated. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents being investigated by the end of the next school day after it was reported. Upon conclusion of the investigation, both parties will be notified by the end of the next school day. As needed administrators will communicate with parents regarding such incidents on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of school policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.

DIRECTORY INFORMATION

The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; scholarships. Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within fifteen (15) days after receipt of the Superintendent's annual public notice. This notice is released annually on the first day of school in the student handbook and on the Perry Central website.

OUT-OF-DISTRICT STUDENT ENROLLMENT

Perry Central Community School Corporation will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26- 11. The Corporation verifies Indiana residency under C125-R and reports on student enrollment (Average Daily Membership) in accordance with applicable statute and Indiana Department of Education guidance, as outlined in Policy C125 - Legal Settlement.

Transfer Students

Students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

1. The Corporation will establish the number of transfer students that can be accepted in each building and grade level.

2. The Corporation will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent or designee. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.
3. Pursuant to I.C. 20-26-11-6.5, and except as permitted by law for capacity, discipline, or attendance issues, the Corporation shall accept a transferring student who does not have legal settlement in the school corporation if:
    a. The student's parent is a current employee of the transferee school corporation with an annual salary of at least;
        i. Eight thousand dollars ($8,000); or,
        ii. three thousand dollars ($3,000) earned due to being included as an employee in the extracurricular portion of the transferee school corporation's current collective bargaining agreement;
    b. The student's parent currently resides in Indiana; and
    c. The transferee school corporation has the capacity to accept the student.
4. If the number of requests to transfer exceeds the capacity established by the Corporation, reduced by the number of transfers that will be given priority as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by a publicly verifiable random selection process in which each application submitted on or before the date established by the Corporation pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to state law, a student's application to transfer to the Corporation may be denied if the student has been suspended for ten (10) or more school days, or suspended or expelled for possession of a firearm, deadly weapon, or a destructive device, causing physical injury to a person, a violation of the Corporation's drug or alcohol rules during the twelve (12) months preceding the student's request to transfer, or if the student has had a history of unexcused absences and the Corporation believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled with the Corporation.

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) shall be included in the calculation of the number of school days that a student has been suspended.

Transportation will not be provided by the Corporation for transfer students accepted for enrollment, unless the transfer student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

Priority will be given to a student requesting transfer who has a household member who is already a student in the Corporation or a parent who is a current employee of the Corporation. Parents who are Corporation employees or parents with a transfer student already enrolled in the Corporation and wish to enroll another household member must give notice to the Superintendent or a designee of their wish to transfer the child into the Corporation before April 1 of the prior academic year. This notice is required in addition to submitting a standard application form.

The Corporation shall make efforts to ensure that students who are enrolled in the Corporation as transfer students continue to attend in subsequent school years.

This policy applies to students in virtual schools.

Transfer students will not be charged unless otherwise required by law.

SECLUSION AND RESTRAINT

Every effort should be made to prevent the need to restrain or place students in seclusion. However, the Corporation recognizes that at times it may become necessary for employees to use restraints and/or seclusion when there is an imminent risk of serious physical harm to the student or others. Restraint or seclusion should not be used as a means of punishment or convenience.

A supportive school environment can greatly reduce, and in many cases eliminate, the need for restraint or seclusion. School staff should model professionalism when a student is escalated and exhibiting dangerous behavior while attempting to meet the student's needs. The District will use prevention, positive behavioral intervention and support, conflict de-escalation, and crisis intervention training to eliminate or minimize the need for use of restraint or seclusion.

This Policy applies to all students, not only students with disabilities.

Law enforcement officers, including School Resource Officers (SROs) will follow their own procedures and training if it becomes necessary to restrain or hold a student in seclusion.

The Superintendent or their designee shall develop administrative guidelines with a Restraint and Seclusion Plan to effectuate this Policy.

Approved: July 13, 2026