



# Guide to Students and Parents

2024-25

Administrative Center  
35 W. Third St. Peru, Indiana 46970  
765-473-3081

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## **Welcome**

Dear Parents, Guardians, and Students:

Welcome to the 2024-25 school year! Peru Community Schools is honored to have your child for another year of quality education. Your child's safety and security are of paramount importance to me as we return.

We feel it is our responsibility to every parent and/or guardian to ensure each child is educated in a safe environment and receives a high-quality educational experience. Our Peru promise to you is that your child will graduate with opportunities if enrolled at PCS. Our teaching/administrative staff is highly qualified and dedicated so that “all” students will be served **Positively, Compassionately, and Successfully**. Our graduation rate and reading scores are continually leading the county. With exceptional educational programs, winning athletics, and nationally recognized fine arts, you could not have chosen a better school corporation for your child.

With exceptional programs, winning athletics, and a nationally recognized fine arts program, you could not have chosen a better school corporation for your child. Please contact the school and district office if you have additional questions or concerns.

This handbook includes information related to the Family Educational Rights and Privacy Act (FERPA), the release of directory information policy, and the Peru Community Schools 2024-25 Student Conduct Code. Please be familiar with the Peru Community Schools 2024-25 Attendance Policy and Student Conduct Code as there are updates and attendance policy changes in all public schools in Indiana.

Peru Community Schools is a place where student dreams can and will come true.

Sincerely,

Peru Community Schools

Go Tigers!

***Peru Community Schools***  
***Educating Students Positively, Compassionately, and Successfully***

## ENROLLMENT REQUIREMENTS

### A. REGISTRATION REQUIREMENTS

A child may attend the Peru Community Schools if his/her legal residence is with a legal guardian and within the PCS attendance boundaries or has received the building principal and Superintendent's approval on the "transfer tuition" application. A legal guardian must accompany the child who is enrolling "new" to the district and present the following documentation:

1. **Original Birth Certificate:** Or other proof of child's date of birth.
2. **Proof of Guardianship:** Legal documents or court order if other than parents;  
**Completed Immunization Record:** Copy of physician records, records from another school, or completed form from PCS.
3. **Verification of Legal Residency:** Current lease or purchase contracts, utility bills, or other verifiable documentation.

Note: Residency means a permanent and principle place of habitation, which a person uses for a home, for a fixed or indefinite period and remains when not called elsewhere for work, studies, recreation, or other temporary or special purposes. A temporary or occasional dwelling used primarily for school attendance purposes is not a Legal Residence. A student may be expelled from school if the student's Legal Residency (Settlement) is not within the PCS boundaries.

4. PCS will immediately enroll students in homeless situations regardless of their possession of required enrollment documents. Students classified as homeless will be afforded immediate access to the classroom, school activities, and Title I services.

### B. KINDERGARTEN ELIGIBILITY

A child may enroll if he/she is five years old on or before **August 1** of the current school year. Children with **August 2nd through August 31st** birthdays may apply for early admission: A letter requesting permission must be sent to the Superintendent prior to August 10.

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Legal Residency (Settlement) is not within the PCS boundaries.

5. PCS will immediately enroll students in homeless situations regardless of their possession of required enrollment documents. Students classified as homeless will be afforded immediate access to the classroom, school activities, and Title I service.

### **C. EMERGENCY INFORMATION**

Names and telephone numbers of the following individuals must be provided at enrollment and immediately upon changing:

1. Both father and mother or legal guardian(s);
2. Employers of both father and mother;
3. An adult “emergency contact”, authorized to act on a parent’s behalf in the event of emergency or when child must be sent home;
4. Family doctor.

### **D. NON-CUSTODIAL PARENTS: School Records, Conferences, Activities and Visits**

Non-custodial natural parents will have access to all student records and may participate in conferences, classroom visits, and school activities unless a court order restricting such access is provided by the custodial parent and on file in the school office. Non-custodial parents may not remove the student from a classroom to “visit” during the school day and the student will not be released from the school premises to the non-custodial parent unless written permission is presented to the school by the custodial parent.

### **E. ATHLETIC ELIGIBILITY**

High school students receiving a transfer MAY NOT BE ELIGIBLE for varsity sports the first year. This is governed by the Indiana High School Athletic Association. Contact the PHS Athletic Director for further information and specifics.

## **ACADEMIC INFORMATION**

### **A. SEMESTER SCHEDULE (Peru High School Only)**

The semester schedule consists of two eighteen-week terms. Students attend seven (7) classes each day. Students can complete fourteen (14) credits of course work in one school year. Mid-term reports are issued at nine weeks and final grades at the end of the eighteen (18) week semester.

### **B. GRADUATION REQUIREMENTS**

Students at Peru High School will be required to fulfill all state-mandated requirements for each type of diploma.

### **C. ATHLETIC ELIGIBILITY**

All student athletes must be enrolled as full-time students. To remain eligible throughout the school year, students must be passing 70% of their enrolled courses at mid-term or the end of a semester to remain eligible to participate.

### **D. GRADUATION/ATTENDANCE REQUIREMENT**

Graduation requirements are based on students attending eight (8) semesters of high school; however, that time frame may be reduced by one (1) semester upon successful completion

of required course work.

#### **E. CLASS CHANGE POLICY**

Scheduling is a long, serious process which ends with the students choosing classes to help them achieve their goals for their future after high school. The final schedule is a commitment by the school to provide the educational opportunity, a commitment by the student to actively seek to learn, and a commitment by the parents to support that endeavor. When a student requests a class, they make a commitment based on the purpose it serves in their high school graduation plan. Peru High School believes in honoring the reason(s) that the class was initially requested. The administration and counseling staff allow ample time for students and parents to make a firm decision regarding the student's academic plan for the school year, as course requests and schedules are available via Skyward before the school year begins.

It is the school's position that schedule changes after the school year begins disrupt instructional time, administrative tasks related to scheduling, dual-credit opportunities, and a variety of other factors; therefore, we believe in most cases, it is in the best interest of the student to remain in the classes they are assigned. Since staffing and the master schedule are determined by student course requests, students are expected to honor the commitment they make when selecting courses, as well as the deadline for making schedule changes in a timely manner at the beginning of the school year.

#### **DROP/ADD WINDOW – AUGUST to SEPTEMBER**

Ordinarily, no changes shall be made **after September 1<sup>st</sup> of the current school year.** For spring semester class changes, students may meet with their counselor and appropriate changes can be made by the **September 1<sup>st</sup>** deadline. All random course changes shall be denied. A student's class schedule will not be changed for the purpose of changing teachers. Some student requests may not be granted due to the unavailability of certain classes or other scheduling problems. In some cases, administration or counseling staff will initiate a change in a student's schedule for the following reasons:

- An error made by the school in developing the schedule
- A change in the school personnel
- A class size issue, including eliminating a class that is too small or balancing a class that is too large to accommodate all student requests
- A teacher has determined that a student has been academically misplaced
- A student fails to enroll in a class required for graduation
- A student fails a class from the previous school year
- A medical reason with appropriate documentation



### **LIMITED DROP/ADD WINDOW – DECEMBER to JANUARY**

After the end of the first semester, most schedule changes will be initiated by the PHS guidance department. Student requested schedule changes can be made for the of the following reasons:

- A medical reason with appropriate documentation
- A change in program placement for students with special needs, such as adjustments in or assignments to special services or resource classes
- A student fails to enroll in a class required for graduation
- A student fails a class from the previous semester
- A student fails a prerequisite class, such as anything that would prevent a student from going on to another course
- A student requests to attend the full year rather than be a mid-year graduate
- A change in diploma type, such as Academic Honors to Core 40 or Core 40 to General
- A student can add a required course in lieu of an elective class

Occasionally, there will be individual situations that will be reviewed by school personnel to determine whether or not a schedule change is needed. These situations will be considered by the student's teacher, parents, counselor, etc., and a recommendation will be made to the principal who will make the final decision.

### **F. EARLY GRADUATION**

A written request for early graduation must be made by the student and legal guardian prior to the end of a student's junior year. Application forms for early graduation are available in the high school guidance office. The building principal and Superintendent must approve the request.

### **G. COMMENCEMENT EXERCISES**

Commencement exercises will include only those students who have successfully completed all requirements for graduation and will receive a diploma or a certificate of course completion and are certified to be eligible by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma or a certificate of course completion as a disciplinary measure. A student may be denied participation in the ceremony by the school principal when the student's conduct so warrants.

### **H. ENGLISH AS A SECOND/NEW LANGUAGE (ESL) (ENL)**

At the time of enrollment, school registrars are required by Indiana Code and district policy to identify any Language Minority student and refer them to district officials for evaluation. A student is identified by the following questions:

1. What is the native language of the student?
2. What language(s) is spoken most often by the student?
3. What language(s) is spoken by the student in the home?

**When a student is identified to be Language Minority:**

1. Student is immediately referred to district LEP personnel for evaluation. (Evaluation occurs within two school days.)
2. Parents will continue to complete district enrollment forms, but the student WILL NOT BE ENROLLED until after evaluation is completed and LEP personnel have determined eligibility for LEP services.
3. If the student is eligible for LEP services, parents are given opportunity to accept LEP services and, with parental consent, the student is enrolled in our LEP program. Students whose parents decline and waive their rights to LEP services are required to enroll in their attendance area school.

**I. STANDARDIZED ACHIEVEMENT TESTING: ILEARN AND SAT**

The State of Indiana requires all students in grades 3 through 8 participate in the ILEARN testing program. Students in grades 3-8 will take the ILEARN in the spring. Students enrolled in high school Biology are required to take the ILEARN Biology exam in the spring.

The State of Indiana also requires that Juniors participate in SAT testing. Students who meet established SAT benchmarks may apply their scores to Domain 3 of state graduation requirements.

Students in grades 9-11 will participate in PSAT testing in the fall to gauge their academic progress and prepare them for SAT testing their junior year.

Family vacations are not recommended during any testing session.

**J. GRADE POINT AVERAGE (GPA) AND CLASS RANK**

At the end of each semester, high school students are ranked in their classes by grade point average (GPA). A student's GPA is determined by dividing the total number of points earned by the credits attempted in all subjects.

**K. CORPORATION GRADING SCALE**

Blair Pointe Upper Elementary and Peru Jr/Sr High School will follow this grading scale when calculating grades.

Percentage Range	Twelve Point Scale
A+ 98 – 100	A+ 11.6 – 12
A 93 – 97	A 10.6 - 11.5
A- 90 – 92	A- 9.6 - 10.5
B+ 88 – 89	B+ 8.6 - 9.5
B 83 – 87	B 7.6 - 8.5
B- 80 - 82	B- 6.6 - 7.5
C+ 78 – 79	C+ 5.6 - 6.5
C 73 – 77	C 4.6 - 5.5
C- 70 - 72	C- 3.6 - 4.5
D+ 68 – 69	D+ 2.6 - 3.5
D 63 – 67	D 1.6 - 2.5
D- 60 – 62	D- .6 – 1.5
F 0 - 59	F 0 - .5

**L. HOMEWORK**

Homework is an out-of-school assignment that contributes to the education of the student. It is an extension of class work and is related to curricular objectives. Homework may include practice exercises, reading of material on a specific topic, in-depth extension of classroom activities, or independent projects related to the subject.

Homework:

1. Reviews, reinforces, or extends classroom learning by providing practice and application of knowledge gained;
2. Teaches students responsibility and organizational skills;
3. Promotes wise and structured use of time;
4. Encourages a carry-over of worthwhile school activities into permanent career and leisure interests;

5. Provides opportunities for broad enrichment activities; and
6. Promotes home/school cooperation in the educational process.

#### **M. STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or his/her parents;
2. mental or psychological problems of the student or his/her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close, family relationships;
6. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or his/her parents; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the Corporation of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the Corporation when the administration of any survey by a third party that contains one or more of the items described in A through H above.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing "in loco parentis" (such as a grandparent or step-parent with whom the child lives, or a person who is legally responsible for the welfare of the child).

#### **N. EDUCATIONAL MATERIALS FEES - FREE/REDUCED MEALS & TEXTBOOK ASSISTANCE**

Students will no longer be charged fee for textbook or curriculum resources effective July 1, 2023, from Governor Holcomb House Bill 1001, Indiana Code 20-18-2-2.7. Schools can charge a "reasonable fee" for lost and significantly damaged curricular materials and computers. Schools may charge for consumable use such as food items for a cooking lesson.

#### **O. INTERIM EVALUATION REPORTS ON ACADEMIC PROGRESS**

Interim Evaluation Reports are distributed to all secondary students for the purpose of informing the student and parents of academic progress. Each school will provide information regarding dates of these reports. Questions about the reports should be directed to your child's teacher and/or school counselor.

#### **P. PROMOTION OR RETENTION**

Student promotion or retention is a matter of suitable placement where learning will be most effective. Students will be placed at the appropriate level of instruction to fit their educational, social, and emotional needs. Some students may profit by repeating the same grade or particular levels of instruction. If retention is considered appropriate, the parent will be given an opportunity to share in the retention decision, **but the final decision rests with the teacher and principal**. Each school has specific retention criteria that is constantly monitored. As part of our Student Academic Improvement Plan (SAIP) process, students at risk of retention are identified early, SAIP conferences are held, and students who are unable to meet the criteria will be retained in an alternative classroom the following school year. Those students will also have the opportunity to attend a four-week summer school in order to achieve the academic criteria necessary to advance to the next grade level. The retention criteria is as follows:

##### **Elmwood**

##### **Kindergarten**

Student must be at a "B" reading level on the reading assessment tool.

In addition, the student must pass three (3) of the following four (4) to be promoted to the 1<sup>st</sup> grade:

1. Master 80% of the formative language arts assessments.
2. Recognize 80% of the ABCs.
3. Recognize 80% of the high frequency words.
4. Master 80% of the formative math assessments.

##### **1<sup>st</sup> Grade**

1. Curriculum assessments-Passing at 75%.
2. Any current reading assessment.
3. Academic SAIP (student was not involved or was dismissed from an academic SAIP).
4. Additional reading services (student did not require any extra services in reading).

5. Lights Retention Scale (student is not a candidate for retention using the scale).

### **2<sup>nd</sup> Grade**

1. Curriculum assessments-Passing at 75%.
2. Any current reading assessment.
3. Academic SAIP (student was not involved or was dismissed from an academic SAIP).
4. Additional reading services (student did not require any extra services in reading).
5. Lights Retention Scale (student is not a candidate for retention using the scale).

### **Blair Pointe**

1. IREADY CURRICULUM ASSOCIATES – Is the student one year or more behind in reading and mathematics?
2. Formative Assessments – Does the student score below 75% on 18 of the 24 assessments (12 language arts/12 math)?
3. Light's Retention Scale – Does the students' retention score show they are a good candidate for retention?
4. ILEARN+ – Did the student fail the language and math sections?  
If the answer to three of the four questions is "Yes," then retention is considered.

### **PJHS**

It is not recommended to retain junior high schools based on age-appropriate placement. Retention decisions may be made based on case-by-case situation pending attendance or age criteria.

### **PHS**

It is not recommended to retain high school students, instead we will review credits for graduation.

## **Q. STUDENT ACADEMIC IMPROVEMENT PLAN (SAIP)**

The Peru Community Schools have established a thorough process for intervening when a student is struggling academically or behaviorally. The process uses established criteria to identify students in need of assistance, involves holding meetings to inform parents of the concerns, and the development of a written plan to address the concerns. There is a supplemental level of support and an intensive level of support, which are as follows:

### **Supplemental**

#### **Academic Criteria:**

**Universal Screening (Reading): Below identified reading levels**

**Teacher: Failing a class at midterm or end of semester (PJHS/PHS)**

**Failing two or more courses by midterm or end of grading period (Blair Pointe)**

**Failing two or more formative assessments in English or math (Elm/SP)**

#### **Behavioral Criteria:**

**Teacher: Classroom removal or two office referrals**

**Administrator: Two full day in-school or out-of-school suspension**

#### **Process:**

1. Once a student is identified for intervention based upon the above criteria, the teacher should complete the appropriate SAIP data form.
2. The teacher should then contact the student's parent(s), and should consult with either a

Reading Specialist/Literacy Coach if the concern is with reading or a guidance counselor, social worker, or administrator if the concern is with behavior to arrange a meeting. If the student is a special needs' student, the teacher should contact the student's teacher of record.

3. At the meeting, the reason for the meeting and the appropriate SAIP data form should be shared with all in attendance.
4. Those present at the meeting should collaborate to complete the Student Academic Improvement Plan and decide on a specific date and time to meet in approximately six weeks.
5. The teacher should share the Student Academic Improvement Plan with all appropriate personnel and provide a copy to the building principal for placement in the centralized SAIP file.
6. Progress monitoring should occur every two weeks.
7. At the follow-up meeting, a decision should be made to discontinue interventions, continue the interventions if the student is showing progress, modify the interventions but keep the student in the supplemental phase, or recommend the student move into the intensive phase if the student has not made significant progress.

**Intensive – to be used after supplemental interventions have not been successful in improving the student’s academic and/or behavioral performance. NOTE: Prior to an intensive intervention team meeting, the teacher should notify an administrator of the need for such a meeting, and the administrator should request the school psychologist complete a screening of the student prior to the meeting.**

**Process:**

1. A teacher or administrator should convene a meeting, which would involve the teacher, the parent, the student, a reading specialist if reading is the issue or a social worker, guidance counselor, or administrator if the concern is with behavior, a special education representative, and the school nurse.
2. The teacher or administrator should be sure the Student Academic Improvement Plan is complete and has been followed prior to the meeting.
3. At the meeting, relevant data and information should be shared with those present and more intense interventions should be agreed upon by those present to improve the academic or behavior issue.
4. The School Academic Improvement Plan should be completed with a follow-up meeting arranged within six weeks.
5. The teacher or administrator should share the Student Improvement Plan with all appropriate personnel and a copy should be placed in the centralized SAIP file.
6. Progress monitoring should occur every six weeks.
7. At the follow-up meeting, a decision should be made to discontinue the interventions, continue the interventions if the student is showing progress, modify the interventions but keep the student in the intensive phase, or recommend the student be referred for special education testing.

**R. INTERNET: ACCEPTABLE USE POLICY**

By way of definition, the Internet is an interconnected network of computers and people worldwide. It does, or will, in the near future, include almost every college, library, government agency, business, school, and ultimately home in the world. It is the feeling of

most educators and state officials that this medium will be of great educational value if used responsibly.

In early use by teachers, it was found that the Internet provides immediate access to both student research materials and to software which enhances the instructional effectiveness of the teachers. It can provide text, pictures, video, sound, and live broadcasts of material from the distant past or for things that have taken place within the preceding hour.

Peru Community Schools is pleased to offer its students access to the Internet. This computer technology will help propel our schools through the communication age by allowing them and the staff to access and to use resources from distant computers and to communicate and collaborate with others from around the world. This resource significantly expands their available information base. The Internet is, and will continue to be, a tool for life-long learning.

Families should be aware, however, that some material accessible via the Internet may contain items that are potentially offensive, inaccurate, or defamatory. Further, it is possible to order items via the Internet that could result in unwanted financial obligations. It is our goal to prevent these or any other misuses of this medium. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

The District believes that the benefits afforded to students by accessing the Internet, exceed any disadvantages. To help parents, guardians, and school staff with setting and discussing personal standards, a brief set of guidelines and policies follows. The Peru Community School Corporation makes the District's complete Internet policy and procedures available upon request for review by all parents, guardians, and other members of the community.

Violations of the Acceptable Use Agreement include, but are not limited to the following:

- Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material.
- Transmitting obscene, abusive, or sexually explicit language.
- Violating any local, state, or federal statute.
- Vandalizing, damaging, or disabling the property of another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission.

If violations of the District's Internet Acceptable Use Agreement occur, the following sanctions will ensue:

1. 1<sup>st</sup> offense – warning and appropriate counseling.
2. 2<sup>nd</sup> offense – loss of Internet/Network privileges for a period of time to be determined by the perceived severity of the offense.
3. Further unauthorized or inappropriate use of school accounts could result in extended loss of Internet/network privileges, suspension from school, or possible legal action.
4. In cases of severe violations, the administration reserves the right to impose sanctions appropriate to the severity of the violation.



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

- a) **The right to inspect and review the student’s education record within forty-five (45) days of the day the School receives a request for access.** Parents of eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) 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.
- b) **The right to request amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should submit a written request to the school principal or appropriate official clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. 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.
- c) **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.**
  - i. 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 an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); **contractors, consultants, and volunteers who provide certain services and functions key to school operations;** or a parent or student 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.
  - ii. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
  - iii. Armed Forces Of The United States: Indiana law (IC 20-33-10) requires public high schools to provide official recruiting representatives of the armed forces of the United States, their services academies, and certain other military organizations, access to the high school’s student directory information, including: student’s name, address, and phone number, if the telephone number is a listed or published telephone number. However, the law also permits a high school student or parent, guardian, or custodian of a high school student to object to the release of the student’s directory information to such official military recruiting representatives by submitting a signed written request to the high school by the end of the student’s sophomore year. If you wish to object, please contact your student’s school guidance office or the Office of Student Services regarding the procedure and to obtain a **“Denial Of Permission To Release”** form.

- d) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.** The name and

address of the office that administers FERPA is:

U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-4605

### **GENERAL EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENT**

Peru Community Schools has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, gender, handicapping condition, national origin, or limited English proficiency due to national origin. In addition, all educational services, student activities, programs, instruction and facilities will not be denied to anyone in Peru Community Schools as a result of an individual's race, color, gender, handicapping condition, national origin, or limited English proficiency due to national origin. Furthermore, Peru Community Schools has a policy to provide equal employment opportunity to all applicants and employees in a harassment-free work environment without regard to age, race, color, national origin, limited English proficiency due to national origin, gender, or disability. For further information, clarification, or complaint, parents may contact Peru Community Schools using the contact information:

Contact Information: Peru Community Schools  
35 W. Third St.  
Peru, IN 46970  
Telephone: (765) 473-3081

### **VISITORS**

All visitors, upon entering a PCS building, must report immediately to the principal's office and request a visitor's permit. However, no person shall remain in the school building or on the grounds after being asked to leave by any member of the administration, faculty or staff. Any visitor who is asked to leave the PCS property will be subject to prosecution if he/she returns without administration approval. Any person in the halls, without a pass, should be sent or reported to the office. House guests and those from neighboring schools on vacation are discouraged.

### **HEALTH SERVICES**

The purpose of Health Services is not to replace the doctor. Parents are cautioned not to send an ill child to school. It is the parent/guardian's responsibility to inform the school of health concerns that may require special modifications for their child's activities or educational program. The parent/guardian is expected to provide the school office with current home, work, and emergency telephone numbers. **In case of illness or emergency at school**, if none of the designated contacts can be reached, and a serious medical emergency exists requiring medical treatment beyond what can be provided at school to maintain safety and/or life, EMS will transport the child to the nearest hospital.

#### **A. IMMUNIZATIONS**

Indiana School Code requires the parent/guardian to supply immunization information no later than the first day of school; by one of the following: doctor's note with vaccine and

date given; record maintained by the parent with vaccine and date given; immunization records from previous school; note of scheduled appointments from a doctor or Board of Health. Failure to provide the required immunization information shall be cause for exclusion of the student from school. This exclusion, if imposed, will end upon subsequent filing of such information.

Immunization objection based on religious beliefs or a medical condition will satisfy state requirements; however, the parent/guardian must provide an **IMMUNIZATION OBJECTION** statement annually regarding a religious objection, and a physician's signature and statement will be required for a medical objection yearly. If there is an outbreak of a communicable disease at school, your child may be excluded if he/she does not have the required immunizations.

The Indiana State Department of Health school immunization requirements are located on the Peru website at [www.peru.k12.in.us](http://www.peru.k12.in.us) under 'Parents & Students' and then 'Nurse Services.' You may also contact your family physician or the Miami County Health Department (472-3901 ext. 5) to obtain the required immunizations before beginning the school year. Shots are required before enrollment.

If you have further questions, you may contact your child's school nurse.

## **B. MEDICATION**

**NO MEDICATIONS WILL BE ADMINISTERED WITHOUT A PHYSICIAN'S ORDER FOR THE SCHOOL SETTING. ALL MEDICATIONS ADMINISTERED IN THE SCHOOL SETTING MUST BE FDA APPROVED FOR SAFETY.**

The purpose of administering medication at school is to help the student maintain an optimal state of health to enhance his/her educational plans. Medication (prescription, over-the-counter, and/or herbal-vitamin-dietary supplements), required by the student should be administered at home. The parent/guardian should use every effort to have medication times set for time periods other than school hours. Medications given during school hours should be only those necessary to provide the student access to his/her educational program.

When this is not possible, PCS nurses or trained staff (unlicensed assistive personnel / UAP) will assist in administration of medication during school hours, subject to guidelines listed below. The intent of the guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medications for those students that require them. In addition to a physician's order for the medication, (the order must include dose, time, and date to be given), a **STUDENT MEDICATION AUTHORIZATION FORM** must be completed and signed by the parent/guardian, or a note from the parent/guardian must be on file at school before the medication will be administered according to the physician's order. The **STUDENT MEDICATION AUTHORIZATION FORMS** are available from the school nurse. Only the amount of medication needed at school should be sent. The parent/guardian accepts the legal responsibility for the safe arrival of medication to school. **Students are not to carry any type of medication without prior consent of the school nurse.** All medication must be kept in the school clinic. Violation of this policy may result in disciplinary action. **To protect students, school personnel will not administer medication until it has been verified and documented by the school nurse.**

Prescription medication must be in the pharmacy labeled container with the student's name. The pharmacy label serves as the written order of the physician. The nurse may call the prescribing physician if there are questions regarding the dispensing of medication at school.

Over-the-counter medication (OTC) such as Tylenol and Advil must be sent from home. OTC medication must be in the original container with small containers preferred, as storage is limited. OTC medication will be administered within the parameters and frequency recommended by the prescribing physician for the school setting. Medications will only be given by a UAP in the school setting after a physician's written order has been noted and set up by the school nurse. There is **NO school stock of OTC medications** in any PCS school clinic.

Herbal-Vitamin-Dietary Supplements are not medications and will not be dispensed at school. If the Herbal-Vitamin-Dietary Supplement is FDA approved, the student's physician and parent/guardian may contact the school nurse for a plan which may involve the school setting. The plan will be kept on file in the school clinic. In general, these substances can be maintained and given in the home setting.

Medication for emergency situations (asthma, bee stings, diabetes, food allergy, etc.) will be kept in the clinic. Students may possess and self-administer emergency medication in the classroom and at other school functions only with written consent from the parent/guardian and physician. The physician must state that the student has an acute or chronic disease or medical condition for which he/she has prescribed medication; the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication. Parent/guardian and physician written authorization must be filed annually with the student's principal. Appropriate staff members will be alerted to the potential emergency to ensure the student's safe and prompt treatment at school.

Sending medication home at any time during the school year will require written notice from the parent/guardian and released only to: (1) the student's parent; (2) (a) or an individual who is at least eighteen (18) years of age; and is designated in writing by the student's parent/guardian to receive medication. Parents and /or adult are responsible to pick up any medications left in the Nurse's Office after seven (7) calendar days. If there is a need for a long-term use (as directed by a physician) the medicine must be picked up by the last day of school. All medications left longer than mentioned above will be disposed of properly by the nurse. It is also the parent/guardian's responsibility to supply the school with prescribed medications, provide current legal labeled containers, supply medical devices (e.g., nebulizers, insulin pumps, student's needed supplies for procedures), and also to provide maintenance of these devices as needed. The complete PCS Medication Policy may be obtained from your school nurse.

### C. ILLNESS AND INJURY AT SCHOOL

For the sake of others health, children should not attend school if they have a morning temperature of 99 or afternoon temperature of 100 (or above), are vomiting and/or have diarrhea, a rash, a communicable disease such as chickenpox, or a bacterial or fungal

infection (bacterial or viral conjunctivitis (eye infection) with active drainage, impetigo, ringworm), or appear obviously ill with or without a fever. To keep parents informed about the causes and anticipated outcome of an injury, phone calls or notes may be used to alert parents of an injury that may require more than minor first aid.

**RETURN TO SCHOOL POLICY:** Children should be kept home until they are symptom and/or fever free for 24 hours without the use of medication. Children absent from school due to infectious conjunctivitis (eye infection) or impetigo should be seen by a physician and may return to school after 24 hours of antibiotic therapy. Many rashes are contagious therefore a doctor visit is encouraged for proper diagnosis and treatment.

**HEALTH ROOM PROCEDURE:** The services of a Registered Nurse are available. The nurse will be available to work with parents on any health concerns that might affect a child's school performance. If a student becomes sick or hurt during the school day, he/she should ask the teacher for a pass and go to the Nurse's Office. If the nurse is not in her office, the student should report to the Main Office for assistance. Any needed contacts to parents regarding an illness, will be made by an adult staff member. Cell phones for making calls or sending text messages during school hours are not permitted by the students.

**YEARLY HEALTH UPDATES:** If your child has special health needs, health conditions, allergies, or other health issues, please bring these to the attention of the nurse every year. The Yearly Health History Form needs to be completed and returned to your child's School Nurse every year.

**RETURN TO SCHOOL POLICY:** Children should be kept home until they are symptom and/or fever free for 24 hours without the use of medication. Children absent from school due to infectious conjunctivitis (eye infection) or impetigo should be seen by a physician and may return to school after 24 hours of antibiotic therapy. Many rashes are contagious therefore a doctor visit is encouraged for proper diagnosis and treatment.

**PICK UP PROCEDURE FOR ILL STUDENTS:**

For the safety of ill students, **no** ill student will be permitted to sign themselves out from school to walk or drive themselves home. A parent/guardian must come into the building to sign their ill child out of the school and accompany them safely out of the building. Should a parent/guardian be unable for any reason to come to the school, the parent may designate (by phone request) another available adult to come and sign their ill child out in their place. For any **urgent emergencies** arising in the school setting, if a parent is unable to be located, adults listed as emergency contacts will be called.

**D. STATE MANDATED SCREENINGS**

As per Indiana Code, visual acuity and audiometric screenings are done annually for students enrolled in PCS. Visual acuity screening is administered in grades K or 1, 3, and 8 and all others suspected of having a visual defect. Audiometric screening is administered in grades 1, 4, 7, and 10, all students new to the district and others suspected of having hearing loss. Parents may object to any or all screenings on religious grounds as per Indiana Code. Objections must be filed annually in writing, signed and dated by the objecting individual, and delivered to the building principal or school nurse, by Friday of the first full week in September. Effective July 1, 2007 schools were no longer required to screen for postural defects.

## **E. HEAD LICE**

Head lice are a nuisance, not a carrier of disease. All parents should check their children at home for head lice throughout the year. Upon finding a suspected case of head lice, PCS procedure is:

The child's parent/guardian will be contacted. Infested children should be treated at home, using either the mechanical method (by washing, rinsing, drying, and combing the hair to remove the lice and nits, or by using a lice treatment shampoo according to package directions) or as ordered by a physician. The school nurse or designee will assist in educating the parent/guardian of how to rid their child of head lice. Tools will be provided if needed. Upon request by the parent/guardian, the nurse or designee may check other family members for head lice. Only the particular parent/guardian's child/children will be checked. PCS will **not** inform parents/guardians of a student, classroom, or grade level that a case of head lice has been found as it infringes on the privacy of the student involved (FERPA). Also, only students (as observed to possibly have head lice) and brought to the attention of the school nurse by a concerned staff member, will be checked for head lice. This will assure and protect all students' rights to privacy (FERPA).

## **F. BED BUGS**

Bed bugs are a nuisance, not a carrier of disease. All parents should check their home for bed bugs throughout the year. Upon finding a suspected case of bed bugs, PCS procedure is: When staff member is made aware of a possible bed bug case they are to alert Administration. The Building Principal or acting authority coordinates management of the issue. Steps taken may include: Calling a Pest Management Professional for identification of the bug and possible treatment of the affected area, coordinating efforts with the school nurse, and involving custodial staff. School Nurses will address the health issues of students regarding bed bug bites. Only students who possibly have bed bugs on their persons, on their belongings, or bed bug bites, will be checked. If found to be affected, parents of that student will be informed by school officials. PCS will not inform parents/guardians of non-affected students, entire classrooms, or entire grade levels that a case of bed bugs has been found as it infringes on the privacy of the student involved (FERPA).

## **G. PREGNANCY**

Pregnant students are encouraged to remain in school and continue their education both during and after their pregnancy. Guidelines established by the Indiana State Department of Health for pregnant students in the school setting mandate that a written statement from the attending physician be presented to the school nurse which:

1. Verifies the pregnancy.
2. Notes her expected date of confinement.
3. Confirms that normal participation in classes does not pose a threat to her well-being.
4. Lists any specific restrictions that may apply. Additional written permission from the attending physician may be required for participation in specific school activities.

## **H. MENINGOCOCCAL DISEASE**

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

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

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

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

### **RECORDS/RELEASE OF INFORMATION**

Most information about Peru Community Schools' students cannot be made public without consent of parents or legal guardians. To protect the rights and privacy of students and parents and to comply with federal and state laws and regulations, Peru Community Schools has adopted Policy 5125 which establishes guidelines concerning student records. Building principals and the Central Office Administration are responsible for the collection, maintenance and dissemination of all student records. Policy 5125 identifies who may access student records and explains how records may be requested. Copies of Policy 5125 are available in each school for review by any student or parent and online at [www.peru.k12.in.us](http://www.peru.k12.in.us). Questions concerning student records should be directed to the building principal.

Federal law does permit Peru Community Schools to release certain "directory information" which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory information" includes, but is not limited to, the student's name, address and telephone number, parent's name[s] and their home and work telephone numbers, major field of study, student work for display at the discretion of the teacher (no grade displayed), participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, degrees and awards received, motor vehicle description (including license plate number), hair and eye color, gender, date and place of birth, height, weight, grade level, photograph, video tape images not used in a disciplinary manner, quotations and other similar information. "Directory information" will not be provided to any organization to be used for profit-making purpose.

### **STUDENT RIGHTS AND PROTECTIONS**

The Peru Community Schools does not discriminate nor deny any handicapped person the opportunity to participate in or benefit from any benefit or service, which is afforded non-handicapped students or personnel. For further information, assistance, clarification, or complaint, parents are encouraged to contact the Superintendent at 765-473-3081.

It is the policy of Peru Community Schools to maintain a learning and working environment that is free from all forms of unlawful harassment. All complaints will be taken seriously and investigated by school administrators. A complaint procedure is available in the school office.

If you feel that it is a Title IX issue, you can follow the link on our website at [www.peru.k12.in.us](http://www.peru.k12.in.us)

## **ATTENDANCE POLICY**

A direct relationship exists between success in school and attendance. To ensure that students are in regular attendance, Indiana school law (I.C. 20-33-2) and PCS Board policy require that all students attend daily unless they are officially excused. Good attendance is a shared responsibility of students, parents, and school staff. It is the goal of the PCS Attendance Policy to maintain communication with students who are absent from school to continue our support and encouragement.

### **1. INDIANA LAW REGARDING SCHOOL ATTENDANCE**

#### **Indiana Code 20-33-2-27 - Compulsory Attendance: Parent's Responsibility:**

- A. It is unlawful for a parent to fail to ensure that his child attends school under this chapter.
- B. Before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent or the superintendent's designee:
  - 1) having jurisdiction over the public school where the child has legal settlement; or;
  - 2) of the transferee corporation, if the child has been transferred.
- C. For purposes of this section, service of personal notice of a violation may be made upon a parent by any of the following means:
  - 1) Delivering a copy of the notice to the parent personally. Personal notice shall be treated as occurring under this subdivision on the date of delivery.
  - 2) Any other means of sending a copy of the notice to the parent. Personal notice shall be treated as occurring under this subdivision on the date of delivery.
  - 3) Leaving a copy of the notice at the last and usual place of the residence of the parent. Personal notice shall be treated as occurring under this subdivision on the date the notice is left at the residence.
  - 4) Communicating notice of the violation to the parent by any other means, if the communication is made by the superintendent for the school or the superintendent's designee. Personal notice shall be treated as occurring under this subdivision on the earliest date that the communication is made.

**NOTE:** If the violation is not terminated not more than one (1) school day after this notice is given, or if another violation is committed during the notice period, no further notice is necessary. Each day of violation constitutes a separate offense.

**Indiana Code 20-33-2-28 - Compulsory Attendance for Full Term:** It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the entire term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.



**Indiana Code 20-33-2-18 - Parent to Produce a Certificate of Child's Incapacity On**

**Demand:** Suppose a parent does not send his child to school because of the child's illness or mental or physical incapacity. In that case, it is unlawful for the parent to fail or refuse to produce a certificate of incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician, an individual holding a license to practice osteopathy or chiropractic in this state, or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

**Indiana Code 20-33-2-44 - Penalty:** A person who knowingly violates this chapter commits a Class B misdemeanor.

**Indiana Code 20-8.1-3-18- Indiana Law Lists Only Six (6) Exceptions to Compulsory**

**Attendance:**

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20- 33-2-16)
- D. service in active duty with the Indiana National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33- 2-17.7). The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

## **2. DEFINITIONS:**

### **A. Attendance**

- 1) Attendance shall mean being physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day on which the educational program in which the student is enrolled is being offered.
- 2) Attendance shall be required of all School Corporation students, except those exempted under other provisions of Federal or State law, during the days and hours that the school is in session or during the attendance sessions to which the student has been assigned.
- 3) Attendance need not always be within Corporation facilities, and a student will be considered to be in attendance if present at any place where school is in session.
- 4) A student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that the student reports daily to such staff member the student is assigned for guidance at the place in which the student is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

### **B. Excused Absences**

- 1) Personal illness with parent notification (up to five days). Days over 5 must be verified/approved by the Principal.
- 2) recovery from accident verified by a note from a physician or documented by medical records
- 3) required court attendance by subpoena or court order
- 4) professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc., as applicable
- 5) death in the immediate family or of a relative
- 6) observation or celebration of a bona fide religious holiday in accordance with Policy 5223 verified by a note from the parent
- 7) maternity leave for six (6) weeks following the birth of the student's child or pregnancy complications verified by a note from a physician or documented by medical records
- 8) military-connected families' absences related to deployment and return
- 9) vacation during the school year requested by the student's parent and approved by the Principal

- 10) students who are absent from school because of school discipline are not counted as absent when:
- a. Out-of-school suspensions.
  - b. Pending placement in an alternative program.
- 11) such other good cause as may be acceptable to the Superintendent or Principal or permitted by law

**Examples of other good cause excused absences may include the following:**

- a. Serious illness in the immediate family.
- b. A PCS Chronic Illness Form (available in the school clinic or office).
- c. Pre-approval or verification by the school principal for extreme emergencies.
- d. Placement in a hospital or other juvenile facility which provides instruction.
- e. Post-secondary visits for juniors and seniors with approval of the school principal and institution verification. (2 per year)
- f. Hazardous road conditions verified by Administration

**NOTE:** Excused absences do not affect a student's official attendance rate.

**C. Unexcused Absences**

- 1) Unexcused Absence shall mean any absence not covered under the definition of excused absence or an exception to compulsory attendance as stated above.

**Examples:**

- a. Absence due to truancy.
  - b. Absence due to head lice or improper immunizations after the first day.
  - c. Absence due to missing the bus or loss of bus privilege.
- 2) Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

**NOTE:** According to Indiana Code 20-32-4-4.1, if a student does not complete a postsecondary readiness competency (pathway), they must have more than 95% attendance (with excused absences not counting against the student's attendance record) in their high school career to be eligible for a graduation waiver. Students with an attendance rate below 80% may not be allowed to participate in the commencement ceremony.

### **3. RESPONSIBILITIES**

#### **A. STUDENT RESPONSIBILITY**

The student is responsible for being in school and in their assigned area. All personal appointments and obligations should be planned outside the instructional school day.

#### **B. PARENTAL RESPONSIBILITY**

It is the parent's responsibility to:

- 1) Call the school to report the child's absence within one hour of the start of school on the day of the absence. The parents need not call when the absence has been prearranged and approved by school officials.
- 2) Send appropriate verification with the child for school attendance records on the day of the child's return following the absence, such as a doctor's verification or parental note. Failure to produce a note or phone call will classify the absence as unexcused or truant. Schools have the option of not counting class work missed during a student's absence if no phone call or note has been submitted by the parent.

#### **C. SCHOOL RESPONSIBILITY - PARENTAL NOTIFICATION**

If the parent has not called the school within one hour of the start, PCS personnel will make a "reasonable attempt" to call the parent that day to document the absence and assure each child's safety. It is the school's responsibility to notify parents of attendance concerns as follows:

### **4. PROCEDURES FOR UNEXCUSED ABSENCES**

#### **A. Elmwood/Blair Pointe (K-6)**

- 1) Send a letter after five (5) days of unexcused absence within a ten (10) week period.
- 2) Schedule an attendance conference with the parent, a school representative, and a student teacher to discuss truancy prevention measures to be implemented regarding absent students. The parent may bring an additional representative who may provide insight into the student's absenteeism if the parent requests the school and provides notice at least forty-eight (48) hours before the attendance conference.

- 3) The school shall establish a plan not to exceed forty-five (45) instructional days after the planned establishment that includes support and services to ensure the absent student attends school.
- 4) Schools are required by law to notify proper authorities after ten (10) days of unexcused absences per year and/or if a student is identified as a habitual truant. Indiana Code IC 20-33-2-25.
- 5) After fifteen (15) days of unexcused absences, the school resource officer will deliver an educational neglect warning letter to the student's parents. Educational neglect charges may be filed by the Miami County Prosecutor's office.

**B. Peru Junior Senior High School**

- 1) Send a letter every year after five (5) days of unexcused absence.
- 2) Send a letter after eight (8) days of unexcused absence per year and may request a parent conference to address the issue.
- 3) After ten (10) days of unexcused absences per year and/or if a student is identified as a habitual truant, schools must notify proper authorities. Indiana Code IC 20-33-2-25
- 4) If a student accumulates more than ten (10) unexcused absences, the PJSHS administration reserves the right to invalidate the student's driver's license and/or place the student on social probation, which prohibits the student from attending extracurricular school activities.
- 5) After fifteen (15) days of unexcused absences, parents will be sent an educational neglect warning letter. The Miami County Prosecutor's office may file educational neglect charges.

**5. MAKE-UP WORK**

Assignments and tests missed due to excused absences (including those “counted as present” or “resulting from school discipline”) may be completed for credit. Students in grades 7-12 are responsible for requesting assignments upon returning to school. Make-up work is to be completed in a length equal to the number of days absent, plus one through the end of the current term. All make-up work must be submitted before the end of the current term unless other arrangements have been made with the teacher and principal. Assignments made before the student's absence are due as scheduled. Assignments and tests missed due to unexcused

absences cannot be completed for credit without administrator approval. No building may adopt a rule providing for an automatic grade reduction due to a student's absence without the consent of the Superintendent.

## 6. TRUANCY

### A. Definitions:

- 1) **Truancy:** An absence from school without school authorization or parental consent constitutes truancy.
- 2) **Habitual Truant:** A student who has accumulated ten (10) events of truancy during the school year.

### B. Truancy Prevention

**Truancy Prevention Measures** shall mean actions designed to address truancy before a student becomes a habitual truant and to minimize the need for referrals to a voluntary truancy prevention program or reports to a juvenile court.

For purposes of the Corporation's truancy prevention measures, **absent student** shall mean a student in Kindergarten through Grade 6 who is absent from school five (5) days within a ten (10) week period without being excused or absent in conformity with a note on file from the student's doctor, therapist, or other authorized professional requesting frequent absences be excused under the student's individualized education program (IEP), service plan developed under 511 IAC 7-34, choice scholarship education plan developed under 51 IAC 7-49, or Section 504 plan. When a student is identified as an absent student under this policy, the school that the student attends shall:

1. Immediately provide written notification to the student's parent that:
  - a. The student has been identified as an absent student based on the student's school attendance.
  - b. The parent is responsible for monitoring the student's school attendance and ensuring the student attends school, in accordance with compulsory attendance laws.
  - c. The school will be initiating truancy prevention measures for the student.
  - d. The parent is required to attend an attendance conference regarding the truancy prevention measures that the school will be implementing for the student.
  - e. If the student meets the definition of a habitual truant:

- i. the Superintendent or Corporation attendance officer is required to report the student to an intake officer of the juvenile court or DCS in accordance with I.C. 20-33-2-25
  - ii. the juvenile court may determine that the student is committing a delinquent act as provided under I.C. 31-37-2-3; and
  - iii. the student's parent may be subject to prosecution under I.C. 35-46-1-4.
2. Hold an attendance conference with at least the following individuals to discuss the student's absences and establish a plan for the student to prevent future absences:
  - a. A representative of the school.
  - b. A teacher of the student.
  - c. The student's parent.
  - d. A representative chosen by the student's parent who may provide insight into the student's absenteeism if the student's parent makes a request to the school that the representative attend and provides notice to the school regarding the identification of the representative at least forty-eight (48) hours before the attendance conference.

The attendance conference shall be held not more than five (5) instructional days after the student's fifth absence in a ten (10) week period regardless of whether the parent or the parent's chosen representative is able to attend the conference. The school shall make all reasonable efforts to hold the attendance conference on a date and at a time that works with the schedule of the student's parent.

3. At the attendance conference, establish a plan for the student to prevent future absences that may include the following:
  - a. Any wraparound services that are able to be provided to the absent student to ensure the absent student attends school.
  - b. A specific description of the behavior that is required or prohibited for the absent student.
  - c. The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date it is established.
  - d. Any additional disciplinary action the school will take if the absent student does not comply with the plan.
  - e. If applicable, a referral to counseling, mentoring, or other services for the student.
  - f. If applicable, whether a parent is expected to attend the counseling, mentoring, or other services with the student.

The school representative shall ask the absent student's parent to sign the plan indicating the parent's agreement to comply with its terms.

4. Offer additional counseling services to an absent student if the school determines that the student's absences are related to any of the following:
  - a. The student's pregnancy.
  - b. The student is in foster care (as defined in I.C. 31-9-2-46.7).
  - c. The student is homeless.
  - d. The student has a severe or life-threatening illness or related treatment.

**NOTE:** Such guidelines shall provide that a student's grade in any course is based on performance in the instructional setting and is not reduced for misconduct. If a student violates the attendance policy or other school rules the student shall be disciplined appropriately for the misconduct, but grades should shall be based upon what the student has been learned.

#### **7. TARDINESS**

A student is considered tardy if he or she is absent at the beginning of the school day. A student is not counted as tardy if the bus the student arrives on is late. Tardiness will be addressed as a disciplinary issue and will be addressed by each building and its policy.

#### **8. CUTTING CLASS**

Failure to report to class or assigned area without an approved excuse. Students are expected to be in their designated area unless excused by a school official. Cutting class will be addressed as a disciplinary issue per truancy guidelines.

#### **9. LEAVING SCHOOL WITHOUT PERMISSION**

Students are to remain on school grounds unless permission to leave is granted by a school administrator. Leaving school grounds without permission will be addressed as a disciplinary issue per truancy guidelines.



**10. EFFECT OF OUT-OF-SCHOOL SUSPENSION AND/OR HABITUAL TRUANCY  
DESIGNATION ON DRIVER'S LICENSE**

- a. Indiana Codes 9-24-2-1 and 9-24-2-4 state the school may submit an Invalidation of License form to the Indiana Bureau of Motor Vehicles, resulting in the denial or invalidation of license or permit of any student under 18 whom:
  - i. Is a habitual truant.
  - ii. Is under a second suspension from school.
  - iii. Is expelled from school.
  - iv. Has withdrawn from school.
- b. Indiana law also prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 years old who is under:
  - i. at least a second suspension from school for the school year.
  - ii. an expulsion from school
- c. The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons. A student who has lost his license or permit or has been denied getting a license or permit for the above reasons will be eligible to get a license or permit upon the earliest of one of the following:
  - i. the student turns 18.
  - ii. the end of the semester in which the student is reinstated in school; or
  - iii. the suspension, expulsion, or exclusion is reversed after a hearing conducted under Indiana code 20-33-8-19.
- d. Indiana schools may notify the Bureau of Motor Vehicles:
  - i. that a student is eligible for a license or permit because he has not been suspended at least two (2) times, expelled, or excluded; and
  - ii. when a student has been suspended at least two (2) times or expelled.

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

## STUDENT CONDUCT CODE

- A. INTRODUCTION** Indiana school law provides: “Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a school corporation.” (I.C. 20-33-8-8(a)). Under Indiana school law, students are expected to “follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.” (I.C. 20-33-8-8(c)).

PCS will provide a safe and orderly learning environment for all students and personnel. As part of its legal responsibility and pledge to provide a safe and orderly learning environment for all students and personnel, the PCS Board of School Trustees has adopted a three-part student discipline plan that outlines core behavioral expectations, conduct violations and disciplinary consequences to alert both students and parents to conduct expectations and misconduct consequences.

PCS policy authorizes the Superintendent to adopt additional rules and regulations that do not conflict with the Board’s core behavioral expectations, or any other Board policies. In addition, PCS policy authorizes building principals to establish additional rules and regulations provided those additional rules and regulations do not conflict with the Board’s core behavioral expectations, any other Board policies, or any rules and regulations established by the Superintendent. (These building rules apply to the principal’s particular building once they have been given general publicity to the building’s students and parents.)

- B. NON-DISCRIMINATION PLEDGE** PCS does not discriminate on the basis of race, color, national origin, gender, or limited English proficiency due to national origin in regard to disciplinary actions against students.

### C. BULLYING DEFINITION

Effective July 1, 2023 in House Bill 1483 schools must notify the parents of the targeted students and alleged perpetrators, not longer than 5 days after a bullying report is made.

“**Bullying,**” as defined by IC 20-33-8.2 is the overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student’s person or property;
2. Has a substantially detrimental effect on the targeted student’s physical or mental health;
3. Has the effect of substantially interfering with the targeted student’s academic performance; or

4. Has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

### **Categories of Bullying per Reporting Requirements:**

As the below categories are used when reporting incidents of bullying to IDOE, it may be helpful for schools to better understand these categories when identifying bullying behaviors.

1. **Physical:** involves hurting a person’s body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone’s things, and making mean or rude hand gestures.
2. **Verbal:** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
3. **Social/Relational:** involves hurting someone’s reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
4. **Electronic/Written Communication:** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

### **Considerations for Meeting the Definition**

There are several things to consider when determining if a student’s behavior meets the definition of bullying.

1. History: The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
2. Power differential: Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
3. Repetition: Has this or a similar incident happened before? Is the individual worried that it may happen again?

4. Gang Affiliation: Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

### **Cyberbullying**

Cyberbullying, as defined by Indiana Statute IC 20-19-3-11.5, refers to bullying (IC 20-33-8-.2) that occurs through the use of data or computer software accessed through a:

1. computer;
2. computer system;
3. computer network; or
4. cellular telephone or other wireless or cellular communications device

### **D. CRIMINAL GANGS AND CRIMINAL GANG ACTIVITIES**

The Board of School Trustees of Peru Community Schools prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy (IC 20-26-18; IC 20-33-9-10.5; 35-45-9-1):  
Criminal Gang means a group with at least three (3) members that specifically

- a. either:
  1. promotes, sponsors, or assists in; or
  2. participates in; or
  3. requires as a condition of membership or continued membership;
  4. the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.
- b. Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of

the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

- i. Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.
- ii. The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed, and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.
- iii. The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The Superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.
- iv. The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.
- v. The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.
- vi. As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services. Support services may include one or more of the following:
  - i. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
  - ii. Culturally and/or linguistically appropriate services/supports for parents and families.
  - iii. Counseling coupled with mentoring for students and their families.
  - iv. Community and faith-based organizations and civic groups.
  - v. Viable, sustainable after-school programs developed in collaboration with other stakeholders.

- vi. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
- vii. School sanctioned/facilitated extra-curricular activities.
- vii. The principal shall submit the report to the Superintendent of the school corporation within ten (10) school days of the completion of the investigation. The Superintendent or his/her designee shall report the results of each investigation to the School Board on a quarterly basis during regularly scheduled board meetings.
- viii. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation Superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.
- ix. This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

**E. MILITARY RECRUITERS—PARENT OPT OUT**

Schools are required to give the same access to military recruiters as it does to higher education institution representatives (contact information and academic history). However, a written request from the student’s parent/guardian to deny access to this information must be on file. A form is available in the Guidance Office.

**F. COLLECTION AND FORGIVENESS OF DEBT**

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts should be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent/guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the Superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. The Superintendent may develop regulations addressing specific situations relating to the above

conditions. In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

## **G. STUDENT CONDUCT AND APPLICABLE CONSEQUENCES**

### **CORE BEHAVIORAL EXPECTATIONS**

Students whose behavior does not meet the stated behavioral expectations will be subject to disciplinary consequences that may be administered by teachers, administrators, or other school personnel. In certain situations, the disciplinary consequences for younger students (grades PK-6) may be at a lower range than the consequences for older students (grades 7-12). Certain law violations will be reported to the appropriate juvenile or law enforcement authorities.

The level of disciplinary consequence is identified for each violation. Most violations have a minimum and a maximum level of disciplinary consequence. Normally, discipline will be progressive in nature, moving to a more serious consequence for repeat violations. However, in certain situations, the violation may be a repeated offense or of such a serious nature that progressive discipline would not be appropriate. The building principal will make the final decision as to the most appropriate level of consequence.

The examples listed are not all the behavior that may result in disciplinary consequences. The disciplinary consequence for student behavior inconsistent with a core Behavioral Expectation not covered by a specific listed example will range from Level 1 to Level 6, depending on the seriousness of the violation and the student's past disciplinary history.

Any student aiding, assisting or conspiring with another student to violate any behavioral expectation will be treated as also violating the particular behavioral expectation.

### **DISCIPLINARY CONSEQUENCES**

#### **1. Levels of Disciplinary Consequences**

##### **Level 1: Teacher/Classroom Level Intervention**

- a. Conference with student
- b. Detention
- c. Phone call to parent

- d. Letter to parent
- e. SAIP Conference with parent
- f. Conference with building level behavioral support staff
- g. Conference with building administrator
- h. Teacher assigned help sessions

**Level 2: School Administration Intervention**

- a. Conference with student
- b. Phone call to parent
- c. Letter to parent
- d. SAIP conference with parent
- e. Referral to building level behavioral resources, i.e. PEER mediation

**Level 3: School Level Consequences**

- a. Detention: detaining a student before, during or after school (This consequence may also be implemented at Levels 1 or 2 above per individual school policy)
- b. Removal from the classroom (for less than one day)
- c. In-School-Suspension (removal from classroom for 1 day or more)
- d. Restricted activity: denial of participation in school or extracurricular activities
- e. School/community service: assignment of student to perform school/community service
- f. Restitution: student assigned to make appropriate restitution for loss or damage
- g. Assignment to “Extended School Assignment” program outside normal school hours such as Saturday School or Thursday School
- h. Building Level Probation Agreement
- i. Suspension of driving privilege
- j. Suspension of work permit (for attendance violations only)
- k. Suspension of driver’s license through the Bureau of Motor Vehicles (for truancy, after second out of school suspension or at expulsion)
- l. Other consequences as deemed appropriate by the school principal

**Level 4: Out-Of-School Suspension (1-10 Days)**

- a. Suspension with Parent contact
- b. Suspension with Conference
- c. Other consequences as deemed appropriate by the assistant principal up to 3 days and then refer to principal.

**Level 5: District Level Interventions & Consequences**

- a. Miami County Probation Department meeting
- b. Miami County Probation Agreement - Court Referral
- c. Waiver of Due Process Agreement with assignment to KEYS Academy (pending expulsion officer’s input)
- d. Miami County Department of Child Services report
- e. Other consequences deemed appropriate by district administrators or expulsion examiner

**Level 6: Request for Expulsion to the Expulsion Officer**

- a. Request for Expulsion without Suspension from the expulsion officer
- b. Request for Expulsion with Out-Of-School Suspension from the expulsion officer



2. **Financial Responsibility** As an additional disciplinary consequence, students and their parents will be held financially responsible for damages to PCS property caused by the student to the extent permitted by Indiana law. Under Indiana law (I.C. 34-31-4-1), a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.
  
3. **Reports To Juvenile or Law Enforcement Authorities** Certain law violations will not only result in school consequences but also will be reported to the appropriate juvenile or law enforcement authorities:
  - a. False alarms or destructive device threats
  - b. Theft (if loss is over \$100)
  - c. Arson
  - d. Sale or possession of alcohol, marijuana, narcotics, prescription drugs or look-a-likes, or any illegal drugs
  - e. Sale or possession of deadly weapons or firearms
  - f. Physical assault on a teacher, administrator, staff member or other adult having authority over the student
  - g. Sex offenses
  - h. Vandalism to school property (if damages are over \$100)
  - i. Other law violations including, but not limited to, minor theft (under \$100) or minor vandalism (under \$100), **battery and assault (threats)** may be reported to the appropriate juvenile or law enforcement authorities.

**NOTE: Questioning Or Taken Into Custody By Police:** Under the Indiana Juvenile Code, any law enforcement officer may take a child into custody under a court order or if the officer has reason to believe the child has committed a delinquent act. School officials may attempt to contact and inform parents/ guardians if their child has been questioned by police or taken into custody.

1. **Alternative School or Educational Program (IC. 20-30-8-1)** A principal, with the consent of the Superintendent may require a student who wishes to re-enroll after an expulsion to attend the alternative school.

### 5. **Corporal Punishment**

PCS employees will not use corporal punishment (the physical striking of a student) to discipline a student. However, PCS employees may use reasonable physical force or restraint as necessary to end a disturbance threatening physical injury to others, to take dangerous objects from students, for self-defense, or for the protection of persons or property.

## **DISCIPLINARY INFRACTIONS**

In order for PCS students to learn in a proper educational environment, certain behavior is expected of all students not only to promote a positive learning opportunity but also to

protect fellow students and school staff members as well as public and private property.

The PCS Core Behavioral Expectations 1-9 apply when a student is in school for either regular school or summer school, on school grounds, off school grounds at a school activity, function or event, or traveling to or from school or a school activity, function or event. Behavioral Expectation 10 applies on or off school grounds whether school is in or out of session.

**(Sec.-1) Unexcused Absence from School:**

Students shall be in school on time unless officially excused. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

**Consequence Level**

**a. Tardiness**

**Grades K-6: Levels 1-3  
Grades 7-12: Levels 1-5**

Not being present at the beginning of the school day. (A student is not counted tardy if the student's bus arrival is late.)

**b. Truancy**

**Grades K-12: Levels 2-5**

Failure to report to school without school authorization or parental consent or three (3) unexcused absences.

**c. Habitual Truancy**

**Grades PK-12: Levels 3-5**

Four (4) failures to report to school without school authorization or parental consent or ten (10) unexcused absences, or any combination thereof equaling four (4) truancy events.

**d. Habitual Truancy and Tardiness to SRT**

**Grades 7-12: Levels 3-5**

Five (5) unexcused absences to SRT or six (6) tardies or more to school.

**e. Cutting Class**

**Grades K-6: Levels 1-3  
Grades 7-12: Levels 1-5**

Failure to report to, or remain in, class without a valid excuse.

**f. Late to Class**

**Grades K-12: Levels 1-3**

Failure to report to class on time (not exceeding 20 minutes)

**(Sec.-2) Disruption of the Educational Process:**

Students shall not engage in behavior that interferes with the educational processes of instructing and learning. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

## Consequence Level

### **a. Bringing Personal Property Unrelated to the Educational Process to School**

**Grades K-6 Levels 1-3**  
**Grades 7-12: Levels 1-4**

### **Personal Communication Devices (PCD)**

Personal Communication Devices (PCD) are non-school-issued devices. PCD can be defined as, but are not limited to: Cell phones, tablets, non-school issued laptops, gaming consoles, and other portable internet accessible devices.

- 1) **Possession of a PCD in classrooms during the school day will be considered a violation of the PCD policy.**
  - a) Possession of PCDs, except students who have a school approved IEP or 504, is prohibited and all PCDs must be stored in the student's locker (PJSHS & KEYS) or backpack stored away from the student (Elmwood & Blair Pointe).
  - b) If a teacher or administrator observes a violation of this guideline, they are required to confiscate the device and either keep it in a designated area in the teacher's classroom until the end of the class or send the student with their PCD to the office to meet with an administrator.
  - c) If sent to the office, the PCD will be held in a secure location in the office and a consequence given. The Administrator will decide to release the PCD to the student or the parent at the end of the day. If the situation warrants, the item may be turned over to law enforcement and the parent/guardians would be contacted.
  - d) Students are required to comply with the teacher or administrator's directive to relinquish their PCD for violation of policy. Failure to comply with such a directive may result in discipline action. If a student refuses to relinquish the PCD to the teacher and or administrator when directed, the building principal or designee will contact the student's parents who will be informed of the violation and asked to come to the school to retrieve the PCD unless the violation is one that requires notification to law enforcement.
- 2) Students may possess PCDs before and after school, during passing periods, during their lunch break, during after-school functions, extra-curricular activities, and at school-related functions.
- 3) Students will be allowed to use headphones that can be connected into the school-issued computer.
- 4) Teachers may request formal approval from the Office to use PCDs in their classroom for specific learning activities.
- 5) 'Sexting' – Sexting is defined as taking, disseminating, or receiving/possessing images reasonably interpreted as sexually suggestive, obscene, pornographic, or

illegal, whether by electronic/digital means or otherwise. Any student involved will have their phone/device confiscated and will be disciplined under the student discipline code of conduct. Students should be aware that any images suspected to violate criminal law will be referred to law enforcement authorities. Students will be reported to law enforcement and/or other appropriate state and federal agencies as required by law. Such conduct engaged in or by a student may result in arrest, criminal prosecution, and inclusion on sex offender registries.

- 6) Electronic recording devices are not to be used in a manner that is inappropriate or a situation not related to a school purpose or educational function. Using electronic devices to take pictures and record audio or video without permission could result in disciplinary action.
- 7) Peru Community Schools will not be responsible for broken, damaged, or stolen PCDs. If a student brings a PCD or a non-school-issued device to school, they accept full responsibility for its proper use and care.
- 8) With regard to electronic devices on the bus, those are broken down into two categories:
  - a). On extra-curricular activities or other events after school hours
    - i. Students will be allowed to use their electronic devices as long as they do not interfere with normal bus operations. If there is a concern, the bus driver should inform the coach/supervisor and have them deal with the situation.
  - b) To and from school and on trips within normal school hours
    - i. Students will be allowed to use their phone if they are using it for one of the following reasons: listening to music with headphones, texting, or taking an emergency call from a guardian with the permission of the bus driver.
    - ii. Students will not be allowed to take photos/videos of other students, view any inappropriate content, talk without permission from the bus driver, or listen to music with no headphones.
    - iii. If students cannot follow these rules, they will eventually be suspended from the bus and/or school. Continual defiance of the rules will be handled as such in the handbook.

## **b. Inappropriate Dress**

**Grades: K-12: Levels 1-4**

1. Clothing must cover areas from one armpit across to the other armpit, down to 3” below groin, (see images above). Tops must have shoulder straps. Rips or tears in clothing should be lower than 3” below groin.
2. No bare midriffs.

3. Shoes must always be worn.
4. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
5. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
6. Clothing may not depict or imply pornography, nudity, or sexual acts.
7. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
8. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
9. Sunglasses may not be worn on the face inside the building.
10. Clothing and accessories that endanger student or staff safety may not be worn (i.e. studded accessories).
11. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited. No bandanas.
12. Face paint is not permitted during a normal school day.
13. Any clothing that reveals visible undergarments is not allowed.
14. Any clothing item that causes a distraction to the educational process is not allowed.
15. Students cannot wear hoods on their heads.

The administration at each school reserves the right to determine what constitutes appropriate dress. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing. Exceptions to dress code guidelines may be approved by the principal for special events or activities.

**c. Misconduct**

**Grades K-12: Levels 1-6**

Engaging in conduct, such as chronic talking out in class, making rude noises or comments, teasing or horse playing, that disrupts instructing or learning.

**d. Misusing School Technology**

**Grades K-6: Levels 1-4**

**Grades 7-12: Levels 1-6**

Failing to comply with all PCS and local school technology and electronic utilization policies, including policies related to use of equipment as well as policies related to Internet access, intentionally damaging or disrupting hardware or software, violating copyright provisions without permission, accessing school records or another person's information or files without permission, entering or retrieving pornographic material or inappropriate text or files (files or text that contain derogatory or inflammatory racial, ethnic, or religious slogans or symbols), intentionally entering or retrieving files carrying viruses, or engaging in any electronic crime.

**e. Gambling**

**Grades K-6: Levels 1-4**

**Grades 7-12: Levels 1-6**

Playing any game of skill or chance for money or anything of value

**f. Trespassing on School Property**

**Grades K-12: Levels 2-6**

Entering any school property or facility without proper authority including entering school property or school sponsored activity during a period of suspension or expulsion.

**g. Reckless Vehicle Use**

**Grades K-12: Levels 2-6**

Operating any motorized or self-propelled vehicle in a reckless manner on or near school grounds or at school sponsored activities.

**h. Group or Gang Activity**

**Grades K-12: Levels 2-6**

Engaging in activities such as: group or gang-related coercion; intimidation; use of, or displaying of, recognized group or gang colors, signs, graffiti, related paraphernalia; or involvement in activity which may incite any racial or ethnic group.

**i. Interference with the Use of a School Facility or School Grounds**

**Grades K-12: Levels 2-6**

Occupying, or urging others to occupy, any school building, school grounds, or part thereof **with** the intent to deprive others of its use including the blocking of the entrances or exits of any school building, corridor, or room.

**j. Failure to Report Potential Action or Plans That May Cause Personal Injury or Property Damage**

**Grades 7-12: Levels 2-6**

Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or damage to property when the student has information about actions or plans regardless of where, when, or how, the student received such information.

**k. Disability Harassment**

**Grades K-6: Levels 2-6**

**Grades 7-12: Levels 4-6**

Engaging in behavior that constitutes the harassment of anyone at school or at a school related activity due to the individual's handicapping condition or perceived disability.

**l. Racial/National Origin Harassment**

**Grades K-6 Levels 2-6**

**Grades 7-12: Levels 4-6**

Engaging in behavior that constitutes racial or national origin harassment of anyone at school or at a school related activity including racial/national origin slurs, epithets, derogatory comments or descriptions, jokes, stories, drawings, pictures or gestures.

**m. Religious Harassment**

**Grades K-6: Levels 2-6**

**Grades 7-12: Levels 4-6**

Engaging in behavior that constitutes the harassment of anyone at school or at a school related activity due to individual's religious affiliation, or lack of a religious affiliation.

**n. Sexual Harassment**

**Grades K-6: Levels 2-6**

**Grades 7-12: Levels 4-6**

Engaging in behavior that constitutes the sexual harassment of anyone at school or at a school-related activity such as unwelcome sexual flirtations or propositions, sexual slurs, leering, sexually degrading descriptions or comments, sexual jokes, spreading sexual rumors, touching an individual's body or clothes in a sexual way, or, cornering or blocking of normal movement.

**o. False Alarms/Destructive Device Threats/Other Disruptions**

**Grades K-6: Levels 3-6**

**Grades 7-12: Levels 4-6**

Preventing, or attempting to prevent, by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property, or at a school-related activity, including the making of a false report of a destructive device, fire, or uncommon disease-producing organism, triggering a false fire alarm, or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle or activity.

**p. Harassment and Bullying**

**Grades K-6: Levels 3-6**

**Grades 7-12: Levels 3-6**

Engaging in any activity that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment. Harassment and bullying includes but is not limited to intimidation, ridicule, Including humiliation, slander, any written or verbal expression or physical act or gesture or a repeated hurtful behavior pattern directed toward another person. This behavior may include physical, verbal, written, using property or equipment provided by the school and/or emotional abuse intended to be harmful to another person. Parents or students should report acts of bullying to the school principal or designee. All reports will be investigated. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the bullying student. This includes appropriate intervention(s), restoration of positive climate, and support for victims and others impacted by the violation. Educational training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

**(Sec.-3) Public Immodesty or Indecency:**

Students shall not engage in immodest or indecent activity. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

**Consequence Level**

**a. Inappropriate Speech or Conduct**

**Grades K-6: Levels 1-5**

**Grades 7-12: Levels 1-6**

Inappropriate speech, conduct or material that is profane, indecent, lewd, vulgar or offensive to school purposes.

**b. Sexual Behavior**

**Grades K-6: Levels 1-5**

**Grades 7-12: Levels 2-6**

Engaging in any sexual activity while in school, on school property, or while participating in, or during attendance, at school-sponsored activities or events.

**c. Peeping**

**Grades K-6: Levels 1-5**

**Grades 7-12: Levels 2-6**

Surreptitiously looking into an area of a school facility where an individual could reasonably be expected to be disrobed, including restrooms, showers, and dressing rooms, either in person or by means of a camera, a video recorder, or any other type of recording device.

**a. Possession or Distribution of  
Pornographic Material**

**Grades K-6: Levels 1-5**

**Grades 7-12: Levels 2-6**

Possessing or distributing materials that would reasonably be considered offensive by PCS community standards for students, which are without redeeming educational or social value, or which contain language considered to be vulgar, profane, or otherwise inappropriate.

**e. Public Indecency**

**Grades K-6: Levels 1-5**

**Grades 7-12: Levels 4-6**

Publicly appearing in a state of indecency while in school, on school property, or while participating in, or during attendance at, school-sponsored activities or events.

**(Sec.-4) Dishonesty:**

Students shall not lie or cheat in class or school. Examples of behavior that would violate this Behavioral Expectation include but are not limited to:

**Consequence Level**

**a. Cheating**

**Grades P-6: Levels 1-4**

**Grades 7-12: Levels 1-5**

Engaging in fraudulent conduct to gain an advantage in class or school.



**b. Plagiarism**

**Grades K-6: Levels 1-4**  
**Grades 7-12: Levels 1-5**

Copying or imitating the language, ideas and thoughts of others and passing them off as one's original work. (This violation may also have academic consequences.)

**c. Altering or Misrepresenting Communications to School Authorities**

**Grades PK-6: Levels 1-4**  
**Grades 7-12: Levels 2-5**

Tampering with communications from parents or guardians to school authorities, including forging names on excuses.

**d. Misrepresentation**

**Grades K-6: Levels 1-4**  
**Grades 7-12: Levels 2-6**

Intentionally providing false written or oral information to anyone in authority at school with the intent to deceive school officials including falsely accusing any person of harassment, of violating a school rule, or of violating a state or federal law.

**e. Altering Official School Records or Communications**

**Grades K-6: Levels 2-4**  
**Grades 7-12: Levels 3-6**

Tampering with official documents in any manner, including changing grades or forging names to passes.

**(Sec.-5) Disobedience or Mistreatment of School Authorities**

Students shall not disobey, disrespect or mistreat any PCS staff member or adult authority. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

**Consequence Level**

**a. Disrespectful or Inappropriate Behavior Directed Toward a Supervisory Adult**

**Grades K-12: Levels 1-6**

Engaging in behavior such as “walking away” (physically leaving while the adult is talking to the student); “talking back” (responding orally in a rude manner); “inappropriate gestures or actions” (actions that may be seen as rude or obscene); or other behavior reasonably be considered disrespectful.

**b. Insubordination/Defiance**

**Grades K-12: Levels 1-6**

Failing to follow any reasonable direction given by a staff member or adult in authority.

- d. Leaving School Grounds Without Permission**                      **Grades K-6: Levels 1-4**  
**Grades 7-12: Levels 1-5**

Leaving school property while school is in session without a valid excuse.

- e. Assault: Threatening a PCS Employee with Physical Harm/General Threat**                      **Grades K-6: Levels 3-6**  
**Grades 7-12: Levels 4-6**

Threatening to strike, attack, or harm an PCS employee through any means of communication, including gestures, symbols, or signals such as threatening “to get” an PCS employee, creating a “hit list” of PCS employees who may be put in fear of harm, or warning an PCS employee that a family member might get hurt. Mention of general threat which implies staff may be in danger.

- f. Causing Injury to a PCS Employee**                                      **Grades K-6: Levels 4-6**  
**Grades 7-12: Levels 5-6**

Willfully participating in a physical altercation, reckless behavior or disorderly conduct that results in injury to a PCS employee.

- g. Assault or Battery to a PCS Employee**                                      **Grades K-12: Level 6**

Knowingly or intentionally touching, or placing blood or any other bodily fluid or product on, a PCS employee in a rude, insolent or angry manner including any such touching that occurs when the PCS employee is making a reasonable attempt to intervene in a student fight or other physical altercation.

**(Sec.-6) Threatening, Risking, Causing, or Attempting to Cause, Physical Injury**

Students shall not use, threaten to use, or attempt to use, physical force or violence, or engage in other conduct that may cause injury to others. (Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this expectation.) Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

**Consequence Level**

- a. Throwing Objects**    **Grades K-12: Levels 1-6**

Throwing any object, except in the normal course of participating in a recreational or athletic activity that may cause physical injury to another person in any part of a school building, on school grounds, at school events, or, at or on school vehicles.

- b. Pushing, Kicking, Slapping, or Hitting**                                      **Grades K-12: Levels 1-4**

Pushing, kicking, slapping, or hitting anyone either with or without an intent to injure the person.

**c. Recklessness**

**Grades K-5: Levels 1-6**

**Grades 6-12: Levels 3-6**

Performing an act that creates a substantial risk of bodily injury to another person or self.

**d. Assault-Threatening with Physical Harm/General Threat**

**Grades K-12: Levels 3-6**

Threatening to strike, attack, or harm anyone through any means of communication, including gestures, symbols, or signals such as threatening “to get” the person, creating a “hit list” of persons who are to be put in fear of harm, or warning a person that a family member could get hurt. Mention of general threat which implies students may be in danger.

**e. Provocation**

**Grades K-5: Levels 1-6**

**Grades 6-12: Levels 3-6**

Engaging in conduct that is likely to provoke a reasonable person to fight or commit battery.

**f. Hazing**

**Grades K-12: Levels 3-6**

Forcing or requiring another person, with or without the consent of the other person, and as a condition of association with a group or organization, to perform an act that may create a substantial risk of bodily injury.

**g. Fighting**

**Grades K-5: Levels 3-6**

**Grades 6-12: Levels 4-6**

Engaging in an unpremeditated encounter with one or more other persons involving the giving and taking of blows, or the willingness to give and take blows.

**h. Assault or Battery**

**Grades K-5: Levels 3-6**

**Grades 6-12: Levels 4-6**

Knowingly or intentionally touching or placing blood or any other bodily fluid or product on another person in a rude, insolent or angry manner.

**(Sec.-7) Taking, or Damaging, School Property or the Property of Others:**

Students shall not steal or intentionally damage school property or the property of others. Examples of behavior that would violate this Behavioral Expectation include, but are not

limited to:

**Consequence Level**

**a. Theft/Conversion**

**Grades K-5: Levels 3-6**  
**Grades 7-12: Levels 3-6**

Taking or possessing school property or the property of another person without permission.

**b. Receiving Stolen Property**

**Grades K-6: Levels 1-6**

Receiving, retaining, or disposing of school property or the property of another person that has been the subject of theft or conversion.

**c. Vandalism or Use of Graffiti**

**Grades K-6: Levels 1-6**  
**Grades 7-12: Levels 3-6**

Causing damage to school property or the property of others.

**d. Arson/Mischief**

**Grades K-12: Level 6**

Setting fire to any school property or damaging any school property by the use of fire, pipe bombs, “Molotov cocktails”, or other explosive or incendiary device(s) or attempting to set fire or cause damage through the use of such device(s).

**(Sec.-8) Possession, or Use, of Tobacco, Alcohol or Drugs**

Students shall not possess, use, transmit, or be affected by tobacco, alcohol, or drugs on school grounds, or at school sponsored activities on or off school grounds. (Prescribed use of a drug authorized by a medical prescription from a physician or use of an over the counter (OTC) drug for which parental or guardian permission has been granted (on an PCS medication form) are not violations of this expectation provided the drug is dispensed by or under the supervision of a school nurse.) All items possessed by a student in violation of this Behavioral Expectation will be confiscated. Examples of behavior that would violate the Behavioral Expectation include, but are not limited to:

**Consequence Level**

**a. Caffeine-Based Pills/Stimulants**

**Grades K-12: Levels 3-6**

Possessing, using, transmitting, or being affected by caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind, whether available with or without a prescription.

**b. Misuse of Over-the-Counter Drugs**

**Grades K-12: Levels 3-6**

Possessing, using, transmitting, or being affected by, any over-the-counter drug or substance (including herbal-vitamin-dietary supplements) in a manner not authorized by

written parental or guardian permission evidenced by a non-expired, properly executed PCS medication form.

**c. Misuse of Prescription Drugs**

**Grades K-12: Levels 3-6**

Possessing, using, transmitting or being affected by a prescription drug in a manner not authorized by written parental or guardian permission evidenced by an unexpired, properly executed PCS medication form.

**d. Tobacco Products**

**Grades K-12: Levels 4-6**

Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.

**e. Alcohol**

**Grades K-6: Levels 4-6**

**Grades 7-12: Levels 4-6**

Possessing, using, transmitting, or being affected by any alcoholic beverages or any substance which is represented to be an alcoholic beverage.

**f. Paraphernalia**

**Grades K-6: Levels 2-6**

**Grades 7-12: Levels 4-6**

Possessing or using pipes, bongs, clips, lighters, or related items.

**g. Drugs**

**Grades K-12: Level 6**

Possessing, using, transmitting, or being affected by, any non-prescribed narcotic drug, hallucinogenic drug, steroid, marijuana, barbiturate, amphetamine, intoxicant, depressant, inhalant, or any substance which is represented to be or looks like any banned substance.

**(Sec.-9) Possession, or Use, of Explosives, Knives, Deadly Weapons or Firearms:**

Students shall not possess or use any explosives, knives, deadly weapons, or firearms. (All items will be confiscated. Deadly weapons and firearms will be given to the proper authorities.) Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

**Consequence Level**

**a. Knives**

**Grades K-6: Levels 2-6**

**Grades 7-12: Levels 3-6**

Possessing or using any knife, including a pocketknife, for any reason unrelated to a school activity.

**b. Fireworks & Explosives**

**Grades K-6: Levels 2-6**  
**Grades 7-12: Levels 4-6**

Possessing or using any fireworks product or explosive device.

**c. Deadly Weapons**

**Grades K-12: Level 6**

Possessing or using any weapon, device, taser, electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

**d. Firearms**

**Grades K-12: Level 6**

Possessing, handling, or transmitting any loaded or unloaded weapon that is capable of or designed to or that may readily be converted to expel a projectile by way of an explosion.

**NOTE:** Under Indiana school law, a student who is identified as bringing a firearm to school or onto school property, or is in possession of a firearm on school property, must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. I.C. 20-33-8-16 (d) (2). Under Indiana school law, a student who is identified as bringing a deadly weapon to school or on school property, or is in possession of a deadly weapon on school property may be expelled for a period of not more than one (1) calendar year. I.C. 20-33-8-16. The County Prosecuting Attorney will be notified of any expulsion for firearm or deadly weapon violations. The length of an expulsion for firearm or deadly weapon violation(s) may be reduced by the Superintendent if the circumstances warrant such reduction.

**(Sec. 10) Other Unlawful Activity:**

Students shall not engage in or conspire to engage in unlawful activity on or off school grounds whether school is in or out of session that either interferes with a school purpose or an educational function or requires the student’s removal to restore order or protect persons on school property. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

**Consequence Level**

**a. Unlawful Activity Interfering with a School Purpose or Educational Function**

**Grades K-12: Levels 1-6**

**b. Unlawful Activity Requiring the Student’s Removal to Restore Order or Protect Persons on School Property**

**Grades K-12: Levels 1-6**

## J. DUE PROCESS PROCEDURES AND LIMITATIONS

1. **Suspension** I.C. 20-33-8-18. A school principal, or his/her designee, may suspend a student for not more than ten (10) school days for misconduct, substantial disobedience, engaging in unlawful activity on or off school grounds or weapon violations. No student may be suspended before the school principal, or his/her designee, has afforded the student an opportunity for a meeting during which the student is entitled to the following:
  - a. A written or oral statement of the charge against the student.
  - b. A summary of the evidence against the student if the student denies the charge.
  - c. An opportunity to explain the student's conduct.

If the student's misconduct requires immediate removal, the required meeting will take place as soon as reasonably possible after the student's suspension. Following the suspension, the school principal, or his/her designee, will send a written statement to the parent of the suspended student describing the following:

- a. The student's misconduct.
  - b. The action taken by the school principal, or his/her designee.
2. **Expulsion Meeting** I.C. 20-33-8-19 A student expulsion is initiated by the student's principal or designee filing a written charge requesting the student's expulsion. A student expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the Superintendent, or the Superintendent's designee. A student or a student's parent who fails to request and appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. At the expulsion meeting, the person conducting the expulsion meeting will:
    - a. Make a written summary of the evidence heard at the expulsion hearing.
    - b. Take such action as the person finds appropriate.
    - c. Give notice of the action to the student and the student's parent.
  3. **Continued Suspension Pending an Expulsion Meeting** I.C. 20-33-8-23 The Superintendent, or his/her designee, may continue a student's suspension for more than the ten (10) school day period until the time of the expulsion decision, if expulsion has been requested and the student's continued suspension will prevent or substantially reduce the risk of:
    - a. Interference with an educational function or school purpose; or
    - b. A physical injury to the student, other students, school employees, or visitors to the school.
  4. **Appeals of Suspension Decisions by Principal:** There is no right to appeal the suspension decision of the principal, provided the principal complied with the pre-suspension notice requirements outlined in I.C. 20-33-8-19.

5. **Procedure For Disciplinary Action Against A Child With A Disability** (I.C. 20-33-8-34): Any disciplinary action taken against a student who is a child with a disability (as defined in I.C. 20-35-1-2) is subject to the Indiana's State Board of Education's disciplinary procedures for students with disabilities and is also subject to the procedural requirements of 20 U.S.C. § 1415 and rules adopted by the Indiana State Board of Education which are incorporated in the Board's policy outlining disciplinary procedures for students with disabilities.

**6. Waiver of Due Process Rights (I.C. IC 20-33-8-28):**

Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made:

- (1) voluntarily; and
- (2) with the knowledge of the:
  - (A) procedures available under this chapter; and
  - (B) consequences of the waiver.

NOTE: Peru Community Schools uses the waiver process when possible because the process provides an opportunity for students who have violated the student conduct code to stay in an educational setting through placement in the district's alternative education program (KEYS). The KEYS program is an effective alternative to expulsion because it allows a student to stay in an educational environment while receiving more individualized instruction and counseling.

**K. BOARD CONSIDERATION OF STUDENT DUE PROCESS APPEALS**

The PCS Board of School Trustees does not hear appeals in student discipline cases.

**L. DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES**

Under Indiana law and PCS Board policy, students with disabilities are subject to the PCS Student Conduct Code and, therefore, may be suspended or expelled for any violation of the Conduct Code subject to the following limitations contained in I.C. 20-33-8 and 511 IAC 7-29. Additional information regarding Disciplinary Procedures for Students with Disabilities is available in the Office of Student Services.

**M. PARENT PARTICIPATION POLICY**

A parent (including a guardian or custodian) of a dependent student at the discretion of and upon proper notice by PCS personnel may be requested to participate in any disciplinary action involving the student's behavior, which is authorized under Indiana school law, I.C. 20-33-8, as well as the PCS Student Conduct Code.

Parent participation includes, but is not limited to, attending meetings, conferences, hearings, and assuring regular school attendance and attendance after school if necessary.

When PCS personnel deem it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:

- 1) Telephone contact by PCS personnel at least three (3) days in advance of the meeting, conference or hearing, followed by a letter of confirmation by regular or certified mail; or
- 2) Personal delivery of written notice of the required attendance at the meeting, conference or hearing by PCS personnel at least three (3) days beforehand.

The Superintendent, a principal or other administrative official shall be authorized upon receipt of parental consent to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency if such testing, counseling or evaluation is reasonably necessary to help any student, to further school



purposes, or, to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the request of PCS personnel to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with I.C. 31-34-1-7.

## **N. SEARCH AND SEIZURE POLICY**

### **1. Lockers/Desks/Closets:**

Under Indiana school law (I.C. 20-33-8-32) and PCS Board policy, a student who uses a locker, desk, and/or closet that is PCS property is presumed to have no expectation of privacy in that locker, desk, or closet. A school principal, or his/her designee, may search a student's locker and the locker's contents at any time there is reasonable suspicion to believe such a search will lead to the discovery of:

- a. Evidence of a violation of a PCS Behavioral Expectation, or of state or federal law;
- b. Anything which represents a danger of physical harm or illness to students, PCS personnel, or others; or
- c. Unsanitary conditions.

### **2. Automobiles:**

A student who utilizes school parking privileges gives implied consent for a search of the student's vehicle under the same standards of reasonable suspicion that govern the search of a student's locker.

### **3. Student's Person/Book Bag/Possessions or Belongings:**

A student's person, book bag, possessions or belongings may be searched under the same standards of reasonable suspicion that govern the search of a student's locker.

### **4. Disposition of Seized Items:**

Any item seized from a student's locker, vehicle, person, book bag, possessions or belongings may be confiscated and:

- a. Admitted into evidence at any suspension or expulsion meeting;
- b. Destroyed if the item has no significant value;
- c. Returned to the student's parent;
- d. Released to the student at the administrator's discretion; or
- e. Turned over to juvenile or law enforcement authorities.

### **5. Searches By Law Enforcement Authorities and Use of Certified Canines:**

Under Indiana school law and PCS board policy, a law enforcement agency having jurisdiction over the geographic area where a school is located may assist in a search at the request of a school principal. Such assistance may include but may not be limited to

the use of a certified dog and handler to initiate a search.

### **BUS TRANSPORTATION POLICY**

School provided bus transportation is a privilege and not a right. Students being transported by a bus owned and operated by the Peru Community School Corporation or students waiting at Peru Community School Corporation bus stops are expected to observe the same standards of behavior outlined in their school's discipline policy. In addition, the following rules, specific to buses and bus stops, must be obeyed:

1. Be nice to the driver, monitor, and fellow students.
2. Use language free of cursing
3. Keep the bus and bus stop area clean.
4. Leave food/drink in book bags.
5. Follow the bus drivers' and monitor's directions.
6. Remain seated while the bus is in motion.
7. Keep hands, head, and feet inside the bus.
8. Keep hands and feet to self at bus stop and inside the bus.
9. Stay on the curb/sidewalk while waiting at the bus stop.
10. Use or possession of tobacco products are not allowed on the bus or at bus stops.
11. Respect personal space and property.
12. Items that may be considered to be weapons or items that may be dangerous or disruptive are not allowed on the bus and/or at the bus stop. Such items will be confiscated.
13. Bus passes must be carried and visible for the drivers to identify the student. A student who refuses or habitually forgets or loses their tag may lose riding privileges for a period of time.

**NOTE:** Disregarding one or more of the regulations listed above will result in the following disciplinary action:

LEVEL 1 - Verbal reprimand.

LEVEL 2 - Assigned seat and **FIRST WRITTEN NOTICE** (bus/bus stop conduct form) to the principal/assistant principal.

LEVEL 3 - **SECOND WRITTEN NOTICE** (bus/bus stop conduct form) to the principal/assistant principal. Suspension of riding privileges may result at this level as determined by the principal/assistant principal.

LEVEL 4 - **THIRD WRITTEN NOTICE** (bus/bus stop conduct form) to the principal/assistant principal. Suspension of riding privileges will be evoked by the principal/assistant principal at this level.

Certain types of misbehavior could warrant immediate suspension of bus riding privileges. For example: disrespect or physical abuse of the bus driver or monitor, destruction of property, or purposeful injury of another student. This determination will be made by the bus driver and building principal/assistant principal.

### **SEARCH OF STUDENTS AND/OR PROPERTY WHILE ON THE BUS**

In the event that a driver or bus monitor is alerted to the possibility of illegal or dangerous articles (guns, knives, drugs, tobacco, etc.) in the possession of a student on the bus:

1. If the bus is in motion, stop the bus.
2. If possible, segregate the student from others.

3. Immediately call the Transportation Director (Superintendent's Office or building principal if Transportation Director is not available).

Prior to a search of a student's person and personal item's in the student's immediate possession, consent by the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search. In certain circumstances, it may be necessary to take possession of book bags or personal property for a search at a later time by an administrator. If those circumstances warrant a pat down of the outer first layer of clothing of a student, insure that an administrator conducts the search. Under no circumstances will a student be the subject of a pat down by anyone other than an administrator.

**Reasonable Suspicion** - When information exists which establishes sufficient facts to give a trained law enforcement or criminal investigative agency officer, investigator, or employee a basis to believe that there is a reasonable possibility that an individual is involved in a definable criminal activity or possession of contraband. Information received from PCS personnel, parents, other students, or other reasonable sources should be considered when determining reasonable suspicion.

## **PCS – CONDUCT OF AN ATHLETE**

Athletes participating on school teams are required to live according to the rules listed below, all of which are in effect during the entire year, including off school grounds. These rules apply to all members of a team earning athletic awards.

1. Athletes shall not use or possess any tobacco products.
2. Athletes shall not use or possess any form of alcoholic beverage.
3. Athletes shall not engage in drug possession, use/abuse, which includes inhalants and paraphernalia.
4. Athletes shall manifest good citizenship in and out of school.
5. Athletes shall attend the practices and contests of his/her squad unless excused by his/her coach.
6. Athletes shall not violate any statute, whether as a juvenile offense or as an adult, which would constitute the commission of a felony or misdemeanor under the laws of the State of Indiana.
7. Athletes shall not commit a delinquent act as that term is defined by statute.
8. Athletes are expected to adhere to school policy as stated in the Peru High School Student Handbook and the PCS Guide to Students and Parents
  - \* Team rules may be established and enforced by the coach of the team. Team rules may address training and such matters as any display of poor citizenship including, but not limited to, the following: fighting, truancy, disrespect to teachers and/or coaches, abusive or obscene language.

### **A. PENALTIES**

The determination of probable cause, of a violation of any of the conduct rules, shall result in the following disciplinary actions:

- \* All suspensions include the regular season contests only for purposes of calculation. Scrimmages and post-season games do not count. An athletic contest is determined by the IHSAA definition. Example, twenty-eight (28) contests are allowed by the IHSAA in baseball. A doubleheader would be considered two contests.
- \* Probable cause shall be defined as an apparent state of acts found to exist upon reasonable inquiry which would induce a reasonable person to believe the accused had committed the act charged.
- \* The handbook will cover a student-athlete's entire four-year career. A violation at any time will carry over until the athlete graduates from Peru High School.
- \* If the suspension cannot be fulfilled during the current sport season due to the season ending, the suspension will carry over into the next sport season in which the athlete chooses to participate **and complete** even if the next sport season is the following year.
- \* Student-athletes may not serve two suspensions at the same time. Therefore, a student-athlete must be eligible to compete before beginning to serve any additional suspension.
- \* A student-athlete, who has previously been suspended for a first violation of any kind, will automatically receive a second violation penalty if any of the rules are violated.
- \* All penalty percentages are figured on how many contests for that season. If the penalty results in a decimal of .5 and higher, the game suspension will be rounded up to the next whole number. If the penalty results in decimal of .5 and lower, then the game suspension will be rounded down to the next whole number. The suspensions will be figured on the amount of regular season contests for that season. The scrimmage and post season are not figured in unless it is a full season suspension or lifetime suspension.

**Note:** For a game to be counted to an athlete's suspension, the athlete must be eligible to participate in each game of the suspension. Truancy or undocumented absences on the day of the game suspension would not count toward the original suspension.

### **Code Violations and Consequences:**

#### **Level A Violations -**

Includes any act not on a higher level of violation that is determined to be detrimental to the image of the student-athlete, his or her team, the school, or the community.

#### **Offenses**

In this section offenses include but are not be limited to items such as minor disciplinary violations of the school student handbook, poor representation as a student-athlete in the community or through electronic media, etc.

#### **Level A Consequences -**

A meeting with the athlete and his family with written reprimand. A possible one-contest suspension for a first violation as determined by the Athletic Director. A written Student Athletic Intervention Plan (SAIP) will be adopted. The athlete, head coach, and parents will be required to sign this. Other possible options include a mentoring program, community service, or counseling.

### **Level B Violations – Illegal Substances**

Includes tobacco, alcohol, illegal drugs, and attendance at activities where these things are taking place. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems. It is an expectation of Peru High School athletics that an athlete not attend gatherings with illegal activities. If the athlete attends a function where illegal activities are taking place unknowingly, they are required to leave immediately.

**First violation:** Suspension between 10-30% of regular season contest dates for the current season depending on the activity and situation. The suspension may be reduced by half if the student athlete successfully completes an assessment or recommended counseling at their own expense. The athlete may be required to complete up to ten (10) hours of community service, be involved in mentoring program, or counseling at the athlete's expense if recommended. A written SAIP will be required. The SAIP will clearly define the requirements and interventions needed for the athlete. This will be signed by the head coach, Athletic Director, and parents.

**Second violation:** The student athlete will be suspended for 50-75% of the season depending on the act. The athlete may reduce this suspension by 20% with a completed counseling program at the athlete's expense (when appropriate). The athlete may be required to complete up to twenty (20) hours of community service, be involved in mentoring program, or be involved in counseling at the athlete's expense if recommended. A written SAIP will be required. The SAIP will clearly define the requirements and interventions needed for the athlete. This will be signed by head coach, Athletic Director, and parents.

**Third violation:** Suspension from athletics for one full season. The athlete may be required to complete up to forty (40) hours of community service, be involved in mentoring program, or be involved in counseling (when appropriate) at the athlete's expense if recommended. A written SAIP will be required. The SAIP will clearly define the requirements and interventions needed for the athlete. This will be signed by head coach, Athletic Director, and parents. All future offenses (fourth offense) will result in a lifetime ban from athletics at PHS.

### **Level C Violations – Illegal actions**

All unlawful activities may fall under this area that are not related to level B Illegal Substances.

### **Level C Consequences -**

**First violation:** Suspension between a range of 10-50% of regular-season contests for the current season. The penalty may be reduced by 50% for invoking the confession clause, and by (when appropriate) completing a screening, assessment, or other intervention performed by an accredited organization of the athlete's and parents' choice, and by following through with the recommendation(s) of that organization. If at any time the student ceases a recommended treatment program, he or she shall immediately become ineligible for the initial suspension of contests. A written SAIP will be required. This will be signed by head

coach, Athletic Director, and parents. The SAIP will clearly define the requirements and interventions needed for the athlete.

**Second violation:** Suspension from athletics between 50-75% with a 20% reduction if the confession clause is used, and recommended treatment followed (when appropriate). A written SAIP will be required. This will be signed by head coach, Athletic Director, and parents. The SAIP will clearly define the requirements and interventions needed for the athlete.

**Third violation:** Suspension for one full season. The athlete may be required to complete up to forty (40) hours of community service, be involved in mentoring program, or counseling (when appropriate) at the athlete's expense if recommended. All future offenses will result in a lifetime ban from athletics at PHS. A written SAIP will be required. This will be signed by head coach, Athletic Director, and parents. The SAIP will clearly define the requirements and interventions needed for the athlete.

It will be the responsibility of the Athletic Director to determine if the combination of illegal substances or illegal actions in a "one-time" event or habitual actions over time warrant a one-year or lifetime ban from athletics at PHS. The Athletic Council may be used in a collaborative effort for this process if needed. A written SAIP will be required. This will be signed by head coach, Athletic Director, and parents.

## **B. DUE PROCESS**

Each student-athlete will be given due process concerning disciplinary action upon request. Each student-athlete will have ten (10) days to notify the athletic office that they will appeal any disciplinary action. The due process consists of two (2) phases. The phases are as follows:

**Phase 1** -- The parents and athlete will meet with the head coach, Athletic Director, and principal. Upon completion of the meeting, a decision will be rendered and the parents and athlete will be notified within a reasonable time period. If the concerned party is not satisfied with the decision, they can appeal to the ATHLETIC APPEALS COMMITTEE.

**Phase 2** -- The parents and student will meet with the Athletic Appeals Committee. The Athletic Appeals Committee may consist of faculty head coaches of Peru High School, Athletic Director, and principal (or designee) and one member (non-faculty) of the Athletic Council. A minimum of seven (7) members must be present during this meeting. The decision will be based upon a simple majority of those present. The principal is the presiding officer of the council. The decision of the Athletic Appeals Committee is final.

The Athletic Appeals Committee activities may include, but are not limited to:

1. Rules on violations not mentioned in this handbook.
2. Assist coach in ruling on applications and interpretations of this handbook.
3. Rule on an appeal from a student and/or parent regarding athletic disciplinary action against the student.

\* The outcome of Phases 1 and 2 can overrule the disciplinary decision.

## **C. RANDOM DRUG TESTING POLICY**

The Peru Community School Corporation has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States and an increased substance abuse problem in the Peru School district indicate education alone, a preventative measure, is not effective in combating substance abuse. Our commitment to maintaining the extra-curricular activities in the Peru School District as a safe and secure educational setting requires a clear policy and supportive programs relating to detection, treatment and prevention of substance abuse by students involved in extra-curricular activities.

### **INTRODUCTION**

The effective date of this program is August 1, 1999. This program does not affect the current policies, practices, or rights of the Peru Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The Peru Community School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

### **PURPOSE**

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extra-curricular activities (which includes all athletes, band members and performing groups), driving a vehicle, or taking driver education needs to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extra-curricular activities, driving a vehicle, or taking driver education while he/she has drug residue in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a health and drug free participation. No student will be expelled or suspended from school as a result of any verified "positive" testing conducted by his/her school under this program other than stated therein.

### **SCOPE**

Participation in extra-curricular activities, driving a vehicle, or taking driver education is a privilege. This policy applies to all Peru Community School Corporation students in grades 7-12 who wish to participate in the above-mentioned activities. This policy includes all extracurricular activities listed in the Student Handbook and any other school-sponsored activities not listed. It also includes any student who wishes to drive to school, from school, or during school.

### **LEGAL OBLIGATION**

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **DRUG EDUCATION**

The sponsor or coach of each extra-curricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant will receive a copy of this policy and the policy will be explained to him or her at that time. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for abuse or abuse problem.

## **CONSENT FORM**

It is **MANDATORY** that each student who participates in extra-curricular activities, drives a car to school, or signs up for driver education sign and return a consent form prior to participation in any of the above activities. Each participant shall be provided with a consent form, a copy that is attached hereto, which shall be dated by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Peru Community Schools.

## **TESTING PROCEDURES**

- (1) The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
- (2) If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
- (3) No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- (4) Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis. Any student who fails to comply with testing procedures will receive an invalid/failed test. This includes leaving the test site without permission.
- (5) All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the students will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extra-curricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
- (6) All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
- (7) If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extra-curricular activities" for one (1) calendar year from the incident. This will be reported to the parent/guardian.



- (8) Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
- (9) The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also “performance enhancing” drugs such as steroids may be tested.
- (10) The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).
- (11) If a student who has signed the consent form with a parent refuses to produce a urine sample, the student will be suspended from all activities for forty-five (45) school days. The student must produce a negative test before he/she can return to activities and driving.

#### **CHAIN OF CUSTODY**

- (1) The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student’s number, not name, will be used.
- (2) The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
- (3) Before the student’s urine is tested by the laboratory, students will agree to fill out, sign and date any form that may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- (4) A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
- (5) If the seal is tampered with or broken after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extra-curricular activities subsequent to a retest.

- (6) The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
- (7) After it has been sealed, the specimen will be transported to the testing laboratory by the lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
- (8) In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

## **TEST RESULTS**

- (1) This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing participation in the extra-curricular activities, driving, and driver education.
- (2) The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
- (3) If the test is verified positive, the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies the family may want to contact for help. The student will be prevented from participation in extra-curricular activities, driving to school, or driver education until after a "follow-up" test is requested by the principal/administrative designee and the results are reported. The student that tests positive will be suspended from driving to school for forty-five (45) school days. All student drivers must park in the Peru High School parking lot.
- (4) A "follow-up" test will be requested by the principal/administrative designee after such an interval of time the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extra-curricular activities. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, Peru Community Schools reserves the right to continue testing at any time

during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.

- (5) Information on a verified “positive” test will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.
- (6) Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location only the principal/administrative designee have access to.

### **FINANCIAL RESPONSIBILITY**

- (1) Under this policy, Peru Community Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow-up” drug tests. Once a student has a verified “positive” test result and has subsequently tested negative from a “follow-up” test, any future “follow-up” drug test that must be conducted will be paid for by the student or his/her parent.
- (2) A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
- (3) Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

### **OTHER RULES**

Apart from this drug-testing program, the Peru High School Athletic Association and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

### **CONFIDENTIALITY**

Under this drug testing program, any staff, coach, or sponsor of Peru Community Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Peru Community School’s commitment to confidentiality with regards to the program.

### **D. LETTER JACKET & BLANKET POLICY**

**An athlete may obtain his letter jacket after one (1) varsity letter or two (2) varsity letters as a manager. The patches and chevrons will be the expense of the athletic department or booster club. The jacket will be the expense of the individual.**

If an athlete quits a sport and does not participate in another sport offered during that sporting season, the athlete will not be awarded a varsity letter. The athlete must finish the season in good standing with the team to be awarded a participation or varsity letter award.

If the student participates in another sport or that original sport at any time following quitting the original sport they will then earn those original points for use toward a letter jacket or blanket.

**NOTE:** If an athlete is cut from a team or is injured and is not able to compete for a season per doctor's recommendation, no points will be lost. In addition, once an athlete earns his/her letter jacket, that athlete cannot lose that jacket. Exceptions to the above policy are the responsibility of the building principal. Adopted: March 10, 2010

#### **E. PCS – PARENT (FAN) DECORUM**

The Peru Community School Corporation and the Board of School Trustees recognizes the value of extra-curricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom. Players and coaches are required to conduct themselves in the same manner on the playing field as in the classroom. In as much as players and coaches must adhere to an expected behavior, it becomes incumbent upon our district to set the following standards for adult fan and parent behavior:

1. Making derogatory comments about officials, coaches, players of either team or other parents and fans at an athletic event is not acceptable.
2. Swearing in public at athletic events is not acceptable.
3. Attending athletic events intoxicated is not acceptable.
4. Being offensive in any other fashion is not acceptable.
5. Parents must remember participation is a privilege not a right. Coaches must have the final word in who is kept on the team, who participates, and the amount of participation. Confronting a coach at practice or at an event concerning these matters is not acceptable. Parents violating the above standards risk sanctions by Peru Community Schools including but not limited to the following:
  1. A warning, verbal or written
  2. Removal from the contest or premises
  3. A No Trespass Notice issued on behalf of PCS

Confession clause: The confession clause is defined as a discussion being initiated by the student athlete or parent/guardian before the student athlete is called to the office to begin the investigation of the alleged event.

8/14/14 - \* A yearly evaluation of athletic handbook will be completed by the Athletic Director after consulting head coaches and Athletic Council.

PCS Conduct of an Athlete -  
Revised and School Board approved August 18, 2014

## **MANDATED DRILLS**

The following drills will be performed by each school building throughout the year, in accordance with State and Federal regulations.

- a. Fire Drill – to be performed once per month
- b. Tornado Drill – to be performed once per semester
- c. Manmade/Lockdown Drill – to be performed once per semester
- d. Earthquake Drill – to be performed every winter during the Great Indiana Shakeout



Administrative Center  
35 W. 3<sup>rd</sup> Street  
Peru, IN 46970  
765.473.3081  
Fax: 765.472.5129  
www.peru.k12.in.us



### Community Eligibility Provision Notification

Dear Parent or Guardian:

We are pleased to inform you that Peru Community Schools will be implementing the Community Eligibility Provision (CEP) for meals served on the National School Lunch Program and School Breakfast Program for the 2023-2024 school year.

All students enrolled at Peru Jr/Sr High, Blair Pointe Upper Elementary, and Elmwood Primary Learning Center are eligible to receive a healthy breakfast and lunch at school at **no charge** each day of the 2024-2025 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If we can be of any further assistance, please contact Peru Administration Office at 765-473-3081.

Sincerely,

Tara Enyeart, Business Manager of Peru Community Schools

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**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

## **Peru Community Schools Collaboration Schedule Information Sheet**

Every Wednesday during the school year Peru Community Schools will run on a 30 minute delay schedule. This special schedule will enable collaboration to occur between teachers and administrators prior to students reporting to school on a weekly basis. These weekly meetings will enable staff members to fully implement the following key initiatives designed to improve student achievement:

- 1) A K-12 literacy initiative designed to improve the reading skill of all students. All students will participate in universal screening tests designed to determine each child's reading ability, and educators will use collaboration time to develop a plan for each child who needs either supplemental or intensive intervention in order to improve his/her reading ability.
- 2) Standardized curriculum at all levels of English, math, science, and social studies have been developed and formative assessments will be administered to every child so every child will receive the same English and math curriculum and will be tested every three weeks to ascertain the extent to which they learned the curriculum. As a result of these assessments, educators will use collaboration time to develop a plan for each child who needs either supplemental or intensive intervention in order to learn the material.
- 3) An alternative educational program in grades 1-12 has been enhanced to provide students who greatly struggle academically and/or behaviorally with intense academic and counseling support. Educators will use collaboration time to meet and discuss possible student placement in the program.
- 4) A career initiative will be continued at the jr/sr high school levels. This career initiative focuses on professional learning communities to enhance the teacher's effort on connecting concepts taught to real-world applications. This initiative will require extensive community and business partners who will assist our educational staff. Educators and community/business partners will use collaboration time to meet and plan.
- 5) Data analysis to improve student achievement.

All of these initiatives require educators to work together to discuss each child's area(s) of need and to design instructional strategies and academic achievement strategies to improve each child's chance for school success.

**Collaboration Wednesdays will begin each Wednesday during the school year (they are noted with a 'c' on the school calendar. Buses will run 30 minutes later and school will start 30 minutes later than normal on collaboration Wednesdays. The school calendar is on the web at [www.peru.k12.in.us](http://www.peru.k12.in.us). Each school's starting time on collaboration Wednesdays is as follows: Elmwood - 8:30 a.m.; Blair Pointe - 9:00 a.m.; and Peru Jr/Sr High School - 8:30 a.m.**

Families who may experience child care difficulties on collaboration Wednesdays may drop-off their child(ren) at school at the normal starting time. Staff members will be available to provide educational assistance to students at that time.

If you have questions regarding collaboration, please call Superintendent Dr. Jamie Cole at (765) 473-3081, ext. 2403.

## EMERGENCY SCHOOL CLOSING

TO: SCHOOL PARENTS & PATRONS

Since the season for bad weather and poor road and street conditions is approaching, the following actions are for your information in case school is postponed for part of the day, dismissed early, or in more extreme cases, canceled for the entire day:

1. PCS will use the phone messaging system to notify families of delays or cancellations by 6:30 a.m. Also, PCS has a website - [www.peru.k12.in.us](http://www.peru.k12.in.us) - which will list the closing or delay of school. The delay or cancellation will be posted by 6:30 a.m. as well.
2. Area radio stations will be notified as early as possible to make the announcement-- PLEASE LISTEN TO ONE OF THEM (FM 101.9 Peru; WWKI 100.5 FM Kokomo; FM 102.3 Logansport; and WKUZ FM 95.9 Wabash). Also, television stations WTHR TV channel 13, WISH TV channel 8, WRTV channel 6, and local Comcast cable channel 18 will air announcements. **DO NOT CALL THE STATIONS!** All authorized information will be broadcast. Stations will not give the information by phone. Radio stations will be notified in time to broadcast the information by 6:30 a.m.
3. Please **DO NOT CALL THE INDIVIDUAL SCHOOL OR SCHOOL OFFICIALS.** In case of emergency, these phones will be busy making necessary arrangements for school closings. Arrangements will be made as early as possible--LISTEN TO YOUR RADIO!
4. If, because of increasingly severe weather, it becomes necessary to send students home, please listen to FM 101.9, FM 102.3, WKUZ FM 95.9, AND WWKI FM 100.5 for this announcement and, if at all possible, plan to have someone at home to receive them. If during a severe storm it is determined that conditions unduly jeopardize the safety of students during travel, pupils will not be sent home but will remain in the buildings until conditions warrant a safe release.

1:00 p.m. early release – dismissal times

1:00 Elmwood

1:25 Blair Pointe

1:35 PHS and PJHS

LISTEN TO THE RADIO!!

PHONE MESSAGING SYSTEM WEB – [www.peru.k12.in.us](http://www.peru.k12.in.us)



## **Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program**

### **Purpose:**

This instruction sets forth the policy on the implementation of the provision requiring schools to conduct outreach on the availability of the School Breakfast Program.

### **Scope:**

Sponsors participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

### **Description:**

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. In an effort to help more children benefit from the nutritious meals served in the SBP, Section 112 of the Act amends section 13(a) of the Richard B. Russell National School Lunch Act (42U.S.C. 1761(a)) to require each State Agency that administers the National School Lunch Program, to the maximum extent practicable, to ensure that participating School Food Authorities (SFAs) inform eligible families of the availability of reimbursable breakfasts served under the SBP.

Schools participating in the SBP must inform families of the availability of breakfasts. A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced-price meal applications for the new school year. In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year. Schools can provide reminders to children through their public address systems in schools or through means normally used to communicate with the households of enrolled children. Other acceptable outreach activities may include developing or disseminating printed or electronic material to families and school children. For example, information about the SBP should be posted on the school's website.

We encourage SFAs to use the information in Expanding Your School Breakfast Program, the SBP Toolkit found at <http://www.fns.usda.gov/cnd/Breakfast/expansion/default.htm>, as a resource for outreach and expansion activities. Many helpful SBP expansion resources and materials are available through Team Nutrition, State agencies and other local, State and national organizations. Additional activities to promote the availability of SBP meals may be approved by the State agency.

**SOURCE:** THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010 (THE ACT),  
PUBLIC LAW 111-296.



Administrative Center  
35 W. 3<sup>rd</sup> Street  
Peru, IN 46970  
765.473.3081  
Fax: 765.472.5129  
www.peru.k12.in.us



### Community Eligibility Provision Notification

Dear Parent or Guardian:

We are pleased to inform you that Peru Community Schools will be implementing the Community Eligibility Provision (CEP) for meals served on the National School Lunch Program and School Breakfast Program for the 2023-2024 school year.

All students enrolled at Peru Jr/Sr High, Blair Pointe Upper Elementary, and Elmwood Primary Learning Center are eligible to receive a healthy breakfast and lunch at school at no charge each day of the 2024-2025 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If we can be of any further assistance, please contact Peru Administration Office at 765-473-3081.

Sincerely,

Tara Enyeart, Business Manager of Peru Community Schools

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**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)



Administrative Center  
35 W. 3<sup>rd</sup> Street  
Peru, IN 46970 765.473.3081  
Fax: 765.472.5129 [www.peru.k12.in.us](http://www.peru.k12.in.us)



July 1, 2024

Dear Faculty, Staff, Parents, and Guardians of the Peru Community School Corporation:

As requested by the Asbestos Hazard Emergency Response Act 99-519, enacted October 22, 1986, hereinafter referred to as AHERA, we are a public school district required to inform you of the action our district has taken or is planning to take to comply with this law.

There are no planned asbestos abatement projects for the School Year 2024-25.

The Asbestos Management Plan is on file in the administration office of the Peru Community School Corporation and the principal's office of your school. If you wish to review the plan, please contact the appropriate office to arrange a time. A copy can be purchased at a cost.

Sincerely,

Chuck Hight  
Maintenance Director  
Mark Mattox Designated Person

## OBJECTION TO THE RELEASE OF DIRECTORY INFORMATION

*Please print*

Student's Name \_\_\_\_\_

Student's School \_\_\_\_\_

Please circle the number of the specific categories of information, if any, listed below that you do not wish to be released without your specific prior written permission and return this form to your school's guidance department.

- 1 Student's name
- 2 Address
- 3 Telephone number
- 4 Date and place of birth
- 5 Honors and awards
- 6 Dates of attendance
- 7 Weight and height (for athletic programs and publications)
- 8 Photographs (for athletic and extra-curricular programs and publications)
- 9 Diploma received

Parent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Eligible Student's Signature\*: \_\_\_\_\_

- \* Eligible student must be over 18 years of age or attending an institution of post-secondary education.

**Return this form to your school's guidance department.**