



Polytechnic High School

**The PPHS Experience:
Student and Family Handbook
2020-2021**

<https://pphs.purdue.edu/>
@pphs

Welcome to Purdue Polytechnic High School



I was a longtime school board member in a traditional school where I lived. I remember asking the principals all the time, “how many students are we doing a great job with?” and the answer was always really high but it was always like 85%, 90%. I couldn’t help but think about that 10-15% that we weren’t doing a good job with and we were a good school. I thought of the hundreds and hundreds of students just in my town who were not getting a great education experience because it really was a ‘one size fits all’ experience. I really wanted to try to offer opportunities for students that were very different.

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We designed the Purdue Polytechnic High School from the ground up with that in mind. It should start first with a problem that you, as the student, are trying to solve. Those problems should not be something that we design for you but that you design yourself within a broader challenge. We want you to find something that you are really interested in. It could be something like, saving a species of animal or having fresh food in your neighborhood. We want to help you work on things that actually matter to you. Within that, we can design all kinds of academic inserts. The idea is that the problems you choose lead you to what you need to know, not what you are told to know. Then, you can start thinking to yourself, “I need to know things about Biology. I need to know things about Algebra, English or I need to be able to present my ideas in ways that inspire and convince people.” In working to solve a problem that actually matters to you, gaining academic knowledge won’t have to be forced on you, it will become something you seek out.

-Scott Bess
Head of School



Welcome to Purdue Polytechnic High School and the Techie family! As principals of the three PPHS campuses, we are honored to help bring this innovative educational opportunity to students in Indianapolis and South Bend.

The PPHS experience is designed to prepare you for the future of work. Together with a highly-qualified team of creative, energetic coaches, you will work to identify and solve problems that matter to you. As you work through successive design challenges, you will gain the deep content knowledge and transferable skills that will best position you to thrive in college and/or career.

We believe in building strong, positive relationships which support students and families and we hope you will take advantage of our open door policy as you navigate this new experience. We would also encourage you to get involved in extracurricular activities and after-school events and invite your families to visit open houses, campus visits and parent nights.

We are excited to embark on this journey with you as you prepare for an exciting career in the field of your choice. Go Techies!

Shatoya Ward, Principal
PPHS Downtown

Keeanna Warren, Principal
PPHS North

Bibi Hardrict, Principal
PPHS South Bend

2020 PURDUE POLYTECHNIC HIGH SCHOOL SCHOOL REOPENING PLAN

In these unprecedented times as we face the global COVID-19 pandemic, we at PPHS want to ensure that parents/guardians, students, staff, and community members understand that PPHS officials and staff are taking every precaution necessary to ensure the health and safety of its students, staff, and the community-at-large. Until further notice, all three PPHS campuses will be operating under our school reopening plan in response to the global COVID-19 pandemic.

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General Information

Hours of Operation

The front office is open from 8:30am-4:00pm daily to answer phone calls and take messages.

The school schedule is as follows:

Monday 8:45am - 3:45pm

Tuesday 8:45am - 3:45pm

Wednesday 8:45am - 2:30pm

Thursday 8:45am - 3:45pm

Friday 8:45am - 3:45pm

Information Sharing/Updates

PPHS shares information online via the website, the school blog and several social media sites. In addition, schools send an electronic newsletter each week with site-specific information for families. For general information about PPHS, including contact information and an overview of academics and student life, please visit our homepage: <https://pphs.purdue.edu/>

We also encourage you to follow us on social media, where we make frequent announcements. You can find us on Facebook, Twitter, and Instagram @pphs.

Emergency Closing of School

In the event of dangerous weather conditions, Purdue Polytechnic will follow the delay/closure/early release schedule of the Indianapolis Public Schools district. To ensure student and staff safety, emergency school closings may also occur due to other safety-related situations. All emergency school closures will be announced through an automated phone call to all numbers on record for each student, local news outlets, the school website, and social media pages.

Changes In School Opening Or Operating Procedures

Our unique model allows PPHS to implement eLearning and to easily transition from eLearning to in-person learning while still maintaining rigorous instruction. Although we aim to maximize the amount of time students are able to be at school in person, please know that PPHS may, at any time, determine the need to temporarily suspend in-person classes or dismiss schools, if recommended by public health officials or if PPHS leadership determines that such a move would be in the best interest of students' and staff's health and safety. PPHS also has the authority to elect to suspend in-person classes for either temporary or long-term basis.

Temporary suspension of in-person classes. School building leadership may recommend to temporarily suspend in-person classes and a final decision will be made by PPHS network leadership. In such an event, students, families, and staff will be notified immediately by email. PPHS will also utilize automated phone calls and make announcements via social media. Any communication related to a temporary suspension of in-person classes will include the reason the decision was made to temporarily suspend in-person classes and the estimated duration of the temporary suspension of in-person classes.

Please note that in the event of a temporary suspension of in-person classes, PPHS will immediately initiate eLearning and students will be expected to fully participate in school virtually (please see the "eLearning" section above). Per CDC guidelines, PPHS will move to eLearning for a minimum of 2 days in the event there is a confirmed case of COVID-19 at the school. PPHS will also contact the local health department for further guidance.

Long-term suspension of in-person classes. Please know that PPHS may, at any time,

determine the need to suspend in-person classes for an extended period of time of longer than 5 days (per recommendations set forth by the Indiana Department of Education and local boards of health) if recommended by public health officials or if PPHS leadership determines that such a move would be in the best interest of students' and staff's health and safety. School building or PPHS network leadership may recommend to suspend classes for an extended period of time. In such an event, the PPHS Board of Directors will convene its Pandemic Response Committee and make a final decision regarding a long-term suspension of in-person classes. In such an event, students, families, and staff will be notified immediately by email. PPHS will also utilize automated phone calls and make announcements via social media. Any communication related to a long-term suspension of in-person classes will include the reason the decision was made to suspend in-person classes for an extended period of time and the estimated duration of the suspension of in-person classes.

Please note that in the event of a long-term suspension of in-person classes, PPHS will immediately initiate eLearning and students will be expected to fully participate in school virtually (please see the "eLearning" section above).

Purpose

Mission

Through STEM-focused and real-world experiences, we empower students to create the world they envision by developing the minds of creative problem-solvers and skilled achievers.

Vision

We aspire to create a world of equity where every student has the opportunity and access to achieve their goals and to realize their power to solve problems they encounter.

Values

Build a culture of communication, collaboration and innovation that creates a positive and supportive environment conducive to high academic achievement.

School History

Purdue University, a top public research institution, is committed to student success, changing how classes are taught with greater focus on faculty-student interaction and creative uses of technology. Through the vision of Purdue University, the Purdue Polytechnic Institute, and the City of Indianapolis, Purdue Polytechnic High School (PPHS) opened with the mission to offer the most beneficial educational experience for students who want to pursue high-tech and STEM-related careers.

Community and State Support

The PPHS Experience: Student and Family Handbook

The Purdue Polytechnic High School Indianapolis was created through the vision of leaders at Purdue University and the City of Indianapolis. That vision was supported by several community and industry partners to make the planned August 2017 opening a reality.

The countless people involved in the planning and logistics of starting a charter school were all focused on one mission: offering the best and most beneficial educational experience for Indianapolis students who want to pursue high-tech and STEM-related careers.

Enrollment

Application

Purdue Polytechnic High School (PPHS) Indianapolis participates in the Enroll Indy centralized application process. All PPHS schools are public, tuition-free, and open to all residents in the state of Indiana. Interested families are encouraged to apply early. The first round opens in the fall each school year. For more information about the Enroll Indy process, application dates and additional information, please visit www.enrollindy.org.

For South Bend, students should complete the application on our website here: <https://pphs.purdue.edu/south-bend-application>. PPHS will contact the prospective student shortly after the application is submitted.

Post-Placement

Once a student receives PPHS placement confirmation from the Enroll Indy office, parents/families are required to attend an Open House event where enrollment packets are distributed and steps to claim the student's seat will be discussed. Please note: Even after Enroll Indy confirmation, a student will not be enrolled in Purdue Polytechnic High School until the enrollment packet is completed.

Transfer Policy

Families wishing to enroll or transfer to/from Purdue Polytechnic High School must receive placement through Enroll Indy. Families should first contact the current school of attendance to get all necessary forms and additional information.

Academics

Purdue Polytechnic High School is a supportive learning community dedicated to preparing students entering at different levels of high school readiness for college and career. In this integrated learning environment, students learn first-hand about science, technology, engineering and math (STEM) careers through work-based learning and internship opportunities while completing college preparatory coursework. The central work product at the end of the experience is a portfolio reflective of deep mastery and a

record of achievement and personal development over time.

Challenge Cycles

For at least the first two years of the PPHS student experience, the school year is broken up into six challenge cycles. During these cycles, students are given a broad question (developed in partnership with an industry leader) about a challenge affecting the larger community. Students form small challenge groups which spend a part of each day working together to design a product/service to address the challenge question. Students are expected to refine their products through research, prototyping and testing. This work is most visible during Personal Learning Time (PLT) and Design Team.

Finishing School

PPHS provides additional time at the end of the school year for students to complete their learning and show mastery on any missed learning targets. This time is not a requirement for all students. Students and families should be advised that this time is limited and students will be unable to make up large amounts of schoolwork in this time alone. Therefore, every effort should be made to complete coursework during the school year in advance of due dates.

Personalized Learning

At PPHS students are able to tailor their learning schedule to meet their individual needs. Students make their schedules at the beginning of the week using information about their productivity patterns (how/when they learn/work/perform best) and past performance to determine what subjects they need more/less time studying for.

Finally, instruction may occur individually, in small groups, or in larger groups, and can be delivered in a variety of formats depending on the learning style of the student.

At PPHS, students have access to academic and social supports to help them successfully navigate their coursework. More importantly, via concurrent social and emotional learning and learning skills training, students learn to be responsible for seeking out and recognizing their own gaps in academic knowledge. This, we believe, will serve them best as they move through high school to environments requiring increasing levels of self-reliance and resourcefulness.

Each student has an Individual Growth Plan. The Growth Plan team (the student, parent, personal learning coach, and relative PPHS Staff) work together to create a challenging and exciting plan. Students will update their growth plan every 6 weeks. To help each student be successful, we begin by focusing on self-awareness, motivation, and self-management.

Access to Career Pathways

We recognize that, upon entry, our students may have limited exposure to career options available to them. All students will have the opportunity to learn about the major career pathways that offer strong employability options and will interact with business

professionals through mentorships. Students will take part in internships with business partners and will have the opportunity to gain industry-recognized certifications.

Combined with an emphasis on 21st Century skills, students will be prepared for the workforce whether they elect to attend a postsecondary institution or go directly into a career.

Strategic Partnerships

Cycle challenge questions and partnerships with area industry leaders provide our students with repeated exposure to major STEM career pathways and access to field professionals. At the same time, coaches work to help students recognize and develop the requisite communicative skills, collaborative mindset and innovative spirit to thrive in their chosen area of interest in college and beyond. In this way, we believe, our students will be best prepared for the future of work.

Academic Preparation

Coaches and students work to ensure that students have the academic preparation necessary to thrive at Purdue and other four-year universities. For this reason, academic work is designed to be challenging. Students have access to the support necessary to meet the challenges presented by their coursework and they are encouraged to access these supports as often as necessary to gain as much as possible from the experience.

Classroom-Based Learning

Personal Learning Community

Each school day begins with a personal learning community. The purpose of the personal learning community is to give students a chance to build strong relationships with each other and with one or more coaches that they can draw on to support their personal growth and academic goals. These communities are led by one or more coaches and includes between 15 and 17 students. Activities include field trips, group discussions, community service, work product critique, etc. During this time, the personal learning coach also ensures that each student is making academic progress, has the support necessary to meet their learning targets. The coach also checks in on the student's general well-being. Families are encouraged to keep in regular contact with the personal learning coaches to maintain a sense of student progress.

Industry Projects

Students use the design-thinking process as they complete industry projects each cycle. Students form groups at the beginning of the cycle (assigned or unassigned) which see the project through until the end of the cycle. The final presentation is a pitch to industry partners, staff, invited guests and fellow students in which groups share their processes and products.

Passion Projects

Time is provided for students to work on passion projects of their choosing each cycle. Students are encouraged to sign up for a passion project which is aligned with their interests as they work to gain and develop transferable skills and demonstrate competencies.

Dojos

A dojo is an active learning experience, such as a workshop or a lab. The term dojo may also refer to learning experiences which help students either complete their learning by remediation or extension. In a dojo, a student could also learn a specialized skill (i.e. how to work a bandsaw, how to write a resume). Dojos often feature small group instruction and specialized learning opportunities for students needing additional support. Some academic dojos may be required throughout a learning cycle and others are offered as optional electives for students.

Personal Learning Time

Personal learning time is time that students spend in a school learning space engaging in self-directed learning activities (completing coursework, receiving tutoring services, conducting research. Students take personal responsibility for their learning by prioritizing what needs to be done in this time based on their workload and learning needs.

Makerspace

The makerspace is a physical space in the building which provides physical resources for students to produce prototypes of their project ideas. Students are advised that this space requires adherence to strict safety guidelines.

Online learning

Students complete personalized learning tasks in Edmentum in accordance with their personal learning plan. It is important that students complete this work in a timely manner in order to stay on track. Coaches regularly check on student progress and communicate reminders to students (and families, if needed) if a student begins to fall behind. PPHS understands that some students have responsibilities outside of school that demand much of their afterschool time. For this reason, students are encouraged to complete their online work during the designated personal learning time.

jwatson@pphs.purdue.edu Student eLearning Expectations

The following are the expectations for students on eLearning Days.

- Indianapolis campuses:
 - Check into their Morning PLC by 8:45 am via Google Hangout

- Check out with PLC Coach at 3:15 pm (2:00 pm on Wednesdays) via Google Hangout.
- South Bend campus:
 - Check into their Morning PLC by 8:30 am via Google Hangout
 - Check out with PLC Coach at 3:00 pm (1:45 pm on Wednesdays) via Google Hangout.
- Accomplish all goals set with PLC Coach in the AM

Students are expected to spend the duration of the school day working on their goals set during their morning PLC (advisory) time. This work will primarily be within Edmentum but will vary based on student need. Coaches will be available throughout the school day to answer questions and provide guidance as needed.

Students must check into Morning and Afternoon PLC (advisory), to be marked present for the day. If your student becomes ill or is otherwise unable to “attend” an eLearning Day, please notify your school front office staff immediately.

Off-site learning

Students engage in off-site experiences several times throughout the year. These experiences include site visits to some of our industry partners where students are exposed to professionals representing a variety of career profiles. Students are advised that site visits serve as early networking experiences which may lead to further professional engagement and opportunities.

During eLearning days, students will work off-site to complete online personal learning tasks.

Assessment

Industry Projects

Student work is qualitatively evaluated throughout the cycle. The bulk of the student rating for industry projects comes from these evaluations. At the end of the cycle, students present their industry project products to a panel of evaluators. Products are evaluated using a rubric which judges students' work in terms of user research, clarification of the problem, ideation, quality of solution, quality/aesthetics, degree of innovation and quality of reflection. This rubric is made available to students at the beginning of the school year and referred to throughout each cycle.

Dojos/PLT

Coaches identify learning targets and success criteria for each lesson. The learning targets make clear what is to be learned and the success criteria outline how to reach the learning target. Students are assessed on their mastery given the learning targets outlined at the beginning. In this way, students are able to keep track of what they know and what they need to know, From there, they are able to make a plan to eliminate any gaps.

Summative Assessments

Students take the PSAT twice in year 1 and once in year 2 to prepare for the SAT in year 3. Students attend dojos and participate in programming to prepare for state assessments (as required), college readiness assessments, and career readiness assessments.

Grading

Students are assigned grades and ratings which reflect the quality of their work products. 50% of a student's course grade reflects work completed in Edmentum, the other 50% reflects student competency ratings. Student work in Industry Projects, Passion Projects, Personal Learning Communities and Dojos contribute to their competency ratings.

Academic Integrity

Violations and Definitions

Any of the following are acts of academic dishonesty and therefore violations of the Academic Integrity Policy and the PPHS Honor Code.

- Cheating is any activity in which a student deliberately misrepresents their actual academic achievement.
- Plagiarism is a form of academic dishonesty where a student intentionally takes and/or uses as their own work another's published or unpublished thoughts, ideas, or writings. Verbatim repetition or paraphrasing, without acknowledgement, of another person's writing, work, or research is also plagiarism.
- Misrepresentation includes any fabrication or false presentation of data, quotations, sources, or other information.
- Aiding or Abetting includes helping another student to cheat, plagiarize, misrepresent or otherwise engage in academic dishonesty.
- Asking, Persuading, or Coercing another student to engage in any of the behaviors listed above is a violation of this policy.

Policy & Procedures

A coach, perceiving a violation of the Academic Integrity Policy, will individually alert each student concerned and notify the PPHS Leadership. To decide if the case is actionable (i.e. an admission of violation or sufficient evidence to require follow-up) under the Academic Integrity Policy, the PPHS Leadership will confer with the student about the circumstance and evidence.

A. STUDENT ACCEPTS ALLEGATION. If the student accepts the allegation, the PPHS Leadership will:

1. Contact parents/guardians to set up a meeting.
2. Inform attendees at this meeting:
of the base consequences the student faces for this offense. Base consequences are outlined below.
of the opportunity to participate in Restorative Practices in accordance with procedures outlined in the Restorative Justice Section of the Student Handbook.
3. Student and parent decide which pathway they would like to take.

B. STUDENT CONTESTS ALLEGATION. If the student contests the allegation, the PPHS Leadership will:

1. Schedule a hearing immediately to determine the involvement or guilt of the student.
2. Invite parents/guardians to attend the hearing.
3. Make a determination, appealable to the Principal and representative from PPHS Network.
If the student appeals to the Principal and representative of the Network and the ruling corroborates the PPHS Leadership's decision, then they will still have the option of the restorative justice pathway as delineated above.
If the student is not interested in following the restorative justice pathway, then they will receive the base consequences and any other punishment(s) judged appropriate by the PPHS Leadership.

A copy of the signed contract will be retained in the PPHS Leadership's files as well as the Coordinator's files.

Responses & Consequences

Base Consequences (unless otherwise determined at the RP Conference)

In any actionable case of academic dishonesty, the following consequences may occur, unless otherwise determined by the RP Coordinator:

- A "0" for the assignment in question;
- Notification of the student's parents or guardians;
- Notification of the student's personal learning coach;
- Counselors report infraction to colleges during the application process;

Consequences shall be determined by the PPHS Leadership based on the severity of the offense. In determining severity, the PPHS Leadership will consider factors such as:

- Repetition (prior incidents)
- Collusion with other students
- Type of assignment
- Type of violation
- Seriousness of offense
- Contribution of student
- Cooperation of student after accusation
- Premeditation of offense
- Degree of effect on school community

Graduation Requirements

In order to satisfy graduation requirements for the state of Indiana, students must meet three major graduation pathway requirements. These requirements allow for students to individualize their portfolio to align to their postsecondary goal.

Grad Pathway Requirement #1

Earn one of the following high school diplomas

- General
- Core 40
- Core 40 with Academic Honors
- Core 40 with Technical Honors

Grad Pathway Requirement #2

Complete one of the following to learn and demonstrate employability skills

- Project-Based Learning Experience
- Service-Based Learning Experience
- Work-Based Learning Experience

Grad Pathway Requirement #3

Prove postsecondary ready competencies by doing one of the following

- Earn an Honors diploma
- Achieve a minimum ACT score
- Achieve a minimum SAT score
- Achieve a minimum ASVAB score
- Earn a State- and Industry-recognized credential or certification
- Complete a federally-recognized apprenticeship
- Complete a Career-Technical Education Concentrator

- Complete AP/IB/Dual Credit/Cambridge International courses or CLEP Exams
- Complete a locally created pathway

For more information about graduation pathways, please visit the Indiana Department of Education's Graduation Pathways information page at:

<https://www.doe.in.gov/graduation-pathways>

Extracurricular Activities

Extracurricular programs help provide valuable experiences and are considered an integral part of the total educational program.

PPHS extends the privilege of participation in school-sponsored extracurricular activities (including athletics) to all students. Students are reminded that academic progress is a priority and participation in extracurricular activities may be limited if a student demonstrates a lack of commitment to academic progress. Students involved in extracurricular activities are also reminded of their increased obligation to maintain a record of positive behavior.

Attendan

ce Policies and Expectations

COVID-19 Attendance Information

Daily at-home self temperature checks

Students are asked to take their temperature at home before coming to school every morning. A thermometer will be provided to students by PPHS. A fever is considered to be 100.4 or higher. Any student presenting a fever will be required to stay home. A parent/guardian should report the student absent to the school (please see the PPHS Student Handbook and the “Reporting Student Absences” section, below). Likewise, all school staff will conduct an at-home self temperature check prior to the start of each school day. Please know that PPHS’s ability to implement this school reopening plan and to offer in-person classes is dependent on all students and staff committing to daily at-home self temperature checks and remaining home if they have a fever.

School absence due to possible COVID-19 symptom(s)

Per guidelines from the Indiana Department of Education¹, students and staff will not be allowed to attend school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC guidance](#) that is not otherwise explained, including:

- A fever of 100.4°F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students exhibiting COVID-19 symptoms that are not otherwise explained will be sent home by the school nurse and required to be picked up from PPHS immediately. Students sent home due to potential COVID-19 related symptoms will not be allowed to return until they are no longer contagious per [CDC guidelines listed here](#). Please note that in recognizing many of the symptoms of COVID-19 may be related to a number of other illnesses, school nurses will utilize the CDC's guidelines and their professional judgement in making determinations as to whether to send students home. In uncertain circumstances, PPHS staff will always err on the side of caution and may determine the best course of action be to send a student home.

¹ Indiana Department of Education. June 5, 2020. [Indiana’s Considerations for Learning and Safe Schools In-Class COVID-19 Health and Safety Re-entry Guidance](#).

When to Keep You Student Home from School

Students are asked to take their temperature at home before coming to school every morning. Per guidelines from the Indiana Department of Education², students and staff will not be allowed to attend school if they test positive for COVID-19 or exhibit one or more of the [symptoms of COVID-19](#) based on [CDC guidance](#) that is not otherwise explained, including:

- A fever of 100.4°F or greater
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Student Absences

Student absences due to suspected or confirmed cases of or exposure to COVID-19 will be counted as excused absences. Students in these circumstances will be eligible to participate in a fully virtual learning environment, if desired. Please contact your child's school immediately if you intend for them to switch to a fully virtual learning environment. Students must satisfy the appropriate returning to school after illness guidelines outlined in the "Returning to School After Illness" section below.

In the case of student absences, families must follow the absence reporting guidelines provided in the Student & Family Handbook:

² Indiana Department of Education. June 5, 2020. [Indiana's Considerations for Learning and Safe Schools In-Class COVID-19 Health and Safety Re-entry Guidance](#).

- Parent or guardian calls the attendance voicemail or emails the office manager before 10am on ***each*** day the absence occurs to notify PPHS of the absence. *Please note that students who are not reported as absent will be reported as having an unexcused absence.*
- The following should be included on the voicemail message:
 - Student name and grade
 - Name of person making call and relationship to the student
 - Reason for the absence
 - Must indicate whether the absence is due to:
 - Suspected case of COVID-19;
 - Confirmed case of COVID-19; or
 - Exposure to someone with suspected or confirmed COVID-19.
 - Date/time of the absence
 - Return telephone number
 - Call will be verified using guardian number

Please note that if a student is not in attendance for more than three days, and is unable to receive a COVID-19 test, they will need a note from a physician prior to returning to school. Please see the “Resources for Students and Families” section for information on where COVID-19 testing sites are located as well as information on access to telecare health that may be covered by a student’s health insurance provider.

Returning to School After Illness Or Exposure

A student or staff member may return from the school environment after experiencing illness if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

1. They have not had a fever for at least 72 hours (that is three full days of no fever without medicine that reduces fevers); and
2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
3. At least 10 calendar days have passed since your symptoms first appeared.

Indiana’s [coronavirus website](#) provides a list of over 200 testing facilities, their location, and hours of operation.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

1. The individual no longer has a fever (without the use of medicine that reduces fevers); and
2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
3. At least 10 calendar days have passed since your symptoms first appeared; or
4. The individual has received two negative tests at least 24 hours apart.
5. Students may return to school if they are approved to do so in writing by the student's health care provider.

Tested Positive- Asymptomatic

Persons who have not had symptoms but tested positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by a healthcare provider. Students may also return to school if they are approved to do so in writing by the student's health care provider.

Exposure to COVID-19

Persons who have been exposed to an individual with COVID-19 must:

1. Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times.
2. Self-monitor for symptoms.
3. Check temperature twice a day
4. Watch for fever, cough, or shortness of breath or other symptoms of COVID-19
5. Avoid contact with people at higher risk for severe illness from COVID-19
6. Follow CDC guidance if symptoms develop

Please note that if a student is not in attendance for more than three days, and is unable to receive a COVID-19 test, they will need a note from a physician prior to returning to school. Please see the "Resources for Students and Families" section for information on where COVID-19 testing sites are located as well as information on access to telecare health that may be covered by a student's health insurance provider.

General

In order to gain as much as possible from this experience and ensure progress towards

on-time graduation and college goals, students are expected to arrive on time each day and remain at school until the scheduled dismissal time. Additionally, students are expected to attend both advisory periods each day.

Closed Campus

PPHS is a closed campus. Once a student arrives on school grounds, regardless of the reason or time, the student is not allowed to leave until dismissed by school administration.

Tardiness

Arrivals occurring more than 10 minutes after the start of the school day are considered tardy. Parents/guardians of students who are habitually tardy will be asked to attend an in-person conference with school administration to secure support, troubleshoot or otherwise work to resolve the issue.

Excused Absence

According to state law, student absences can only be excused for illness, legal matters, bereavement, observance of special and recognized holidays of student's own faith, and visitation with a parent or guardian who is a member of the United States armed forces or National Guard. In each case, official notice must support the absence. Parent notes will be kept on file in the school office but do not represent official notices and will not legally excuse student absence.

Unexcused Absence

Any absence that occurs without official documentation (see above) will be marked as unexcused.

Absences Due to Suspension

Absences due to suspension are considered unexcused and are counted against attendance requirement. Students who are suspended are expected to make up academic work missed.

Student Check-Out Policy

In the event that a student must be picked up at a time earlier than dismissal, guardians and/or approved adults will need to come to the main office, present identification and sign the school's check-out log. Pickups at times other than dismissal should be limited to emergencies and unavoidable scheduling conflicts (for medical appointments for example). Any person other than the guardian needing to pick up the student will need to be placed on the approved pickup list by the guardian in advance. If a staff member needs to call the parent/guardian to confirm, he/she will only use a number officially listed in the student's record. Any person not appearing on the approved pickup list and/or not presenting proper identification will not be allowed access to the student. This is a protective measure designed to ensure the safety of all students.

Note: Please refer to the PPHS Business Manager for an updated check-out policy.

Work Permit Denials Due To Attendance

Per the Indiana Department of Labor, work permits are issued through accredited schools in Indiana. Schools have total discretion to refuse or revoke a work permit based on poor academics or attendance. If a school refuses a student's work permit for these reasons, there is no other office or agency that may issue the work permit. If a student feels this rule is being applied unfairly, the student and family should arrange to meet with the principal. If the high school refuses to issue a work permit for any reason other than poor academic standing or attendance, families are advised to contact the Bureau of Child Labor by phone at (317) 232-2655 or by email: childlabor@dol.in.gov.

Reporting Policy

Pursuant to Indiana code, the school is required to maintain accurate records of student attendance. In addition, the school is required to "report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services." (IC 20-33-2-25) A student is considered to be habitually truant once the student has accumulated ten absences from school in a given school year. (IC 20-33-2-11) Families are advised that students who are habitually truant are additionally ineligible for operator's licenses, learner's and work permits.

Absence Procedures

When a student is absent from school, the following should occur:

1. Parent or guardian calls the attendance voicemail or emails the business manager before 10am on the day the absence occurs to notify PPHS of the absence.

The following should be included on the voicemail message:

- Student name and grade
- Name of person making call and relationship to the student
- Reason for the absence
 - Must indicate whether the absence is due to:
 - Suspected case of COVID-19
 - Confirmed case of COVID-19
 - Exposure to someone suspected or confirmed COVID-19
- Date/time of the absence
- Return telephone number*

*Call will be verified using guardian number on file for student

2. If a parent/guardian does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school. If the absence is due to a medical, dental, or other professional appointment, a note of verification from the place of business is required. The note should include the date, time, and length of the appointment on a professional letterhead with phone number and address.

3. All phone calls and verification notes must be received by the main office within 3 business days of the student's return to school in order for the absence to be excused. If a note or phone call is not received within three business days, the absence will be considered unexcused. The attendance voicemail is available 24 hours a day, seven days per week.

Dress Expectations

Purdue Polytechnic high school students wear Purdue-branded gear to show school pride and to identify themselves at the school and when traveling. Students are able to choose the style of the Purdue-branded gear as long as it is school-appropriate. Students are reminded that they will be interacting with many professionals as part of their work at PPHS and should consider that fact when deciding what to wear on any given school day.

Face Masks

Face masks are required for all students and staff while within 6 feet from another person. Face masks are required both by PPHS policy and as [mandated by the Marion County Health Department](#) for all students in grades 6-12. Two (2) face masks will be provided to all students by PPHS. Face masks will be sent to students' home address prior to the start of the school year. Students and staff may use their own face mask if they prefer, [in compliance with CDC guidelines](#). Staff and students will be responsible for regularly laundering their face masks and are encouraged to have additional back-up face masks, if possible. All students and staff will receive instruction on how to properly wear a face mask and are required to wear the mask unless otherwise instructed by a PPHS staff member.

Although we understand individuals' varying comfort levels with wearing face masks, we believe it is important that our entire school community be empathetic global citizens and take part in maintaining the health and safety of our more vulnerable populations. PPHS will do our best to provide a daily outdoor time or other opportunities where students are safely distanced and when the face mask requirement will be relaxed, as permitted by a PPHS staff member.

Please know that PPHS's ability to implement this school reopening plan and to offer in-person classes is dependent on all students and staff committing to wearing face masks in an effort to protect themselves and the school community.

Due to the grave nature of the situation, the following consequences will be levied for students refusing to properly wear their masks:

1st Occurrence	Staff members will talk with students privately about the violation. Students will be offered the option to correct the violation and/or the opportunity to borrow a loaner mask to wear for the remainder of the day.
2nd Occurrence	Above and parent(s)/guardian(s) will be contacted.
3rd Occurrence	Above and parent(s)/guardian(s) will be invited for a conference with school administration.

Clothing/Shoes

- Purdue-branded shirt or outerwear
- Khakis, jeans, shorts, skirts, or capris
 - May not sag or be excessively loose, tight, and/or short (“fingertip-length”)
 - Must be clean, not excessively ripped
- Shoes
 - Should be closed-toed and flat when working in the science lab

Students should not:

- Wear chains, spiked jewelry, or jewelry/accessories that represent violence
- Wear sunglasses in the school building
- Wear clothing of any kind encouraging drug use, illegal activities or gang-affiliation

Students will not be permitted to enter any learning space without appropriate attire. Students who arrive “out of dress code” will be provided with a temporary loaner shirt or outfit that must be returned at the end of the day. Purdue Polytechnic High School reserves the right to require students to remove, cover or otherwise change any clothing, accessories or hairstyle that the administration deems disruptive to the learning environment. While this is a last resort option, students can be dismissed from school for the day for refusing to comply with this stated expectation.

Hygiene

For the safety and health reasons, students are expected to maintain professional standards of personal hygiene.

Professional Visits

Dress is business/business casual on professional visit days unless otherwise specified by a community partner and/or PPHS staff.

Grooming

Students should refrain from personal grooming or preening during academic learning hours. This includes combing, brushing, applying makeup, and applying perfume, or cologne. These activities detract from the learning environment and can disrupt others. Students will be redirected when found grooming themselves and grooming items may be temporarily confiscated.

Student ID Card

- Must be student's own Purdue Polytechnic High School-issued photo ID card in plastic case
- Must be worn visibly above and outside of all clothing at all times during the school day
- May not be defaced, broken, or obscured in any way
 - o Such ID cards are treated as missing and must be replaced immediately

Students will be issued one free ID card per school year. This ID will also serve as a student's IndyGo bus pass. Additional ID cards must be purchased for \$5.

Dress Code Violations

Staff members will remind students of the dress code policy when there are minor violations (not requiring a change of dress). The expectation is for students to correct the violation at the time the remainder is given and to ensure to the best of their ability that the violation is not repeated.

School staff will consistently enforce the following procedures when there are significant dress code violations (those requiring a change of dress).

1st Occurrence	Staff members will talk with students privately about the violation. Students will be offered the option to correct the violation and/or the opportunity to borrow a loaner shirt/outfit to wear for the remainder of the day.
2nd Occurrence	Above and parent(s)/guardian(s) will be contacted.
3rd Occurrence	Above and parent(s)/guardian(s) will be invited for a conference with school administration.

Behavioral Policies and Expectations

Purdue Polytechnic High School sets high behavioral expectations for all students and

provides positive behavior interventions and supports to help all students consistently meet these expectations. Adherence to these expectations is especially important at our school considering the frequency with which students interact with professionals in the field.

PPHS students are expected to demonstrate a commitment to excellence and professionalism by:

- Treating others with respect and dignity
- Showing respect for our shared learning spaces and resources
- Otherwise complying with all school policies

Respect and Dignity

PPHS is committed to providing a welcoming environment for all families, students, and staff. As a community, we value, welcome and make space for cultural and interpersonal differences. We seek to show respect and honor the diversity within our own community and the world outside our doors via our words and actions. Through school-based and supplemental programming, we seek to expose our staff, students, and families to new perspectives in an effort to maximize learning opportunities and build a strong culture of mutual respect and understanding.

Respect for Shared Learning Spaces and Resources

Students are expected to use shared learning spaces and resources responsibly. This includes, but is not limited to:

- keeping shared spaces clear of debris
- not detracting from or otherwise wasting learning time
- maintaining the integrity of the learning process by submitting original work
- accessing only school-appropriate material with school resources
- using only what is necessary for prototyping and saving the rest for others' use

Compliance with School Policies

Other details for school policies appear throughout this document. Students are expected to comply with all school policies (dress code, attendance, acceptable use, etc.) and follow directions when first given.

Discipline Policy

Restorative Practices

The PPHS approach to discipline is restorative in nature. Restorative practices focuses on collaborative ways of solving problems and mediating conflict. The goal is mutual understanding and personal growth. This approach is in line with our commitment to building a strong community of trust, understanding and compassion.

Activities that support this approach include:

The PPHS Experience: Student and Family Handbook

Talking Circles

Used proactively to build community and SEL skills (Personal Learning Community); to work collaboratively on a problem

Restorative Conversations

Occurring at the moment of a minor occurrence, in a safe space, and after the respondent has accepted responsibility for his/her behavior, or to better understand an incident that has occurred and the root causes of the behavior exhibited.

Peace Circles and Peer Conferences

Used in response to repeated inappropriate and/or disruptive behaviors

With regards to discipline, staff members are trained to:

- Discipline with dignity, consistently and with an understanding of the developmental levels of students.
- Listen to what unmet need the student is trying to communicate with his/her behavior
- Maximize teachable moments for the individual and the community

Examples of Misbehaviors

The following example behaviors are addressed and redirected Personal Learning Coaches and other staff.

- Teasing
- Swearing
- Disrespect
- Dishonesty
- Unpreparedness
- Inappropriate use of devices/equipment
- Uniform violations

If a student's behavior rises to the level of a major violation of school policies, (see examples below) the incident may be referred directly to school administrators (and/or law enforcement when required by law).

- Harassment
- Intimidation
- Fighting
- Physical Aggression
- Extreme Defiance
- Off school grounds without permission
- Vandalism
- Smoking/Vaping and/or possession of smoking/vaping paraphernalia

- Drugs/alcohol and/or possession of drug/alcohol paraphernalia
- Theft
- Verbal and/or Written Threats
- Bomb Threat
- Deliberately visiting inappropriate internet sites and/or print material
- Sexual Harassment
- Sexual Behavior
- Weapons and weapon paraphernalia possession
- Bullying/Cyber-Bullying
- Social media use that is disruptive to school environment
- Inappropriate behavior on bus

Depending on the situation, it is possible that law enforcement may be notified/involved for major violations of school policy.

Conflict Resolution

At PPHS, we regard conflict as a natural consequence of relationship-building and collaboration that is neither inherently negative nor unhealthy. Managed well, conflict often has instructive value. When major conflicts arise in our school community, often they are mediated to allow both parties to explain and reflect on their thoughts and actions with the goal of personal growth and understanding in mind.

Civility Code Violations

PPHS is committed to the maintenance of a safe and civil educational environment free from harassment, intimidation or bullying.

Harassment, intimidation, bullying and/or any other behavior that threatens the safety of PPHS students, staff and/or visitors and the civility of our shared space is not welcome and will be met with counteractive restorative measures.

Definitions

Harassment-any unwelcome and inappropriate verbal or physical conduct, or coercive behavior, where the behavior is known or reasonably ought to be known to be unwanted or welcome

Intimidation-intentional behavior that "would cause a person of ordinary sensibilities" to fear injury or harm. It is not necessary to prove that the behavior was so violent as to cause mean terror or that the victim was actually frightened.

Bullying-the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or

physical power, which distinguishes bullying from conflict. This includes negative social media interactions, in or outside of the school environment, that are harassing in nature and/or disruptive to the educational environment.

Hazing- any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.

Harassment/Intimidation/Bullying Policy

The following is expressly prohibited:

Any intentional* written, electronic, verbal, photographic or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of interfering with a student's education; or
- Is severe, persistent, or pervasive such that it creates an intimidating or threatening educational environment; or
- Has the effect of disrupting the orderly operation of the school. Harassment, intimidation or bullying can take many forms including, but not limited to: intentional acts via social media, texts, emails, snapshots, slurs, rumors, jokes, innuendos, demeaning comments, drawing of cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, online, verbal, or physical actions.

Many actions that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules. Violations of this policy include any social media postings.

Hazing in any form is strictly prohibited at Purdue Polytechnic High School.

Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion. Counseling, restorative discipline, dismissal from school, and/or referral to law enforcement may be employed to change the behavior of the perpetrator and remediate the impact on the victim.

Tobacco

Purdue Polytechnic High School is a tobacco-free campus. PPHS recognizes that the use of tobacco presents a health hazard that can have serious consequences for both

the user and the nonuser.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter of substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

PPHS prohibits the use and/or possession of tobacco by students at all times within any facility owned or contracted for by PPHS.

Drugs and Alcohol

To maintain the safety of students, staff and visitors PPHS is a drug and alcohol-free campus. In addition, drugs and alcohol are expressly prohibited at off-campus school events. This is a no tolerance policy. Any incident violating this policy will be documented and referred to law enforcement when required by law.

We recognize the need for compassionate treatment of those addicted and seeking help and can offer referral services for treatment if needed.

Firearms/Deadly Weapons/Destructive Devices

PPHS will not tolerate the possession of firearms, deadly weapons, destructive devices, instruments, materials, or substances animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury by anyone while on PPHS property, at a school-related event, or while enroute to or from school in a school vehicle.

Indiana code states that any student who is identified as bringing a firearm or destructive device to school or on school property; or in possession of a firearm or destructive device on school property; must be expelled for 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.

PPHS requires students to report to the building principal knowledge of firearms, deadly weapons and/or destructive devices and threats of violence by students. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

Any person found possessing a firearm, deadly weapon or destructive device on PPHS premises, a school vehicle, or on property being used by PPHS for school purposes may be charged with a felony. [I.C. 35-47-9]

This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Crisis Prevention

Staff members undergo Nonviolent Crisis Intervention (NCI) training (a program of the The PPHS Experience: Student and Family Handbook

Crisis Prevention Institute-CPI) which focuses on the prevention of violence. This training includes methods, techniques, or services to offer both long term preventative, and immediate counteractive support to individuals experiencing distress. This includes intervention from staff trained to address aggressive, violent, or out-of-control behaviors.

In the case that a student's in-the-moment actions physically pose imminent risk to themselves and/or others, NCI training advises that physical intervention be employed by a team of trained staff members while awaiting additional support. This physical intervention includes specific holds designed to maintain the distressed person and interventionist's safety until the distressed person no longer poses a threat to him/herself and/or others in the vicinity.

Nonviolent Crisis Intervention Plan

In accordance with school-wide discipline plans, all classrooms will implement classroom behavior plans that enforce a positive learning environment. These plans include behavior expectations, de-escalation strategies, and positive reinforcements.

1. PPHS will have staff certified in the instructor program through the Crisis Prevention Institute in Nonviolent Crisis Intervention Training.
2. PPHS will provide all staff members with Nonviolent Crisis intervention Training.
3. This training will be recurrent and provided to all staff.
4. Any staff involved in an incident (seclusion/restraint) must engage in a debrief session with administration and complete appropriate documentation.
5. A program review will be completed at the end of each year.

Seclusion

Seclusion is the confinement of a student alone in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's individualized education program, in which an adult is continuously present in the room with the student.

1. Seclusion should not be used as a form of punishment or consequence. Seclusion should only be used with a student who is displaying physical behaviors that pose a threat to themselves or others.
2. The door to the seclusion room or space should remain unlocked at all times.
3. Seclusion should only be used as long as necessary to de-escalate the situation or in accordance with a student's BIP or IEP.
4. Adult supervision is required. Students should never be left unattended.
5. Seclusion shall only be used by staff members who are certified in Nonviolent Crisis Intervention.
6. Appropriate documentation must be completed and parent/guardian informed.

Restraints

Restraints are any physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict

freedom of movement of all or a part of a student's body or to restrict normal access to the student's body. The term does not include (1) briefly holding a student without undue force in order to calm or comfort the student, or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation, (2) physical escort, or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another. Restraints include any manual method, physical or mechanical device, material, or equipment that immobilizes or reduces the ability of an individual to move their body freely.

If a situation warrants the use of physical restraints, the following guidelines must be followed:

1. Restraints will only be used by staff who have a current certification in Nonviolent Crisis Intervention (NCI) (a program of CPI).
2. Any restraint used should be an approved CPI restraint.
3. Restraints will ONLY last as long as necessary for the student to gain control of their behavior and no longer pose a threat to themselves or others
4. Appropriate documentation will be completed and parent/guardian informed.

No student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others.

Significant violations of the law including assaults on students and staff must be reported to the police.

PPHS will document all instances of restraint and/or seclusion immediately. As soon as possible after any such use of restraint and/or seclusion, parent(s)/guardian(s) will be informed and provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion. An incident report will be completed, copied, and mailed to the parent or guardian within two (2) school days of the incident. Copies of the incident report will be kept on file at the student's school and sent to PPHS network administration within two (2) days of the incident.

Suspension & Expulsion Policy

The following misbehaviors may be subject to suspension and/or expulsion.

- Repeated incidences of minor misbehaviors
- Major violations

The following procedure is followed if suspension of a student is required.

1. Prior to any suspension, the school principal or his/her designee will advise the student in question of the particular misconduct of which he/she is accused and will state the basis for the accusation.
2. The student will be given an opportunity at the time to explain his/her version of the facts to the school principal or his/her designee. Any student whose presence poses a continued danger to persons or property or represents an ongoing threat

of disruption may be removed immediately from the school premises without benefit of the above –described procedure. (IC 20-33-8-18)

3. The school principal or his/her designee, shall contact the parent by telephone, contact the parent in person, and send a [certified letter](#) to the address of the parent or guardian of the student, giving notice of the suspension, the reason (s) for the suspension and establishing a date and time for a conference with the school administration or his/her designee as a requirement of re-admitting the student. The school is required to provide written notice of the suspension to the parent(s) via electronic communication (email, text) or mail that includes the reason for the suspension to the parent or parents of the suspended student. (IC 20-33-8-18)
4. During a suspension, students are forbidden to come on school grounds or to attend or participate in any school-sponsored events. (IC 20-33-8-14)
5. When applicable, all disciplinary items will be administered in accordance with a student's IEP.

A student whose presence in school poses a continued danger to any person or property or any ongoing threat of disruption to the academic process shall be immediately removed from the school without the benefit of the prior procedures; however, the necessary procedure shall follow as soon as is practical.

The school is required to provide written notice of the suspension and the reasons to the parent or parents of the suspended student. The decision of the Head of School on the merit of the case, as well as the term of suspension, is final. Parents have five days to appeal the suspension in writing.

If the offense warrants a recommendation for [expulsion](#), the school administration makes this decision and notifies the parent and/or guardian. At this time, a hearing is offered to the parents. In the event the parent and/or guardian requests a hearing, this hearing will confirm or overturn the expulsion.

Until the hearing takes place, the student shall remain on suspension. (IC 20-33-8-23)

Complaints, Concerns, and Appeals

We share the same commitment to accountability that we ask of all our parents, guardians, and students. We will address concerns expeditiously and judiciously. Parents/guardians are encouraged to bring any concerns to the school principal including any requests to appeal disciplinary decisions. Protocols follow.

- If a concern arises from a school situation, students and/or guardians are encouraged to reach out to the student's personal learning coach and/or a member of PPHS administration via face-to-face conversation, phone call or email. In the case of real-time conversations, students/families are encouraged to meet with the staff member outside of instructional time whenever possible.
- If students and/or guardians find the discussion and resulting resolution

unsatisfactory, either/both may set up time prior or after school hours to discuss the matter with the personal learning coach and/or administration to reach a solution.

- If a student and/or his/her guardians believe that the situation still has not been resolved satisfactorily, concerns should be taken to the Chief of Staff, Susie Howard (showard@pphs.purdue.edu). The Chief of Staff will first investigate the matter to ensure that the student/guardian(s) have worked to address the issue with the staff and school administration. The Chief of Staff will then record the complaint and/or appeal and work to address any concerns regarding appeal of a disciplinary decision, or action or inaction taken by the school administration within 7 school days of the appeal and within 10 days from the time the complaint is introduced.

Health Policies and Procedures

The nurse's office serves to provide interventions for medical events occurring at the school. The following policies and procedures regarding the health of our students were created to ensure the safety, health, and the welfare of all the students at PPHS.

Illness Policy

Purdue Polytechnic High School reserves the right to temporarily deny any student admittance if illness is suspected, or to request early departure should symptoms become apparent during the course of the day. Health-related school dismissals will be done at the discretion of the school nurse, and the parent must give permission prior to the student leaving school property. Students must be picked up within one hour of illness notification, or given permission to transport self home. Permission for self transport must be done via email or text, by a parent or guardian to the school nurse. Students will not be permitted to participate in any extracurricular activities for a minimum of 24 hours if they are sent home due to illness. This is to ensure the health of everyone at PPHS. Please refer to the "COVID-19 Attendance Information" section of this Handbook for further information regarding student attendance and absences related to COVID-19.

When a child may not attend school:

- **Fever:** Students will be sent home if their temperature is 100.0 °F or higher. Students must be free of fever for at least 24 hours without the use of fever reducing medication (Tylenol, Ibuprofen etc.) prior to returning to school. The same policy applies if your child develops a fever at home. They must be fever free for at least 24 hours without the use of fever reducing medication.

- **Contagious Disease:** A student should stay home from all school functions if he/she has a contagious disease. A contagious disease is one that can be spread by close contact. Examples are: chicken pox, strep throat, flu, scabies, etc. A note stating the conditions of which a student can return to school will be required from a physician.
- **Conjunctivitis (pink eye):** Students will be sent home if there appears to be an unusual amount of discharge from, or irritation to, their eye(s). Before returning to school the student will need to be evaluated by a physician and treated for a minimum of 24 hours. A physician's note will be required for the student to return to school. If "pink eye" is not detected, a physician's note stating the diagnosis and confirming that the student is not contagious will still be required.
- **Vomiting:** Students will be evaluated on a case by case basis. The child must be symptom free and have had no vomiting for at least 24 hours prior to returning to school.
- **Diarrhea:** The cause of loose and frequent stools varies case by case. If the student is not known to have chronic gastrointestinal issues, and has three or more consecutive loose stools during the school day, the student will be sent home and asked not to return until stool returns to normal.
- All other student illnesses will be evaluated on a case to case basis by the school nurse.

Head Lice Policy

The following actions will be taken for students enrolled at PPHS who are suspected to have lice during school hours.

1. The school nurse will examine the student's head for lice and nits.

- If the school nurse finds lice upon examination:
 - The student will be sent home and may not participate in any school functions until a lice treatment has been done.
 - The nurse will contact the parent/guardian and request prompt and proper treatment.
- If the school nurse finds nits upon examination:
 - A student may complete the school day with the understanding that hair is to be combed through with a nit comb that evening. The school nurse will educate the student on how to comb nits out of his/her hair, and explain that nit combing may need to take place for 2-3 weeks after discovering. Repeat examinations by guardian and school nurse will be necessary to ensure that no nits have hatched.

- Long hair must be pulled back into a ponytail, and student is to be informed that he/she cannot share hair products (brush, comb, hair ties, etc.), avoid head-to-head (hair-to-hair) contact, and cannot share clothing (hats, scarves, coats, etc.).

Upon Return the School Nurse Will:

- Re-examine the student
- The student may attend class regardless of the presence of nits.

Bed Bug Policy

The following actions will be taken for students enrolled at PPHS who are suspected to have bed bugs during school hours.

1. The school nurse will examine the student's clothing and personal belongings for bed bugs.
 - If the school nurse finds bed bugs upon examination, the student will be loaned a set of clothing to change into (if available). The student's personal belongings will be placed in a sealed bag or tote and returned at the end of the day. If there is access to a dryer, clothing can be dried on high heat for 20 minutes and returned to the student.
 - The nurse will contact the parent/guardian and notify of findings.
 - The student will not be excluded from school for chronic bed bugs in the home.

Hearing Screenings

According to Indiana Law IC 20-34-3-14 hearing screenings will be conducted annually for all students in grade 10, as well as students who have transferred into the school corporation, and those who are suspected of having hearing defects. Abnormal results will be shared with parents and the state. The parent or guardian must sign a [declination of hearing screening form](#) if they do not wish for their student to participate.

Immunization Policy

In accordance with Indiana law IC 20-34-4-5 a current immunization record must be submitted by the first day of school. If an immunization record is not provided by the first day of school, students will not be allowed to attend school until a current record is provided. Waivers may be granted to students under specific circumstances. These waivers are only valid for the first 20 days of school. If a waiver is granted, once the 20

day waiver period has expired, the student will not be allowed to attend school until a current immunization record has been provided.

If there are medical reasons a student can not be immunized, a medical exemption form must be on file by the first day of school for the student to attend. If religious beliefs prevent a student from being immunized, a religious exemption form must be on file by the first day of school for the student to attend. Both religious and medical exemptions must be renewed annually. The same waiver rules apply to both medical and religious exemptions.

As immunization requirements change, the nurse will notify parents/guardians of expected immunization deadlines. **Days missed due to inadequate immunizations or lack of records will be considered unexcused.**

In the event of an exposure to a vaccine-preventable disease, students who hold a medical/religious exemption will be sent home based on the CDC's recommendations.

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 causes 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 for 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.

Medication Administration Policy

In order to protect the health and welfare of our students and school staff alike, Indiana law requires parent consent in writing for the administration of medication. In order for the school nurse, volunteer school nurse, or a staff member to administer medication to your student, the form below must be read and signed.

For prescribed medications the parent/guardian must provide the school with a copy of the original prescription, or a current pharmacy label in order for the medication to be administered. All medications must be kept in their original containers.

Pharmacy label must include:

- **Student's Name**
- **DOB**
- **Name of Medication**
- **Dose of Medication**
- **Prescribing Provider**

All prescribed medication will be administered strictly in accordance with the written order of the provider. The dosage cannot be changed unless the school is provided with a written order authorizing the change. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required.

- There must be written approval from the parent for Over-The-Counter (OTC) medications before they can be administered to a student at school. OTC medications will not be administered outside of the parameters of Purdue Polytechnic High School's standing orders without a prescribing provider's order.
- Medication brought to school must be checked in at the clinic and kept in a locked cabinet.
- Students may transport their medication to and from school with written parent permission given in the enrollment documents. If permission is not obtained, the parent/guardian must drop-off and pick-up medications from the clinic.
- Any controlled substance must be counted by the nurse or trained staff member (unlicensed assistive personnel) with the student or guardian present and documented accordingly.
- The school nurse will administer all medications. Exceptions to this include absence or unavailability of the school nurse, and if a student has parental and provider permission to self-carry and administer a medication.
- In the absence of the school nurse, an unlicensed assistive personnel will administer medications. In specific cases, the school nurse may request the parent/guardian to come to the school to administer the medication.
- Student medication must be taken home at the end of each school year. Any medication that is left in the clinic will be properly disposed of.

I have read and understand the above policy.

Please administer to my child, _____, the prescribed

medication(s) as written below, in accordance with the written order of the medical provider and as described below.

Medication	Dose	Time	Side Effects

Period of time the medication is to be continued:

Reason for the medication:

Parent/Guardian Signature:

Printed Name: _____ Date:

Phone #: _____

Emergency Action Plans

Students with diagnosed acute or chronic illnesses that have the potential to need emergency attention from medical personnel must complete and return an emergency action plan. The form must be turned in prior to the student's first day attending school. Copies of the forms are listed below.

[Asthma Action Plan](#)

[Diabetes Action Plan](#)

[Food Allergy and Anaphylaxis Action Plan](#)

[Seizure Action Plan](#)

Students with Severe Allergies

To address the needs of students with potentially life-threatening food and/or environmental allergies, the following processes have been established:

- An Emergency Action Plan will be written by a physician for the student with a diagnosed severe allergy and submitted annually by the first day of school.
- Parents are required to provide an EpiPen if their child has been diagnosed with a severe allergy. EpiPens will be stored in the clinic unless a physician has signed the permission form for the student to self-carry medication.
- An allergy free food table will be offered in the cafeteria at the parent's request.
- Pertinent cafeteria staff, teachers and bus drivers will be made aware of students with specific allergies and trained on emergency medication administration.

If dietary modifications are requested due to food allergies, the following forms must be filled out and returned to the school:

[Food Allergy Health and Family History Form](#)

[Special Dietary Needs Form](#)

Stock Emergency Medication Policy and Procedures

Purdue Polytechnic High School may stock and administer Albuterol Sulfate Inhalation Solution, and Epinephrine to students, staff and visitors per SEA 392. Standing orders and prescriptions must be reviewed and renewed annually by a partnering physician.

Who can administer stock emergency medications?

These medications may be administered by the school nurse. If the nurse is not present, stock emergency medication administration may be delegated to unlicensed assistive personnel (UAP). The delegatee must safely demonstrate the administration of the medication and be checked off by the school nurse prior to use. Documentation of the training must be kept in the school clinic. Training documentation can be found in the clinic drive. Indiana immunity laws: IC 34-30-12-1, IC 34-30-13.

Under what conditions?

Stock emergency medications may only be administered under emergent situations.

Epinephrine: for anaphylaxis (severe allergic reaction involving two body systems)

- Dosage: 0.15mg Epinephrine auto-injector IM, if less than 66 pounds
0.30mg Epinephrine auto-injector IM, if 66 pounds or greater

Albuterol: for a severe or life-threatening asthma attack or acute respiratory distress

- Dosage: Administer 2.5 milligrams (mg) of albuterol via nebulizer treatment.

If medication is used, CALL 911. Specifications for administration are located in the standing orders

How many doses will be stocked?

Two Epinephrine auto-injectors are to be stocked at all times (one 0.15mg auto-injector, and one 0.30mg auto-injector). Albuterol solution is to be replaced when there are six vials remaining (equivalent to $\frac{1}{4}$ of the stocked medication).

Where will it be stored?

Emergency medications will be stored in the clinic, or designated lock boxes.

Medications are to be in a cool, dry location within a locked cabinet. All medications must be clearly labeled. The school nurse and UAP(s) are the only ones with access to the cabinet.

How will the medication be replaced?

If medication replacement is needed, a new prescription must be signed by a partnering physician. A purchase order must be submitted to administration for approval within 24 hours of the medication being used.

School nurses are to keep track of expiration dates, and replace medications prior to expiration.

When will the stock emergency medications be available?

Emergency medications will be available for use on school premises during the hours of operation. The hours of operation are 8am-4pm, Monday through Friday (this does not include school breaks). If a trained staff member is available for administration of medication before school or with extracurricular activities, medication may be administered.

How to report the use of medications?

If an emergency medication is used, a report must be filed by the school nurse on the IDOE website within 24 hours of use. [IDOE Report](#)

School Lunch Program

Breakfast and lunch is served each school day. Free and/or reduced lunch applications are made available after July 1st.

Students are welcomed to eat the lunch provided or bring their own lunch if they would prefer.

Meal Charging Policy

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Purdue Polytechnic High School will adhere to the following meal charge procedures:

- All cafeteria purchases need to be paid by one of the following methods:
 1. An online account can be set up to pay for the student's meals through myschoolaccount.com. Usernames and passwords will be provided to parents at the beginning of each school year. Parents will be responsible for contacting myschoolaccount.com for any issues with their account.
 2. Students and/or legal guardians/parents can bring in monies to the Business Manager or Food Service Manager. We accept either cash or checks made to Purdue Polytechnic High School, the amount will be added to the student's account and receipt will be given in return. Any monies given will go directly to the student's account. Change will not be provided.
- A student who has been charged a meal may purchase "a la carte" item(s). The student needs to have money in hand or in their account in order to purchase "a la carte" items.
- If a student has a negative balance of \$25.00 or more, the student will be denied breakfast but will be given an alternative lunch consisting of a peanut butter and jelly sandwich/power pack and juice and will automatically be charged \$2.00 to his/her account. If the student has money in hand to pay for his/her breakfast or lunch, then he/she may get a breakfast and/or lunch.
- The Business Manager or Food Service Manager will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The Food Services Manager will also send home letters or send an email once per month to parents of students who carry negative balances of \$25.00 and above. Parents also might be called regarding the negative balances.

- Students who graduate or withdraw from the corporation and have a positive balance in their account will be reimbursed via check. The check will be made out to the student's legal guardian and mailed to the student's address.
- Students who graduate or withdraw from the corporation and have a negative balance will be called or spoken to on the date of withdrawal in an effort to collect monies. Parents/Guardians will need to pay via cash or check made out to Purdue Polytechnic High School.

Bus Transportation

Purdue Polytechnic High School provides transportation services via IndyGo to all students. Purdue Polytechnic High School hosts a bus orientation event during the first week of school in partnership with Indygo to answer questions and go over bus policies.

PPHS students making use of IndyGo transportation are reminded that they must be at their IndyGo city bus stop early enough to ensure on-time arrival at school.

IndyGo has outlined the following rider guidelines:

Conduct/Dress/Noise

Riders are prohibited from disruptive behavior including talking loudly on cell phones, playing excessively loud ringtones, listening to loud music or electronic devices with or without earphones, shouting profanity or insults, soliciting services or favors, and making threatening or hostile remarks. Riders are prohibited from throwing objects from the bus. Body limbs must stay inside the bus at all times. Spitting inside the Transit Center, on buses, or around areas where there will be heavy foot traffic is prohibited. The PPHS dress code extends to times when students are riding buses or otherwise occupying any IndyGo property/facility while in-transit, to/from PPHS or a PPHS-event. Rollerblades/skates/ skateboards must be removed and carried onto the bus or into the Transit Center. Skating, skateboarding, and rollerblading are not allowed in or around the Transit Center property.

Eating and Drinking

Eating and drinking is not allowed on IndyGo buses or in or around the Transit Center with the exception of areas where vendors sell and serve food and offer seating for consumption. If you have a medical condition, please inform the Operator or IndyGo staff for an exclusion. Food purchased inside the Transit Center will not be allowed for consumption on buses. Sealed and wrapped food and beverages may be transported, but not consumed on buses.

Prohibited Items

Prohibited Items on IndyGo Property include:

- Explosives

- Knives (Cutting tools required for work are permitted)
- Car Batteries (ADA-approved equipment is allowed)
- Compressed Gas Bottles (ADA-approved equipment is permitted)
- Fuel Storage Containers
- Guns are not permitted in the Transit Center

Removal of Riders

IndyGo Supervisors, security staff, or any responding Law Enforcement Agency may remove riders and/or their animals for not adhering to IndyGo policies. You may be removed from the property or facility if you are taking part in lewd or illegal activity, if your behavior is loud, boisterous, or otherwise detrimental or disruptive to other riders.

Concerns

If there is ever a concern with IndyGo service, we ask that these be addressed with our school administration. If a student reports an incident to his or her parent or guardian that needs to be addressed, the parent or guardian of that student should contact the school within 24 hours to report the incident.

Sudden Change in Transportation Plans

Your student's safety is our first priority. If your child is not to take their typical transportation home, in addition to communicating this information to the student, please communicate this change to the main office via note or phone call to the main office. In case of last minute notification, please call the front office before 3:30pm Monday through Friday. The office will then notify/remind your child of the change to transportation arrangements.

Technology

PPHS provides devices and tools that access the internet as an integral part of its instructional program. The acceptable use policy is not intended to cover every possible prohibited activity; rather, it establishes procedures and guidelines to ensure a safe and productive digital environment for users at PPHS.

Purdue Polytechnic High School makes no warranties of any kind for the internet access provided. PPHS is not responsible for any damages users experience, including, but not limited to, loss of data resulting from interruption of services. Users are advised that PPHS reserves the right to access all files and folders housed on the @pphs.purdue.edu domain.

PPHS provides each student with a Chromebook and additional technology to meet

their needs. We do not recommend that students bring their own computer or laptop. Devices brought from home are not the responsibility of PPHS and are not supported by the technology department and its staff.

Acceptable Use Policy

Student Expectations

In general, students are expected to use technology and school accounts in a manner that is consistent with the academic goals and mission of PPHS.

Expectations for student technology use include, but are not limited to the following:

1. keep login information private and access only one's own personal accounts
2. operate as a safe, respectful digital citizen
 - do not use technology to harass, bully, intimidate or otherwise harass others
 - do not view, post and/or respond to offensive, obscene or otherwise school-inappropriate content
 - respect the work of others by making proper use of citations and following applicable copyright laws
3. be a good steward of PPHS technology, treating all resources with care, reporting any damage to staff immediately and otherwise using reasonable judgment when caring for school-issued technology
 - keep school-issued technology safe by avoiding eating or drinking near computers
 - protect school-issued technology safe from theft
 - use carrying case when moving between spaces to protect from breakage

Cell Phones and Personal Electronic Devices

Cell phones in the classroom are a major source of distraction which, in many cases, is predictably detrimental to academic performance. For this reason, except when expressly permitted by a staff member for academic reasons, students are not allowed access to their cell phones during class time (PLT, workshops, dojos, site visits). Phones must be silent and out of sight during this time. Students wishing to access their cell phones are encouraged to make use of time between passing periods, before/after school and/or at lunch.

If a student is found in violation of the cell phone policy, a staff member will talk to the student privately to give a reminder of expectations. The student is expected to silence and put away their cell phone immediately thereafter. If a student requires repeated

reminders, his/her parent/guardian may be called in for support.

Each user is responsible for his/her own cell phone and/or personal electronic devices. PPHS takes no responsibility for stolen, lost, or damaged cell phones or personal electronic devices. Families are encouraged to check with their homeowner's policy regarding coverage of personal electronic devices, as many insurance policies may cover loss or damage.

Anti-Discrimination Policy

Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the local PPHS administration or the director of student services. PPHS does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

The Office for Civil Rights regarding an alleged violation of Title IX and/or Section 504 can be reached by visiting: the U.S. Department of Education's website or calling 1-800-421-3481.

If you have experienced discrimination in any education programs or activities, complaints should be directed to:

Title IV and Section 504 Coordinator:

Tonya Taylor

Director of Student Services

ttaylor@pphs.purdue.edu

Family Support

There are many ways for families to support students through this unique high school experience. We believe supports that help to build student confidence and independence while encouraging student accountability are those which will best help students to thrive in this environment and beyond.

Family supports for PPHS students include, but are not limited to:

The PPHS Experience: Student and Family Handbook

- Ensuring that contact information is up to date including email, street address and phone number
- Checking in/Following up with student concerning academic progress
 - Regularly inquiring with student about student experience and needs
 - Encouraging student to advocate for his/her own needs
- Checking in/Following up with student's personal learning coach (PLC) concerning student progress
 - Confirming major due dates with PLC
 - Checking in to monitor student performance and attendance
- Attend parent nights
 - *See calendar for list of dates*
- Attend student showcases
 - *See calendar for list of dates*
- Encourage student to get involved in extracurricular activities
 - Check out school offerings
 - Check out additional non-school based opportunities