



Perry Township Schools

Student Rights and Responsibilities Handbook 2019-2020

Perry Township Schools

6548 Orinoco Avenue

Indianapolis, Indiana 46227

www.perryschools.org

Mr. Patrick W. Mapes, Superintendent of Schools



Perry Township Schools

6548 Orinoco Avenue • Indianapolis, IN • 46227-4820

July 2019

Dear Parent or Guardian,

The School Board believes that one of its most important goals is to provide a safe and comfortable learning environment for every student. One way to achieve this goal is to establish discipline policies that will assure good student behavior. We realize that most children behave appropriately; however, there are a few whose behavior sometimes interrupts the education of others. It is our hope that you will assist us in stressing to your child the need for good behavior in the school.

In this handbook, you will find a list of policies having to do with student behavior. Please take time with your child to review these policies and to discuss the importance of proper conduct in school.

We appreciate your support of the School Board in enforcing its discipline policies. With your cooperation, we believe that we can provide our students with a learning environment that will promote academic and personal success.

Sincerely,

Board of Education


EMILY HARTMAN, PRESIDENT


STEVE JOHNSON, VICE PRESIDENT


COLLIN C. FULTZ, SECRETARY


HANNAH H. DALE, MEMBER


JAMES H. HERNANDEZ, MEMBER


CHARLES R. MERCER JR., MEMBER


KENNETH J. MERTZ, MEMBER

Table of Contents

Letter from the Board	1
Statement of Philosophy	3
Policies for Our Students	3
Student Rights and Responsibilities	6
Homework Policy	9
Attendance Policy	12
<u>Rights and Responsibilities</u>	
Student Misconduct/Violation	16
Building and Classroom Rules and Regulations	18
Bullying	29
Drug Free Schools	23
Equal Opportunity Statement	23
Educational Records: Suspension and Expulsion Information	23
FERPA	23
Criminal Organization Activity Policy	26
Harassment Policy	26
Medication Policy	27
McKinney Vento Act	27
Visitors to School	28
Perry Township Athletic Code of Conduct	30
School Bus Conduct	34
Search and Seizure	35
Student Privacy	37
Special Education	37
Student Dress Code Guidelines	38
Schools and Principals	41
Parent Letter	45
Statement of Receipt & Financial Responsibility Form	46

STATEMENT OF PHILOSOPHY

The major responsibility of public schools is to provide all students with an equal opportunity for a high-quality education. This includes the right of all students to have equal access to available school programs.

The Board of Education recognizes that education is an essential factor in the well-being of all people and guarantees equal educational opportunity to every student. To this end, the students, parents/guardians, teachers, and administrators work cooperatively to maintain a positive educational atmosphere in both the academic and behavioral areas. All students are expected to know and obey all basic school rules and regulations.

The disciplinary policies of Perry Township Schools are based on humane principles that recognize the dignity and worth of every student. Discipline is most effective when based on prevention rather than punishment. The objective of these policies is student growth in abilities, attitudes, and habits necessary for acceptable self-controlled behavior. When it becomes necessary to use corrective measures, action should be based on an understanding of the student and sound guidance principles consistent with these policies.

Safety Hotline

**Please report any information helpful in maintaining safety at
Perry Township Schools to (317) 789-3905 and (317) 789-3906 (Spanish)**

Policies for Our Students

This is a brief summary of School Board discipline and behavior policies. Please refer to the rest of the Student Rights and Responsibilities Handbook and individual school handbooks for additional details.

Behavior

While in transit to or from school, at bus stops, or while under the jurisdiction of Perry Township Schools, students are under school authority and are bound by all School Board policies pertaining to discipline and control. In order to maintain a climate conducive to a safe and comfortable education, discipline policies require students who violate minimal standards to be referred for disciplinary actions. These actions may include suspension, expulsion, and/or police referral as deemed appropriate. Examples include but are not limited to the following:

- ◆ Disruptions to the educational process or to the orderly atmosphere for learning
- ◆ Repeated failure to comply with directions of teachers or other authorized school personnel
- ◆ Obscene actions, the use of obscene words or gestures, the use of profanity, or the use of ethnically derogatory statements
- ◆ Dress code violations
- ◆ Damage to or destruction of school property
- ◆ Assault on any person who is on school property, be it student, school employee, or any other person
- ◆ Bullying, hazing, or otherwise harassing any student, employee, or other person

Guns

Possession of a firearm on school grounds is strictly prohibited. Students found in possession of a firearm are in violation of school rules as well as state law, and will be subject to arrest and expulsion. Students possessing a look-alike or toy gun will be subject to disciplinary action, which may include suspension and/or expulsion.

Weapons

No student, while on school property or while under the jurisdiction of Perry Township Schools, will be allowed to possess, handle, or transmit any object that can be reasonably considered a weapon. Examples of weapons include: look-alike gun, stun gun, dirk, knife, nunchucks, razor, pepper spray, slingshot, blackjack, explosive, destructive device (poison, gas, bomb, etc.), or similar device. There is no acceptable excuse for bringing a weapon to school. A violation of this rule endangers every student and staff member and is punishable by suspension and/or expulsion.

Threats and Incitement

Any student who threatens or incites another to threaten injury to a person or damage to school property, whether the threat **is made on or off school property**, shall be subject to disciplinary action including suspension or expulsion if disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to be safe and have a peaceful learning environment.

Substance Abuse

The possession, storage, selling, purchasing, or use of alcohol, other drugs or drug paraphernalia, including imitation drugs or other substances, will not be tolerated on school property or while the student is under the jurisdiction of Perry Township Schools. Additionally, students will not bring a controlled substance, imitation controlled substance, or marijuana to school or school-sponsored activities. Any violation is strictly prohibited and will be punishable by suspension and/or expulsion. **Prescription drugs and over-the-counter medications must be registered with the school nurse and brought to the school by a parent or guardian.**

The use or possession of tobacco products including electronic cigarettes on school grounds are prohibited and is subject to disciplinary action.

Harassment

Perry Township Schools is committed to maintaining a learning/working environment free from harassment of any type including, but not limited to, sexual harassment and harassment based on race, color, sex (including sexual stereotype nonconformity), national origin, age, disability, or religion. Therefore, Perry Township prohibits harassment including, but not limited to, sexual harassment and harassment based on race, color, sex (including sexual stereotype nonconformity), national origin, age, disability, or religion of students or school personnel at school or any school-sponsored activity. Such misconduct may result in disciplinary action up to and including dismissal of employees or expulsion of students.

Use of Automobiles

Any automobile, which is driven to a school by a student and parked on school property, must be registered with the school's principal. Upon arrival at school, the student driver must park the car in the proper area, lock it, and leave it immediately. The area designated for student parking will be off-limits at all times except to students who are arriving or departing.

Possession of Cellular Telephones, Other Portable Telecommunication Devices, and Electronic Devices

Perry Township Schools allows for the use of personally owned electronic devices with school official authorization. Unauthorized use of electronic devices brought to school or used on the bus may result in disciplinary action as well as confiscation. Electronic devices must be picked up no later than the end of that given school year.

Use of photo imaging (camera), audio or video recording on any device is strictly prohibited unless explicitly authorized by school officials. Administration reserves the right to search the contents of any device if there is reasonable suspicion that the search will reveal evidence of other violations of other school

rules beyond the cell phone use violation. Any use of personally owned devices on school grounds remain subject to the Acceptable Use Policy.

Students are responsible for the security of their device. Student owned devices remain personal property and the school corporation holds no responsibility to repair or replace.

STUDENT RIGHTS AND RESPONSIBILITIES

EDUCATION

Right – Students have the right to a free and appropriate public education unimpaired because of sex (including sexual stereotype nonconformity), race, color, religion, national origin, disability, or intellectual ability. The Constitution of Indiana guarantees this public education right.

Responsibility – Students have the responsibility to attend school regularly, make a conscientious effort in classroom work, and conform to school rules and regulations. Students also have the responsibility to avoid actions or activities, individually or in groups, which interfere with the right of any other person to receive a public education.

ENVIRONMENT

Right – Students have a right to a safe and orderly school and classroom environment that is conducive to learning.

Responsibility – Students have the responsibility to ensure that their actions do not disrupt the classroom or school activities and that they abide by the laws of the United States, Indiana, and the City of Indianapolis, as well as the regulations and policies of the Perry Township School Board and the individual school.

RESPECT

Right – Students have a right to expect and receive courtesy, fairness, and respect from members of the school staff and other students.

Responsibility – Students have the responsibility to respect the rights and authority of teachers, administrators, and all others included in the educational process. Students have a responsibility to respect each other.

PROPERTY

Right – Students have a right to expect that other students and school personnel will respect their personal property.

Responsibility – Students have the responsibility to respect the personal property rights of other students, teachers, and administrators as well as the public’s property, including equipment, buses, and school building.

PARTICIPATION

Right – Students who comply with all rules and regulations have a right to participate in school activities.

Responsibility – Students have a responsibility to comply with all rules and regulations for student behavior at all school functions.

EXPRESSION

Right – Students have the right to exercise freedom of expression, through appropriate channels, including the right to address policies publicly, privately, in writing, or orally. Students may advocate change in any law, policy, or regulation.

Responsibility – Students have a responsibility to see that their expressions do not interfere with the educational program or create a substantial disruption. Students have a responsibility not to use profane, obscene, slanderous, ethnically derogatory, or libelous statements; not to use disruptive tactics; and not to advocate violation of the law or school regulations.

APPEAL

Right – Students and their parents have the right to appeal policies both publicly and privately, in writing and orally, through appropriate channels. Students may advocate change in a law, policy, or regulation that is considered not to be in their best interest.

Responsibility – Students and their parents who believe that conditions of the school or decisions made by staff members are not in their best interest and wish to appeal have the responsibility of presenting these complaints to the teacher or school administrator, who shall make himself/herself available or schedule an appointment to hear these complaints. If a student or a parent is not satisfied that a complaint previously presented has been resolved satisfactorily, a meeting may be requested with the student, parent, and principal. The student or the parent who continues to feel that the matter has not been resolved satisfactorily may contact the Student Services Office.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited in the schools and at many school activities. Students have the right to refrain from participation in the Pledge of Allegiance but may not interfere with the rights of others to participate in the Pledge of Allegiance.

SCHOOL BOARD POLICY MANUAL

The School Board Policy Manual is available online at

www.perryschools.org

HOMEWORK POLICY

In Perry Township, we believe it is important to have a stated policy and coordinated framework for assigning homework. The material on these pages represents extensive involvement of all representative groups in the development of such a document.

Philosophy and Value of Homework

- Give the student the opportunity to accept the responsibility of participating in the learning process.
- Teach and improve the student's self-discipline.
- Provide an extension of specific instruction to reinforce the learning experience in the classroom.
- Foster effective study habits and research skills.
- Provide an opportunity for independent work.
- Promote positive self-image.
- Strengthen communication between the home and school while affording parents an opportunity to become involved in the educational process.

Characteristics of Homework

- Focus upon course goals and objectives.
- Provide opportunity to reinforce, extend, and apply skills.
- Be realistic in length.
- Have clearly defined directions.
- Be positive and productive.
- Reflect student needs and teacher judgment.
- Have value that is clearly understood by the student.

Evaluations of Tangible Homework

- Be fairly and consistently evaluated using methods determined by the teacher.
- Reflect upon the student's letter grade and/or effort rating.
- Be returned to the student as soon as possible to be shared with parents for purposes of information and learning.

Frequency and Amount of Homework

- Assignment parameters should be set by the instructional level: i.e., elementary school, 6th grade academies, middle school, and high school.
- Guidelines at each level should include limits for nightly homework, long-term assignments, and homework over vacation.

Within the above framework of corporation policy, each building will develop and implement its own guidelines of a more specific nature. All building documents will identify these guidelines that are common to all buildings at a given level of instruction (K-5, 6, 7-8, 9-12).

ELEMENTARY SCHOOL GUIDELINES

Frequency and Amount of Homework

Homework may be given nightly – Monday through Thursday.

- Long-term projects may be done on weekends and vacations.
- Two or three subjects are maximum.
- Homework should not be assigned as a punishment.

Guidelines at each grade level are as follows: Please note that each school may have expectations that support their own school goals and may differ from these general guidelines.

Kindergarten: 5 min./day; 20 min./week

Grade 1: 20 min./day; 80 min./week

Grade 2: 20 min./day; 80 min./week

Grade 3: 30 min./day; 120 min./week

Grade 4: 60 min./day; 240 min./week

Grade 5: 60 min./day; 240 min./week

6TH - 8TH GRADE GUIDELINES

Frequency and Amount of Homework

- Homework is regularly given Monday through Thursday and may be assigned on Friday when necessary.
- Long-term projects, unfinished homework, and make-up work may be done on weekends and short vacation periods.
- No homework shall be given that requires students to work over longer vacation periods. These are defined as: (1) Fall Break, (2) Thanksgiving Holiday, (3) Winter Break, and (4) Spring Break. (This policy means that these assignments shall not be due on the day students return from vacation periods.)
- Homework will usually be in the 6-8 hour range each week. This should average 1 to 1½ hours each night.
- Teachers of subjects who regularly assign homework should attempt to do so in the 20-30-minute range for each subject each evening, where appropriate.
- Subjects in which homework is regularly assigned:
 - Language Arts
 - Science
 - Social Studies
 - Foreign Language
 - Math
- Subjects in which homework is intermittently assigned:
 - Vocal Music and Art
 - Physical Education and Health
 - Practice time for instrumental music: Practice time for band and orchestra students is not included in the 6-8 hours per week. Instrumental music students' practice time will usually range from 1½ to 5 hours each week.
- Homework should not be assigned as punishment.

HIGH SCHOOL GUIDELINES

Frequency and Amount of Homework

- Homework shall be assigned to students. A student should not be assigned more homework than he/she can normally do in three hours. Homework may be started during the class period. The following are to be observed concerning homework:
- Since there is value in requiring the student to do written homework, it should be evaluated. Students should see the results of their homework.
- Homework should be a measurable part of the student's grade. Students who do not complete required class assignments should not be given additional assignments for extra credit.
- A student should be given sufficient time to prepare for lengthy projects with periodic reminders.
- Homework should not be assigned as a punishment.

ATTENDANCE POLICY

A. Philosophy

Perry Township Schools is committed to an attendance program that promotes an appreciation among students for the benefits associated with attending school regularly and punctually. Attendance is a skill that empowers students to develop academically, socially, and behaviorally. It is our belief that supporting students in developing this skill will promote lifelong habits necessary for successful employment and productivity in a democratic society. The attendance program at every school should include rewards for positive attendance as well as interventions and consequences for excessive absence from school.

B. Definitions

Absence: Each teacher will record an absence when a student is not in attendance at any time during the school day. A student at the high school level is counted absent from a class if the student is not present for at least one-half of the total time of the class period.

Half-Day Absence: Absence will be recorded when a student is in attendance for less than one-half of the school day for elementary, 6th grade academies, and middle schools. High school attendance is recorded period by period.

Excused Absence (Elementary, Academy and Middle): Personal illness (A doctor's note may be requested after three consecutive days of illness or an extended number of absences.) Family bereavement, Out-of-School Suspension, Unusual occurrence approved by principal.

Excessive Absences: At the elementary, academy, and middle schools, excessive absence is defined as six unexcused days per year. At the high school, excessive absence is defined as **10 or more absences in any class.**

Perfect Attendance: A student in attendance during some portion of every school day, with the exception of absences outlined below in *Absences Not Counted by Indiana Law*, has perfect attendance.

Tardy: A student is considered tardy if they arrive any time after the tardy bell has rung and will be considered as left early if they leave any time after lunch before dismissal.

Truancy: Truancy is defined as an absence from school/class without parental/guardian knowledge or consent or willful refusal of a student to attend school. No credit will be given for work missed due to truancy. Truancy will be reported to the appropriate school authority as required by law. Additional disciplinary action may be taken.

Habitual Truancy: Per IC 20-33-2-11, a student is considered a habitual truant if truant for more than ten (10) days of school in one (1) school year. A habitual truant, as defined herein, cannot be issued a driver's license or learner's permit until the age of 18.

C. Attendance Policy (All Grade Levels)

1. All schools will develop and publish attendance guidelines that will include:
 - a. Incentives and rewards to promote positive attendance.
 - b. Means (verbal and/or written) and timelines for communicating absences with undetermined reasons to parents/guardians.
 - c. Means (verbal and/or written) and timelines for communicating excessive absences to parents/guardians.

- d. Behavioral consequences for excessive absences.
 - e. Means (verbal and/or written) and timelines for communicating excessive tardiness to school and/or classes to parents/guardians.
 - f. Behavioral consequences for excessive tardiness.
2. Any absence reported by a parent/guardian will be coded. Parents/Guardians should make every effort to communicate with the school before 10:00 a.m. each day of the child's absence. This communication ensures the safety of the child and gives the school a record of the reason for the absence. Perry Township encourages parents to schedule appointments outside of normal school hours. When this is unavoidable; however, it is recommended that appointment times be rotated to avoid missing the same class. Vacations should not be planned during times when school is in session to avoid excessive absences.
 3. Any absence of truancy will be coded Truant and Unexcused.
 4. Any student who has more than ten (10) absences and is earning a failing grade in a class for which high school credit is given will receive a Withdraw Fail (WF) grade reported on the grade report at semester and on any official transcript. Any student who has more than ten (10) absences and is earning a passing grade in a class for which credit is given will receive a Withdraw Pass (WP) on the semester grade report and any official transcript. The student may be given an opportunity to obtain the credit lost due to excessive absences at the discretion of the school and in accordance with a "Credit Rescue Agreement."

Elementary, 6th Grade Academies, and Middle School

Student absences must not exceed six unexcused days per year.

Consequences: On the third unexcused absence, a written reminder of unexcused absences may be sent to the parent/guardian. The notice will serve as a reminder that the child has three more unexcused days before reaching the limit and as a warning of possible legal proceedings.

After the sixth unexcused absence, students may be referred to a school social worker and a letter will be sent to notify parents when a student is referred.

On the seventh unexcused absence, a legal notice may be served, notifying the parent/guardian that the child has been excessively absent from school.

On the ninth unexcused absence, there may be a pre-court conference with the school social worker.

After 15 absences, the student must provide appropriate documentation in order to excuse additional absences.

Noncompliance may result in a referral to Juvenile Court.

The principal and/or a school designee reserves the right to refer to the school social worker who may serve a legal notice when loss of instructional time is significant. These guidelines are based on enrollment from the first day of school and may be adjusted accordingly for students who enroll midyear.

5. Absences that will not count toward accumulating excessive absences will be at the discretion of the principal.
6. The following are Absences Not Counted by Indiana Law
- a. Participating in a service as a page in the Indiana General Assembly (documentation required)
 - b. Participating in service by a high school student as a helper for a political party or candidate on the date of an election (documentation required)
 - c. Participating on the precinct election board
 - d. Participating in a subpoena to appear in court (summons required)
 - e. Participating in active duty with the Indiana National Guard or Indiana wing of civil air patrol
 - f. Participating in school-sponsored activities
 - g. Certain participation in the Indiana State Fair
 - h. Approved educationally related non-classroom activities consistent with Indiana Law
7. At the high school, juniors and seniors are granted two college visits per year. Any junior or senior requesting additional college visits can submit a request in writing to the Guidance Department. Any freshman or sophomore requesting a college visit can submit a request in writing to the Guidance Department. Approved college visits are coded absence not counted. [Note: One college visit per semester.]

8. Make-Up Work:

High School/Middle School/6th Grade Academy: All make-up work due to absence must be arranged by the student or parent with the teacher in order to receive full credit. In-School-Suspension make-up work will receive full credit if turned in by the arranged due date. Out-of-School-Suspension make-up work will receive full credit if turned in by the arranged due date. Make-up work for truancy will receive no credit.

Elementary School: Regardless of the number of days absent make-up work is expected. It is the responsibility of the student and/or parent to arrange for all make-up work due to absences upon return to school. The student will be given one school day to complete work missed for each day of absence. For example, if a student is absent Monday and Tuesday and receives the make-up work on Wednesday, the make-up work for Monday will be due Thursday and the make-up work for Tuesday will be due Friday. The make-up work due dates will be in addition to any regular non- make-up work due that day.

RIGHTS AND RESPONSIBILITIES

This list of rights and responsibilities are the most important ones in the school, BUT THESE LISTS DO NOT INCLUDE EVERY POSSIBLE SITUATION AND THE SCHOOL RETAINS THE RIGHT TO DEAL WITH EACH SITUATION INVOLVING STUDENT MISCONDUCT.

The three levels of student misconduct are:

Category I (Misconduct): Acts that disrupt or interfere with the education of oneself and/or other students.

Category II (Serious Misconduct): Conduct that interferes with the education of oneself and/or other students and is more likely to result in hurting people or damaging property.

Category III (Intolerable and/or Illegal Conduct): Acts that not only break school rules but may be against the law. These are the most serious of all violations.

Violations involving gangs or gang-like activities may be considered as having aggravating circumstances that will increase the penalty prescribed for the offense. It must be understood that state law gives the school administrator the responsibility for student behavior in the school building, at school activities in or away from the school, and on school buses.

Because some behavior may be in conflict with the purposes and mission of the school district, students engaged in such behavior will be held accountable and can expect appropriate consequences. Grounds for the above categories have been authorized by the State of Indiana, Indiana Code 20-33-8 et. al.

The United States federal courts have consistently stated that students have substantial constitutional rights that they are entitled to exercise within the school environment. The following rights are those that students presently possess, based on the federal and state constitutions and laws.

The following due process procedures will be followed in the event of Categories I, II, and/or III violations

Category I: The principal and/or teacher will implement the following:

- Inform the student he/she is behaving in an unacceptable way either verbally or in writing.
 - Request that the student stop such behavior
 - Inform the student of the consequences of the violation
 - Select the appropriate disciplinary action, as outlined under Category I Violations
- If the student denies the charge, the evidence against the student must be explained.
- Give the student an opportunity to present his/her side of the story.

Note: If the student ceases the behavior and the problem is satisfactorily resolved, no report needs to be prepared.

Category II: The principal or designee will implement the following:

- Principal or designee will gather facts regarding the behavior, including but not limited to, providing the student an opportunity to present his/her side of the story, interviewing witnesses, reviewing evidence, etc.
- If, in the judgment of the principal or designee, the facts are still in dispute, additional administrative procedures may be initiated to deal with the specific situation, including a parent/guardian conference.
- The principal and/or designee may postpone the conference until arrangements for parent/guardian attendance have been made.
- After the conference, the principal or designee will determine the action to be taken.
- If, after the conference with the student, the principal and/or designee determine that the conduct may warrant suspension, he or she should suspend the student and immediately notify the parent/guardian of the conduct and the student's suspension. The principal or designee will indicate when the student may return to school.

Category III: The principal or designee will implement the following:

- In Category III offenses, the school maintains the option to deal with the Category III offenses entirely or to turn them over to the police. In some cases, a combination of actions by the school and police may result. If the school officials decide to handle the situation, then the same due process as for expulsion is warranted. Officials shall make recommendations to the superintendent. In addition, if the school reports the matter to the police, the parents/guardian will be notified as soon as possible.
- In addition, the principal and/or designee may advise that the parent or guardian has the option to arrange for the student to attend an approved alternative educational program or accept the expulsion.

BUILDING AND CLASSROOM RULES AND REGULATIONS

Building Rules

Each school administrator, with the assistance of the staff, may develop the building rules and regulations.

School rules and regulations must not circumvent nor conflict with district policies and procedures outlined herein.

Classroom Rules

Teachers will be required to adopt written classroom rules that are not in conflict with school and/or district policies and regulations.

Classroom rules must be submitted to the school administration for review and approval.

Teachers will be encouraged, but not required, to involve students in the development of classroom rules.

Placement in the Substance Abuse Prevention Program or Student Support Program:

The parent/guardian may sign a document waiving the student's right to a due process hearing for expulsion and request placement into the program. Expulsion will automatically occur if the student does not satisfactorily complete the program.

At the satisfactory completion of this program, the student may return to school. This option applies only to first-time Category III offenders. If the student does not satisfactorily complete or attend the required sessions, the student will be expelled from school without a due process hearing because the waiver is in effect.

Expulsion from school:

- The parent/guardian may waive the due process hearing
- The parent/guardian may request a due process hearing
- The parent/guardian may do nothing in which case the student will be expelled

AGE OF MAJORITY

Students who are age 18 or over and emancipated have all the rights and responsibilities of adults. (A student is considered to be emancipated when he/she furnishes his/her own support from his/her own resources, is not dependent in any material way on his/her parent/guardian for support, files or is required by applicable law to file a separate tax return, and maintains a residence separate from that of his/her parent/guardian.)

Even though students are 18 or over and are considered adults, they have the same responsibility to obey all school rules and regulations as other students.

“The Family Educational Rights and Privacy Act” provides guidelines for consent to release a pupil’s school records. Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the permission or consent required to fulfill the rights accorded to parents/guardians shall only be required of/and accorded the eligible student.

BULLYING AND HARASSMENT

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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:

- places the targeted student in reasonable fear of harm to the targeted student’s person or property
- has a substantially detrimental effect on the targeted student’s physical or mental health
- has the effect of substantially interfering with the targeted student’s academic performance
- 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 does **not** include, and should not be interpreted to impose any burden or sanction on, the following:

- participating in a religious event
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger
- participating in an activity consisting of the exercise of a student's freedom of speech rights
- 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
- participating in an activity undertaken at the prior written direction of the student's parent
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

This rule may be applied, regardless of the physical location of the bullying behavior, when a student committing bullying behavior and the targeted student attend a school within the School Corporation, and disciplinary action is reasonably necessary to avoid substantial interference with school discipline, or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Anyone who believes that this rule has been violated or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to an appropriate staff member such as a teacher, counselor, administrator, or school administrator who has responsibility for all investigations of student misconduct including bullying. Any staff member, volunteer, or contracted service provider who observes or receives a report of suspected bullying shall notify the school administrator who has responsibility for all investigations of student misconduct within the same day. This report may be made anonymously.

The designated school administrator shall investigate all reports of bullying made pursuant to the provisions of this rule in an expedited manner. 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. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified by a phone call or other appropriate means within two (2) school days after the designated school administrator receives the report of suspected bullying. The parents of the bully and the targeted student(s) will further be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and School Corporation policy.

The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying.

In addition, the school administrators and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement and/or the Department of Child Services under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false. The school will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

Failure by a school employee, volunteer, or contracted service provider to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the School Corporation.

If a report of suspected bullying is substantiated through an investigation, then the School shall take appropriate intervention and responses as consistent with policy and procedure. The School will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent bullying from recurring. 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 bullying. If the acts of bullying rise to the level of serious criminal offense, the matter may be referred to law enforcement. The School Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Educational instruction and/or training will be provided to school personnel and volunteers who have direct ongoing contact with students, parents, and students in grades 1 through 12 concerning the identification, prevention, and intervention in bullying and this policy, in accordance with Indiana law.

All schools in the Corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

The Superintendent or designee is authorized to develop administrative procedures for the implementation of the provisions of this rule.

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 Board 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 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.

Student Hazing

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to a school official and ultimately reported to the Superintendent in a timely manner. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

COMPUTER NETWORK & INTERNET ACCESS

Internet access through the school district is a valuable learning resource for students. Students will be permitted to have access to the Internet and the school district's computer network unless their parent/guardian files a written objection at the beginning of each school year.

A form for refusing student access may be found on the school district website: www.perryschools.org

DANCES AND SOCIAL ACTIVITIES

Students may be asked to present identification for participation in these activities.

DISCRIMINATION

Discrimination is not a valid reason for student misconduct. A policy prohibiting discrimination in all forms is available to all students, parents/guardian, and staff.

DRUG-FREE SCHOOLS

Perry Township conducts a student survey as part of our drug prevention program. Occasionally, a parent does not want their children to take part in a survey. If you do not want your children to participate, please complete an exclusion statement found in the main office at your school.

DUE PROCESS

Due Process of Law means fair rules and fair treatment. It is a concept that protects students in disciplinary hearings by assuring all sides an opportunity to present evidence. It safeguards the valuable interest students have in their education against mistaken or unfair actions by school officials. The school district follows the guidelines of the Indiana student due process statute.

EQUAL OPPORTUNITY STATEMENT

It is the policy of Perry Township Schools to require that decisions about students and staff be based exclusively on merit, free from consideration of non-merit factors such as race, color, sex (including sexual stereotype nonconformity), disability, age, ethnicity, religion, sexual orientation, gender identification, and exercise of a constitutional or statutory right.

Persons shall be evaluated for employment, educational placement, recognition, and advancement based upon the content of their character, their conduct, and the capabilities they have demonstrated. Every member of the school community shall be afforded an equal opportunity to demonstrate the application of these criteria to the content of their character and their capabilities, free of any assumptions based upon immutable or irrelevant characteristics.

A complaint on any of the above grounds may be filed by or on behalf of any student or employee. The Discrimination Complaint Form may be obtained from the main office of each school corporation building. Help in completing this form is available in the Student Services or Human Resource Offices. These offices are housed at 6548 Orinoco Avenue, Indianapolis, Indiana 46227, (317) 789-3700.

EDUCATION RECORDS - SUSPENSION AND EXPULSION INFORMATION

Perry Township Schools have a procedure in place to facilitate the transfer of disciplinary records, with respect to suspension or expulsion, to any private or public elementary or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full or part-time basis, in the school." (20 U.S.C. § 8537 (b))

FERPA - PARENTS AND STUDENTS RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the School principal or appropriate school official clearly identifying the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as a teacher, professors, health staff, counselors, attorneys, clerical staff, trustees, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an auditor, medical consultant, or therapist), online service providers, volunteers or an individual serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request. Thus, consider this statement a confirmation that Perry Township will forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-59208537(b)

Each year the Corporation will provide this public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name; address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight of members of athletic teams; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. Parents and adult students may refuse to allow the district to disclose any or all such “directory information” upon written notification to the Corporation within ten (10) days after receipt of the district’s public notice. It is the policy of the Board to not release the list of students for commercial or political purposes.

The Board of Education has adopted a policy implementing the provisions of this Act. Copies of this policy are on file and available for inspection at the office of the principal of each school and in the office of the superintendent of schools.

FINANCIAL ASSISTANCE FOR SCHOOL CHILDREN

Parents/guardians of students who are unable to pay for breakfast or lunch meals have a right to apply for assistance if the parents/guardians qualify according to household income eligibility standards that are determined annually. The Free and Reduced Application for Meals and Textbook Assistance is available on the district website at www.perryschools.org.

However, legal action will be taken against those who have a financial obligation to the school.

PROCEDURE FOR STUDENT LUNCH/MEAL ACCOUNTS

(Perry Township Schools Meal Charging Policy can be found at the end of this handbook)

Parents /guardians of students who do not qualify for free meals are expected to prepay for meals using the online payment system, send cash or checks to the student’s schools, or pay for the school meal at the time of purchase. Please contact the Director of Child Nutrition for questions regarding student meal accounts. When a student’s meal account balance does not have adequate funds to cover the cost of a meal, the school food service staff will contact parents or guardians by note, email, telephone call or letter. When a student account balance becomes negative, or a student has forgotten their lunch money, meal charging will be permitted as follows:

Elementary and Middle school students (PreK-8) will be allowed to charge up to \$50.00. While a student’s meal account has a negative balance, no charges will be allowed for a la carte items. The parent/guardian of students having a negative balance will be contacted by the food service staff to arrange payment. If after the student has already charged \$50.00 to their meal account, payment is not received for the charged meals prior to the next breakfast or lunchtime, students will be discreetly offered a predetermined meal from the daily menu. The predetermined meal will be charged to the student’s meal account at the paying rate. Elementary and Middle school students shall not be denied a meal.

High School students (9-12) will be allowed to charge up to \$50.00. While a student's meal account has a negative balance, no charges will be allowed for a la carte items. The parent/guardian of students having a negative balance will be contacted by the food service staff to arrange payment. If, after the student has already charged \$50.00 to their meal account, payment is not received for the charged meals prior to the next breakfast or lunchtime, students will not be permitted to charge additional meals.

Notwithstanding the above, if any student has enough money on hand for a meal that day, they will not be denied a meal. No student will be denied a meal for disciplinary reasons.

FREEDOM OF EXPRESSION

Students may freely exercise their constitutional right to free expression, subject to the limits of this right. A school administrator may reasonably regulate time, place, and method of distribution of student literature. A school administrator may also limit the content of student expression when the expression is:

- **Libelous/slanderous** – a false written or oral statement about a person that greatly embarrassed or ridicules a person and causes others to think badly about that person. This includes any statements made against students, staff, or any representative of Perry Township.
- **Obscene/lewd/vulgar** – profanity, indecent remarks, or expression of sexual nature.
- **Fighting words** – expressions that might lead to violence.
- Any other expression that substantially interferes with the operation of the school.

CRIMINAL ORGANIZATION ACTIVITY POLICY

For purposes of this policy, Perry Township defines a "criminal organization" as any group of two or more persons who join together for destructive or violent purposes and/or as defined by Indiana Code 35-45-9-1. The presence of criminal organizations and criminal organization activities can cause a substantial disruption and interference with the education function of the school system. Perry Township will not allow disruptive students to interfere with its educational function and responsibilities and endeavors to maintain an atmosphere in Perry Township that is conducive to learning. Therefore, Perry Township will not tolerate criminal organization or like activities. Students are in violation of this policy if involved in substantiated if criminal organization related incidents and will be dealt with to the fullest extent allowed by Perry Township Schools and the statues of the State of Indiana. See Board Policy 5520 for more details.

HARASSMENT

It is the policy of Perry Township to maintain an education work environment which is free from all forms of unlawful harassment, including sexual harassment. Any student or employee who believes that he or she has been the subject of harassment should report in writing, on the appropriate form available in each school, the alleged act immediately to his/her supervisor. In the case of students, the report shall be made to the building principal. The Director of Human Resources, or the Director of Student Services, will make every effort to ensure that complaints of harassment are investigated and resolved promptly, efficiently, and in accordance with any bargained due process rights or employment rights provided by law.

IMMUNIZATIONS LAW

Indiana law requires parents/guardians of all children in Preschool through grade 12 to furnish the school a written statement of each child's immunization no later than the first day of school. Exemptions to the immunization requirements shall be granted in accordance with Indiana state law.

MARRIED STUDENTS

Married students have all the rights to an equal educational opportunity in public school that single students do.

MEDICATION POLICY

When a student requires medication at school or during a school sponsored event, the following must be in place before medications can be administered to the student:

- A. Medication must be provided by the student's parent or guardian and must be in the original container as supplied by the pharmacist or, in the case of OTC (over the counter) medications, brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package.
- B. Written parent permission and instruction regarding dosage, time and frequency of administration. Parent permission shall be renewed at the beginning of each school year.
- C. The pharmacy label will serve as the written order of a practitioner.
- D. All medications must be kept in locked areas or tamper proof containers. Medications should be kept in a place appropriate for storage, such as a secure cabinet or refrigerator.
- E. Administration of medication will be by a registered nurse or under the authority of the building principal.

To carry medications at school, the student must provide the following to the school principal:

- A. Parent authorization for the student to possess and self-administer
- B. Physician statement in writing that:
 - Student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - The student has been instructed in how to self-administer the medication;
 - Nature of the disease or medical condition required emergency administration of the medication.

Medications can travel with student to/from school with parental consent. Medication in possession of the school may be released only to the student's parent, an individual over the age of 18 with written permission to receive the medication, or the student with parental permission.

MCKINNEY VENTO ACT

Homeless - Homeless students are those who lack a fixed, regular, adequate nighttime residence. This includes students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals.

The McKinney-Vento Act is a federal law that makes sure children and youth who do not have permanent housing can go to school and preschool. It gives children and youth rights to enroll in school, stay in school, receive transportation to school, and do well in school. Children and youth who become homeless can choose to continue school in the school they were attending before they became homeless, or they may attend school in the attendance area in which the child is actually living. The decision is based on the best interest of the child. Homeless children and youth must be given services comparable to the services offered to other students in the school selected. Homeless children and youth should not be kept out of school or experience enrollment delays due to transportation problems, transfer of records, immunization or residency requirements, or guardianship issues. Homeless students must not be separated from the mainstream school environment because they are homeless.

Foster Care - Children in foster care are some of the most educationally disadvantaged students. Studies show that students in foster care experience: school suspensions and expulsions at higher rates than their peers not in foster care, lower standardized test scores in reading and math, high levels of grade retention and drop-out, and far lower high school and college graduation rates. There is growing evidence that these are symptoms of the trauma.

If you have questions or concerns, please contact your building principal or the McKinney Vento liaison for the school district, (317)-789-3930 or (317)-789-3986.

NON-CUSTODIAL PARENTS

Indiana and federal law as well as school district policy presumes that a student's non-custodial parent continues to be entitled to the rights of a parent. This includes access to student records, participation in the parent-teacher conferences, and picking a student up from school at dismissal or for an appointment. If a custodial parent has a current court order that specifically limits a non-custodial parent's participation in school activities or access to the student at school, the custodial parent should present the court order to the principal of the school the student attends.

Preferences of a custodial parent not supported by a court order cannot be enforced. If a request for a court order is pending, the custodial parent should meet with the principal of the student's school to explain any circumstances that may result in harm to the student.

VISITORS TO SCHOOLS

Parents are encouraged to visit their child's school. Visits should be arranged at least one school day in advance. Visits are encouraged on most school days, but there are a few days, such as a day when testing is being conducted, that visitors will not be permitted.

For the protection of students and staff, all visitors are required to report to the main office before going to any other part of the building. When reporting to the main office, visitors may be asked to provide picture identification such as an Indiana driver's license or identification card. During a visit, visitors may be asked

to wear an identification badge and limit their participation in activities according to the directions from the teacher in charge of the activity.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Perry Township Schools or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuse to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Expelled students and persons who have previously been asked to leave a school or school activity because they have been seriously disruptive may be directed not to return to school district property or the property where a school activity is being held. Failure to comply may result in arrest for criminal trespass.

Standard Building Procedures

1. You will be greeted to determine the reason for your visit.
2. You will be asked to sign in and out using a visitor log book.
3. You will be issued a visitor name badge.
4. You will be escorted to the classroom.

At the conclusion of your visit, please return to the office to sign out and return your name badge.

Guidelines for Private Agency/Individual Visitations:

1. Must be as per written request of parent for a specific individual or agency to access a child's education environment.
2. Must be based on reasonable time/place limitations, as per principal's discretion.
3. Must be for the purpose of an observation only, if during student instructional time. No type of interaction is allowed during this time. The observation is to be for the behavior and/or interaction of identified student only. Sole purpose of observation is to create a positive successful learning environment for the student. Any other type of service, by private agency, would need to be provided outside of the instructional day.
4. School may choose to ask staff counterpart to accompany the private agency/individual for the observation.
5. Information from observation will be reviewed by the student's teachers in determining appropriate goals and/or placement of students.

OUTSIDE SPEAKERS

Requests for outside speakers are made to the principal or designee. Outside speakers are people invited to the school to address students. Students may invite speakers to school only if the principal or designee grants permission.

Instruction on Human Sexuality

Parents (and students over 18 or who are emancipated minors) have the right under Indiana law to review all materials used in connection with instruction on human sexuality and to consent or decline instruction in this area. Consent forms will be provided to all families prior to the initiation of this instruction. Please contact the building principal with any questions on instructional materials or consent.

PERRY TOWNSHIP ATHLETIC CODE OF CONDUCT

A. Preface

The Perry Township Athletic Code of Conduct does not supersede the Student Rights & Responsibilities Policy for Students, Parents, and School Personnel of Perry Township Schools. Individuals may receive discipline under both discipline codes. It is the belief of the coaches, administrators, and school board of Perry Township that participation in athletics is a privilege, not a right, and that as a representative of the school, school system, and community, the athlete is expected to assume certain responsibilities and to live up to certain expectations. It is the purpose of this document to clarify those expectations. A coach may have additional written team rules not addressed in this code. Situations not addressed in this code will be addressed by the building principal.

B. The Responsibilities of a Perry Township Athlete: A student/athlete is expected to:

1. Achieve academically to be the best of his/her abilities. Each student's first responsibility is to be a good student.
2. Act in accordance with high standards of social behavior.
3. Display good sportsmanship both on and off the field.
4. Show respect to opponents, teammates, officials, spectators, coaches, and administrators.
5. Maintain a good appearance including dress, grooming, and cleanliness.
6. Use language that reflects positively on school, community, and family. This includes information shared on social media sites.
7. Be a positive leader in the classroom, on the playing field, in the school, and in the community.
8. Comply with these guidelines in and out of season, **on and off the playing field, at school and away from school.**

C. Eligibility: High School

1. In order to be eligible according to the IHSAA, a student athlete must:
 - (a) Have a completed physical form/release form on file with the athletic director of his/her respective school.
 - (b) Have passed five (5) or more full credit subjects during the past grading period and be currently enrolled in five (5) or more full credit subjects.
2. If an athlete quits a team while in-season, that athlete is ineligible to participate in another sport unless released by the Athletic Director. This includes pre-season workouts.

D. Eligibility: Academy/Middle School (nine-week grade requirements and other eligibility standards)

1. Students in the 6th, 7th, and 8th grade can fail no more than one subject.
2. Students can meet the requirements using either the last nine-week grades of the second semester or the yearly final grades to be eligible for the fall season.
3. A student who is ineligible for the fall season will be permitted to try out for a winter sport provided his/her grades indicate that he/she will be eligible at the end of the first nine-weeks grading period.
4. Students cannot practice or participate during any day of in-school or out-of-school suspension. A half (1/2) day or more of in-school or out-of-school suspension will result in suspension of one practice or participation in extracurricular activity. Once the student returns to class, he/she becomes eligible to practice or participate.
5. Students who become ineligible may be permitted to attend practice sessions, but will not be permitted to participate in an athletic competition. This will be an athletic department decision.
6. If an athlete quits a team while in-season, that athlete is ineligible to participate in another sport unless released by the Athletic Director. This includes pre-season workouts.

E. Absence from School

In order to be able to practice or compete on any particular calendar day, an athlete must be in attendance for 1/2 of the school day. Only the principal or designee will grant exceptions.

F. In-School Suspension

1. Any student who is assigned in-school suspension for over one-half of a day due to misconduct is ineligible for participation in after school extracurricular activity. This includes practice or contests on the day he/she is in-school suspension. Consequences for tardiness will be handled within each building as determined by the athletic council and the principal.
2. If a student is assigned in-school suspension and serves on a combined two days, he/she will miss the after-school extracurricular activity on the day that afternoon classes are missed.

G. Out-of-School Suspension

Category II offense: No student will participate in practice or competition on the day that he/she has been suspended from school for that day or any part of that day. In order to return for participation, that student must gain clearance from the school officials designated by the principal.

H. Category III Violations, Illegal Substance and Tobacco Products

1. Definitions:

- (a) Category III violations are those acts which are illegal and/or intolerable.
- (b) An Illegal Substance violation includes having, selling, buying, distributing, or using alcoholic beverages or illegal drugs.
- (c) Tobacco products include but are not limited to:
cigarettes, e-cigarettes, chewing tobacco, snuff, pipe tobacco, and cigars.
- (d) "Next sport season" is the next sport in which the athlete participates and completes the season in good standing as determined by the Head Coach and Athletic Director. "Completing the season in good standing" is defined as having no unexcused or unauthorized absences from practices or contests, and making efforts to improve their skills in that sport as judged by the Head Coach/Athletic Director.

2. Investigation:

- (a) If, after an athlete is accused of a violation involving a Category III, illegal substance, or a tobacco violation, and the building principal determines that it is likely that a violation occurred, the athlete shall be immediately suspended from practice and participation in athletics as outlined in items (C) or (D) of this section.
- (b) If an athlete's guilt is in question involving a Category III, illegal substance, or tobacco violation, an immediate investigation will take place. The investigation will be conducted by any or all of the following: principal, athletic director, assistant principal, or dean of students as appointed by the principal.
- (c) After this internal investigation, if doubt still exists, the athlete may be allowed to practice and participate pending a final judgment, which may be the result of an admission of guilt, a guilty verdict, or a conviction of a crime, which typically will involve the justice system.

3. Penalties: In-season violation/Out-of-season

- (a) Admission of an offense prior to official knowledge: A student who has a Category III, illegal substance, or tobacco violation and comes to their coach or school official prior to the start of an investigation may have their penalty reduced for a first violation if they complete a program approved by the school administration.
[Note: this program is different from the Alternative School Program.]
- (b) First Offense: Ineligible for participation for 25% of the current sport season if in season, or 25% of the next sport season the athlete had previously participated, if out-of-season. The athlete must complete the next season in good standing and have no unexcused or unauthorized absences from practice for the remainder of the season following the penalty period. If an athlete participates in a

coach supervised team event and violates the Athletic Code, that athlete is subject to further consequences at the discretion of the Athletic Department.

- (c) Second Offense: Ineligible for one calendar year from the date of the infraction. If the athlete's suspension will end during a season, that athlete, with the consent of the coach, Athletic Director, and Principal, may try out and practice with the team until the conclusion of the suspension. The athlete may not dress for, participate, or travel with the team until suspension is completed.

- (d) Third Offense: Ineligible for remainder of high school career.

I. Student Review Process

1. An athlete has the right to appeal an imposed penalty but will remain suspended during the appeal process.
2. The appeal must be made within five school days following notification of the penalty. It must be in writing, stating the basis of the appeal. School officials will review and decide on the appeal within five school days.
3. The building appeal committee, which may consist of the Principal, Assistant Principal, Athletic Director or Assistant, or Dean of Students as designated by the Principal, will review the appeal within five school days.
4. Further appeals may be made in writing to a township appeal committee appointed by the Superintendent.

POLICE QUESTIONING

When questioned by police, not acting as an employee of the school, on school property, students have the full protection of the laws and Constitution. Before a student may be questioned, the student should be informed of his/her legal rights to remain silent and the principal will make every effort to contact the student's parent or legal guardian.

PRAYER AND RELIGION EXPRESSION

Students do not have to participate in prayer or other religious ceremonies at school. If a student objects to a practice or activity on religious grounds, the student or the parent/guardian is encouraged to raise their concerns with the principal.

PREGNANT STUDENTS

State law prohibits schools from suspending or expelling any female student, married or unmarried, specifically due to pregnancy.

PUBLICATION OF RULES

A copy of "Student Rights & Responsibilities" Booklet shall be provided to each student and the parent(s) or guardian at the start of each school year or as soon as possible after the student's enrollment in the school. Copies of detailed policy shall be posted in the principal's office.

SCHOOL BUS CONDUCT

All students who ride a school bus should know that riding the bus is a privilege not a right. All students should feel that they belong, are respected, and share in the rights and privileges, as well as the responsibilities of the entire busload. Obeying the rules will better ensure the rights, safety, and well-being of all student passengers. Infraction of said rules will result in disciplinary action.

To maintain desirable behavior, drivers are instructed to promote a positive atmosphere, to develop a friendly passenger-driver relationship, be fair and impartial to all, and not grant special privileges. At the beginning of each school year, drivers will explain the rules, regulations, and the importance of good conduct for the safety of all students riding the bus.

Indiana Code 20-27-10-2, concerning school bus discipline, states, "When school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and subject to the disciplinary measures of the bus driver and the governing body of the school corporation." All schools' rules apply to students while on buses. **School buses are an extension of school property.**

Perry Township Schools adopted the following student behavior plan to help maintain a safe environment on the school bus:

The bus driver will use professional judgment when discerning MINOR and SERIOUS incidents that require disciplinary action.

Minor incidents are addressed using the four-step

Student Behavior Plan:

Incident One - Verbal warning by the driver.

Incident Two - Disciplinary intervention by the driver (ex. assigned seat, parental contact, etc.).

Incident Three - A letter citing the incidents and interventions is mailed to the student's parent/guardian.

Incident Four - The incident report citing the four minor incidents is forwarded to the school administrator in charge of buses for further disciplinary intervention. Any incident succeeding the fourth will also be forwarded to the school administrator.

SERIOUS incidents are immediately forwarded to the school administrator on a Serious Incident Form.

No one is allowed to board a Perry Township School Bus without authorization from a school administrator. Violators are subject to arrest for criminal trespass level 6 Felony.

SEARCH AND SEIZURE

Section I - Locker Search and Seizure

Statement of Policy

All lockers, desks, and other storage areas provided for student's use on school premises remain the property of the school corporation. Storage areas are made available for student use in storing school supplies and personal items necessary for use at school. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent the use of the locker to store prohibited or dangerous materials.

(Refer to Indiana Code 20-33-8-32)

Section II - Search of Students

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 a student. Searches will be conducted based on reasonable suspicion. Searches of the person of a student shall be limited to:

- A. searches of the pockets of the students
- B. searches of any object in the possession of the student
- C. a "pat down" of the exterior of the student's clothing

Searches of the person of a student that require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer, in accordance with Section IV of this policy. 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 reasonably available on the school premises, shall witness the search. The parent or guardian of any student who is searched shall be notified of the search, as soon as is reasonably possible.

Section III - Search of Motor Vehicles

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 Section IV of this policy. Refusal by a student, parent or guardian, or the motor vehicle owner, to provide or allow access to a motor vehicle shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises.

Section IV - Involvement of Law Enforcement Officials in Searches

- A. The principal or designee may request the assistance of law enforcement officials to search any area of the school premises, any student, or any motor vehicle on school premises for purposes of enforcing school policies only if such assistance is required to identify or dispose of anything that may be found in the course of a search and to protect the health and safety of persons or property.
- B. If a law enforcement official, not employed by the township/district, requests permission to inspect the contents of a student's locker, the principal shall require such official to provide a search warrant before allowing the inspection.
- C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of, or in place of such an official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period in order to permit the law enforcement official an opportunity to obtain a search warrant.

Possession of Weapons on School District Property

It is a Class D felony under Indiana law for a person other than a law enforcement officer to bring a firearm on to school district property. A permit to carry a firearm does not allow a person to bring a firearm onto school district property, except when the person possesses a firearm in a motor vehicle that is being operated by the person, to transport someone to or from a school or a school function.

School district policy also forbids the possession of all weapons on school district property except by a law enforcement officer. Before coming on school property or to a school activity with any weapon, the law enforcement officer is encouraged to check with the principal of the school to be visited before bringing a weapon to school or activity.

STUDENT PRIVACY

“Reasonable suspicion” as used in these rules may be based on a number of factors including, but not limited to:

- information received by the principal or designee from teachers, students, law enforcement officers, or detection devices, including detector dogs
- the past records of the student whose locker or vehicle is to be inspected
- the seriousness of the problem to which the search is directed, such as violence or drug use in school and/or
- the behavior of the student, for example, indicates that the student is intoxicated

SPECIAL EDUCATION

The law requires school districts to provide special education services to any child living within Perry Township Schools from 3 to 22 years of age if the person has not graduated from high school and has one or more disabilities listed in the law. The local school district must provide the necessary services and programs free of cost to the families of children with disabilities.

The principal or special education representative will provide more detailed information upon request. School policies shall be generally applicable to all children with disabilities. However, administrative personnel should be especially sensitive when determining the appropriate disciplinary action when children with disabilities are involved. Consideration must be given to the possible impact the disability has upon the behavioral problem that is being reviewed.

If behavioral problems continue to the point of resulting in suspensions from the school setting, a Functional Behavioral Assessment will be conducted, and current placement and services will be evaluated to see if the student’s needs are being met. In addition, a Behavioral Improvement Plan will be implemented to help assist in preventing future behavior problems. The parent and/or the school may call for a reconvened case conference to discuss the above options. If behavior problems persist resulting in further suspensions or expulsions, educational opportunities will be provided, which work toward the student’s I.E.P. goals.

The school district follows all rules and regulations for Special Education services, as outlined in Indiana Article 7, the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act.

If you believe that your child may qualify for Special Education or Section 504 services or need information regarding Special Education or Section 504, please feel free to contact your school principal or Mrs. Vickie Carpenter, Assistant Superintendent at (317) 789-3724 for additional information.

STUDENT CLUBS AND ORGANIZATIONS

Schools in the district have created a limited forum for student-initiated clubs. Students have a right to establish school groups or organizations and to request consideration for recognition by the school administration.

Students are not limited to the established school organizations. Students have the right to form new clubs and organizations covering any topic or issue that is not illegal. In cases where the principal can show that recognition would create a substantial and/or a material disruption of the academic process, the principal may deny recognition.

STUDENT RIGHT TO ASSEMBLE

Students have the constitutional freedom to assemble peacefully and have the right to request time from school officials to hold planned and non-disruptive assemblies under faculty supervision only during non-instructional time.

STUDENT DRESS CODE

Perry Township Schools seeks to encourage a safe and positive learning environment that focuses on academic achievement and a sense of community. In order to promote school safety, improve student performance and encourage positive self-esteem, and focus on academic achievement instead of socio-economic status, Perry Township Schools adopts the following student dress code for all students during the school day:

For All PTS Students:

1. Hats, head coverings, sunglasses, curlers, or slippers are prohibited. Students with a bona fide religious objection may apply for an exemption.
2. Clothing and jewelry, which includes depictions or symbols of the following, are prohibited:
 - a. sex or sexual innuendo
 - b. lewd, vulgar, indecent, or plainly offensive speech, including profanity
 - c. violence, destruction of property, or advocating the use of force
 - d. urging violation of the law or school regulations
 - e. alcohol, drugs, or tobacco
 - f. anything which substantially or materially disrupts the school environment

For Students in grades K-6 (Kindergarten, Elementary, 6th Grade Academies):

1. Solid color collared shirt (with sleeves) or turtleneck, tucked in.
2. Black, khaki or navy bottoms, no denim. No overt or distracting holes, rips, cuts, or frays are permitted.
3. Knee-length pants. Shorts may be worn up until Fall Break and after Spring Break.
4. Dresses, skirts, shorts, and jumpers must be near knee length.
5. Winter Wear – solid color sweater or sweatshirt allowed; must be over collared shirt or turtleneck.
6. No flip-flops or “wheelie” shoes.
7. School spirit wear determined by each building.

For Students Grades 7-8:

1. Solid color collared shirt (with sleeves) or turtleneck.
2. Black, khaki or navy bottoms, no denim. No overt or distracting holes, rips, cuts, or frays are permitted. (Pants or skirts must be worn at the waist)
3. Knee-length pants. Shorts may be worn up until Fall Break and after Spring Break.
4. Dresses, skirts, shorts, and jumpers must be near knee length.
5. Winter Wear – solid color sweater or sweatshirt allowed; must be over collared shirt or turtleneck.
6. No flip-flops or “wheelie” shoes.
7. School spirit wear determined by each building.

For Students in High School:

1. Pants or skirts must be worn at the waist.
2. Pants must be knee length or longer and have no overt or distracting holes, cuts, tears, or frays
3. Dresses and skirts must be near knee length.
4. Pajamas or similar nightwear is prohibited.
5. All tops must have sleeves.

VIDEO RELEASE POLICY

Statute prohibits Perry Township Schools from disclosing records that are required to be kept confidential by federal statute. IC 5-14-3-4(a)(3) Perry Township considers video’s taped on school grounds, in school buildings, or in school buses student records under federal law, specifically the Family Education Rights and Privacy Act. That law requires Perry Township Schools to keep student records confidential and Perry Township does not have the means to redact any student record information from video. Specifically, the Indiana Public Access Counselor has previously opined that a school district may not release video footage from a school bus under these circumstances. For these reasons, and in reliance on IC 5-1-3-4(a) (3), Perry Township will not be providing copies of any video.

INDOOR AIR QUALITY

Any concerns regarding indoor air quality at any Perry Township Schools should be directed to:

Air Quality Control Coordinator

Mr. Kirby Schott

FACILITIES & GROUNDS

(317) 789-6211

6548 Orinoco Avenue

Indianapolis, IN 46227

kschott@perryschools.org

PERRY TOWNSHIP CENTRAL OFFICE ADMINISTRATORS

Patrick Mapes
Superintendent
317-789-3721

Chris Sampson
Associate Superintendent
317-789-3710

Vickie Carpenter
Assistant Superintendent
Foundational Learning
317-789-3724

Robert Bohannon
Assistant Superintendent
Career Preparation
317-789-3722

KINDERGARTEN ACADEMIES

Douglas MacArthur Kindergarten
454 E. Stop 11 Road
Indianapolis, IN 46227
Nicole Jewell, Principal
Stacy Knoop, Asst. Principal

Homecroft Kindergarten
1551 E. Southview Drive
Indianapolis, IN 46227
Jennifer Pleak, Principal
Stacy Snyder, Asst. Principal

Jeremiah Gray Kindergarten
5225 Gray Road
Indianapolis, IN 46237
Lora Hansell, Principal
Brian Witt, Asst. Principal

Rosa Parks Kindergarten
7525 Wellingshire Blvd.
Indianapolis, IN 46217
Blair Schneider, Principal
Angela Swails, Asst. Principal

ELEMENTARY SCHOOLS

Abraham Lincoln Elementary

5241 Brehob Rd.

Indianapolis, IN 46217

John Sponsel, Principal

Tiffany Opper, Asst. Principal

Clinton Young Elementary

5740 McFarland Rd.

Indianapolis, IN 46227

David Henriott, Principal

Christy Chitwood-McKinnon,
Asst. Principal

Douglas MacArthur Elementary

454 East Stop 11 Rd.

Indianapolis, IN 46227

Star Hardimon, Principal

Kyle Scaringe, Asst. Principal

Glenns Valley Elementary

8239 Morgantown Rd.

Indianapolis, IN 46217

David Rohl, Principal

Cherie Ramos, Asst. Principal

Homecroft Elementary

1551 E. Southview Dr.

Indianapolis, IN 46227

Jody Matthews, Principal

Aaron Hufnagel, Asst. Principal

Jeremiah Gray Elementary

5225 Gray Rd.

Indianapolis, IN 46237

Doug Smith, Principal

Rebecca Arkins, Asst. Principal

Mary Bryan Elementary

4355 East Stop 11 Rd.

Indianapolis, IN 46237

Jack Heath, Principal

Josh Madden, Asst. Principal

Rosa Parks Elementary

7525 Wellingshire Blvd.

Indianapolis, IN 46217

Christy Martino, Principal

Darla Maillet, Asst. Principal

Southport Elementary

261 E. Anniston Dr.

Indianapolis, IN 46227

Jeffrey Spencer, Principal

Kim Witkemper, Asst. Principal

Wm. Henry Burkhart Elementary

5701 Brill Rd.

Indianapolis, IN 46227

Darlene Hardesty, Principal

Jeanetta Penniston, Asst. Principal

Winchester Village Elementary

1900 East Stop 12 Rd.

Indianapolis, IN 46227

Natalie Bohannon, Principal

Arian Bostic, Asst. Principal

6th GRADE ACADEMIES

Perry Meridian 6th Grade Academy

202 West Meridian School Rd.

Indianapolis, IN 46217

John Ralston, Principal

Bethany Gibson, Asst. Principal

Southport 6th Grade Academy

5715 South Keystone Ave.

Indianapolis, IN 46227

Jason Wiesmann, Principal

Stacy O'Brien, Asst. Principal

MIDDLE SCHOOLS

Perry Meridian Middle School

202 W. Meridian School Road

Indianapolis, IN 46217

Jon Romine, Principal

Kristen Prusiecki, Asst. Principal

Stephanie Deeter, Guidance Director

Kelly Patterson, Asst. Principal

Sarah Reuter, Asst. Principal

Jon Amones, Athletic Director

Southport Middle School

5715 S. Keystone Avenue

Indianapolis, IN 46227

Stephanie Quinlan, Principal

Daniel Bender, Asst. Principal

Forrest Miller, Guidance Director

Dave Walpole, Asst. Principal

Cheryl Moss, Asst. Principal

Brian Kight, Athletic Director

HIGH SCHOOLS

Perry Meridian High School

401 W. Meridian School Road
Indianapolis, IN 46217

Kert Boedicker, Principal

Zach Ervin, Asst. Principal
Sarah Brewer, Asst. Principal
Lucas Klipsch, Asst. Principal/Dean
Lauren Buesking, Asst. Principal/Dean
Brad Miller, Guidance Director
Doug Schornick, Athletic Director
Emily Steinmetz, Asst. Athletic Director

Southport High School

971 E. Banta Road
Indianapolis, IN 46227

Brian Knight, Principal

Andrew Ashcraft, Asst. Principal
Amy Boone, Asst. Principal
A. J. Martzall, Asst. Principal/Dean
Eric Woodke, Asst. Principal/Dean
Julie Fierce, Guidance Director
Pete Hubert, Athletic Director
Brian Murphy, Asst. Athletic Director

SPECIAL PROGRAMS

Early Childhood Academy (Preschool)

6548 Orinoco Avenue
Indianapolis, IN 46227

Ann Holtzman, Principal

James Whitcomb Riley (K-8 Alternative Education)

5401 Shelby Street
Indianapolis, IN 46227

Joe Shelburn, Director

Compass Education Center (9-12 Alternative Education)

1319 E. Stop 10 Road
Indianapolis, IN 46227

Tim Lovejoy, Director

Marty Johnson, Asst. Director

Department of Student Services

1319 E. Stop 10 Road
Indianapolis, IN 46227

Kathy Luessow, Director

To the Parents,

At Perry Township Schools, parents are partners with educators in each child's education. As a foundation for this relationship, this booklet provides certain basic information about the operation of our school district. More information is available at the district website, www.perryschools.org. We hope you will find our website and our schools warm, welcoming places that you look forward to visiting and your child enjoys attending.

As has been our past practice, a copy of the school district's *Student Rights and Responsibilities Handbook* will be provided for each family.

We request a student's parent or legal guardian to acknowledge in writing that he/she has received this booklet. However, the failure of a parent/guardian to sign and return the Parent Acknowledgement Form will not prevent your child from attending school or the school district from enforcing the disciplinary policies.

The form should be completed for each child you have in our school system. If more forms are needed, please contact your child's school. Once completed, return the form to your child's school during the first week of classes.

Please return the following form to your child's school. Thank you.



STATEMENT OF RECEIPT & FINANCIAL RESPONSIBILITY

We understand that Perry Township Schools is committed to providing each student a safe, comfortable, non-threatening environment that is conducive to learning. In order to achieve this, students must conduct themselves as responsible members of the school community.

We have read and discussed this pamphlet, *Student Rights, Responsibilities, Rules and Regulations*, and we agree to abide by the guidelines outlined. We recognize that parents have a responsibility to assist the school in disciplining their children and maintaining order.

By signing this statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitution or laws of the United States or the State. In addition, parents shall have the right to express disagreement with a school's or the school division's policies or decisions.

I understand that I am financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extracurricular activities, fund raisings and tuition. I shall also be responsible for all reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

Student Name _____ Grade _____

School _____

Student Signature _____

Parent Name _____

Parent Signature _____ Date _____

PERRY TOWNSHIP SCHOOLS MEAL CHARGING POLICY

Perry Township Schools recognize the importance of good nutrition and are taking steps to assure students access to school meals. These steps include: establishing consistent meal account procedures throughout the district, providing access to applications for Free and Reduced Meals for all families, outlining parent/guardian responsibility for the timely and consistent payment for school meals, and providing oversight and accountability for the collection of outstanding student meal balances. Unpaid charges place a financial strain on the Perry Township Child Nutrition Department. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Perry Township Schools established the policy, outlined below, as a courtesy to those students in the event that they forget or lose their lunch money.

Full Pay Students **PARENTS/GUARDIANS OF STUDENTS WHO DO NOT QUALIFY FOR FREE MEALS ARE EXPECTED TO PREPAY FOR MEALS USING THE ONLINE PAYMENT SYSTEM, SEND CASH OR CHECKS TO SCHOOL.** *If you send a check or cash with your child, please place it in a sealed envelope and write your child's complete name, student ID number and amount enclosed in the envelope.* The parent/guardian of students having a negative balance will be contacted by note, e-mail, telephone call or letter by the child nutrition staff to arrange a payment. While a student's meal account has a negative balance, no charges will be allowed for a la carte items. Approved applications received late in the school year will not remove any current balance due, but will change the cost of school meals from full pay to free or reduced going forward. Parents are responsible for promptly examining each statement, low balance letter, eligibility letter, e-mail, etc., upon receiving it and reporting any irregularities to Perry Township Child Nutrition Department at 317-789-3747.

Reduced Price Meal Benefit. **PARENTS/GUARDIANS OF STUDENTS ON REDUCED STATUS ARE EXPECTED TO PREPAY FOR MEALS USING THE ONLINE PAYMENT SYSTEM, SEND CASH OR CHECKS TO SCHOOL.** *If you send a check or cash with your child, please place it in a sealed envelope and write your child's complete name, student ID number and amount enclosed in the envelope.* Reduced status students are eligible to receive a breakfast for **\$0.30** and lunch for **\$0.40** each day. The parent/guardian of students having a negative balance will be contacted by note, e-mail, telephone call or letter by the child nutrition staff to arrange payment. While a student's meal account has a negative balance, no charges will be allowed for a la carte items.

Free Meal Benefit. Free status students are allowed to receive a free breakfast and lunch each day. A la carte items **MUST** be paid from the prepaid account.

SNAP (Food Stamp) TANF or in Foster Care/Directly Certified Students. Direct certified students are allowed to receive a free breakfast and lunch each day. A la carte items **MUST** be paid from the prepaid account. Direct certified students will be identified every month based on information from the SNAP (Food Stamp Office) or TANF (Temporary Assistance for Needy Families) and they are not required to fill out an application. Parents are responsible for informing the child nutrition office if other students in the household also qualify for free meals. ***Any balance owed prior to being determined eligible will remain the responsibility of the parent/guardian.*** Parents have the right to refuse these benefits. If you **do not** want your child to receive these benefits, you must contact the child nutrition office at 317-789-3747 or email Tresa Henschen at thenschen@perryschools.org.

Parents/Guardians

It is the responsibility of the parent/guardian to provide the means for their child to be properly fed and ready to learn. This involves either providing money for their child or children to purchase school meals, completing Free/Reduced meal applications each year to determine and/or renew eligibility for free or reduced price meals, or sending a meal from home. We recognize the many financial obligations associated with raising children, and encourage families to complete the application and determine their own eligibility. The process is short and simple and may provide some measure of assistance for your family. We strongly encourage parents/guardians to monitor their child's meal account balance. Parents are responsible for promptly examining each statement, low balance letter, eligibility letter, e-mail, etc., upon receiving it and reporting any irregularities to us. The Child Nutrition Department appreciates your cooperation in maintaining a positive balance in your child's account.

PERRY TOWNSHIP SCHOOLS MEAL CHARGING POLICY

How to apply: The household application for free and reduced price school meals is available to submit online at www.perryschools.org. Select the Skyward link, top right of the screen, and login to your Family Access Account. You can also request a paper application at your child's school building. Completed applications can be turned in to your child's school office or mailed to: 6548 Orinoco Avenue, Indianapolis, IN 46227. If you need more information or help filling out the application, please call 317-789-3738 or 317-789-3747. ***We only need one application per household*** (a household includes all people living together) Applications for free and reduced school meals can be submitted at any time during the school year. Any balance owed prior to being determined eligible will remain the responsibility of the parent/guardian. At any time during the school year, if a family's income decreases or if the household size increases, an application for free or reduced price meals may be completed to determine eligibility.

How to make a payment: To pay online, go to the district website at www.perryschools.org. Select lunch/fee payments link, top right of the screen. This takes you directly to e-Funds for schools. You may also send cash or check to the school office or your child may give it to the cashier in the cafeteria. *If you send a check or cash with your child, please place it in a sealed envelope and write your child's complete name, student ID number and amount enclosed in the envelope.* If you need more information or want to make a payment over the phone with a credit/debit card, please call 317-789-3738 or 317-789-3741. Any remaining funds for a particular student will be carried over to the next school year.

All school cafeterias utilize computerized point of sale register systems that maintain records of all monies deposited and spent for each student. Itemized meal statements are available online at www.perryschools.org. Select the Skyward link, top right of the screen, and login to your Family Access Account, select the student name and click on the Food Service tab. You can also speak with the cafeteria manager of your child's school. If you need help on how to login into Skyward please call 317-789-3738.

Outstanding balances. Students with negative balances will be contacted by the Child Nutrition Department either through a low balance letter, e-mail, text or phone call to the household. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price meals for their child.

Balances Owed. At the end of the school year, any negative balances for more than \$50.00 will be sent to a professional collection agency. The negative balance stays with the student's account until graduation or upon withdrawal. Graduating seniors must pay all charges in full. Failure to do so may result in not being allowed to participate in the graduation ceremonies.

Refunds. For withdrawn and graduating students, a written request for a refund of any money remaining in their account must be submitted within sixty (60) days. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds. Any remaining school meal account funds must be requested within sixty (60) days of becoming inactive. If unclaimed, these funds will then become the property of Perry Township Child Nutrition Department and placed in a donation account.