



PURDUE POLYTECHNIC HIGH SCHOOLS

The PPHS Experience:
Student and Family Handbook
2026-2027

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

Welcome to Purdue Polytechnic High Schools



Welcome to a new school year at Purdue Polytechnic High Schools (PPHS)! Whether you're just beginning your journey with us or returning to continue building your future, I'm so glad you're here.

At PPHS, we were designed for change, and designed for *you*. Everything we do is built with purpose: from our hands-on, project-based learning to the way we nurture your genius and support your goals. You won't find a traditional high school experience here, and that's by design. You'll find an opportunity. You'll find voice and choice. And most importantly, you'll find a community committed to walking alongside you as you

pursue your goals.

This handbook will help guide you through the year. It contains our values, expectations, and the tools you need to thrive. Please take time to read it with your parent/guardian. We want to make sure every student feels safe, empowered, and set up for success.

Here's to a powerful year of growth, possibility, and purpose.

Welcome to PPHS! As principals of the two PPHS campuses, we are honored to help bring this innovative educational opportunity to students in Indianapolis.

The PPHS experience is designed to empower you to create the world you envision. 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. We hope you will take advantage of our open door policy as you navigate this new experience. We also encourage you to get involved in extracurricular activities and after-school events and invite your families to join in open houses, campus visits, and parent/guardian nights.

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

Jacob Pactor, Principal
Englewood



Lucas Zartman, Principal
Broad Ripple



Purpose

Mission

Purdue Polytechnic High School prepares each student to persistently pursue their next giant leap.

Vision

Every student finds their voice and realizes their potential as a leader who shapes our community and inspires others to dream even bigger – in college, in career, and in life.

Values

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

School History

PPHS was created with one bold goal: to prepare more students for success in college and career, especially those who haven't always been fully supported by traditional schools.

In 2017, Purdue University partnered with city leaders, educators, and industry experts to design a different kind of high school—one focused on hands-on learning, strong personal support, and a clear path to college. At PPHS, your education is connected to real life, and your passions help drive your progress.

Community and State Support

PPHS was founded through a shared vision between Purdue University leaders and local education advocates. With the support of community and industry partners, that vision became a reality in August 2017. From the beginning, everyone involved in planning and launching the school was united by one mission: to provide students in Indiana with a high-quality educational experience focused on innovative, future-ready careers.

Framework to Nurture Student Genius

The **Framework to Nurture Student Genius** is a foundational guide adopted by PPHS to support every student's journey, valuing the development of innovative problem-solvers and self-directed learners. This comprehensive approach is based on four core pillars: prioritizing belonging and strong relationships, learning and academic excellence, centering education on real-world problems, and cultivating critical thinking

skills. For a complete overview of the guiding principles, please view the [Framework to Nurture Student Genius](#).

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General Information

School Calendar

View the Indy School calendar on the website [here](#).

Hours of Operation

The front office is open from 8:00 a.m. to 4:00 p.m. daily to answer phone calls and take messages. Summer hours vary by location.

Englewood

Monday	8:40 am - 3:45 pm
Tuesday	8:40 am - 3:45 pm
Wednesday	8:40 am - 1:30 pm
Thursday	8:40 am - 3:45 pm
Friday	8:40 am - 3:45 pm

Lab

Monday	8:00 am - 2:45 pm
Tuesday	8:00 am - 2:45 pm
Wednesday	8:00 am - 12:30 pm
Thursday	8:00 am - 2:45 pm
Friday	8:00 am - 2:45 pm

Broad Ripple

Monday	8:20 am - 3:35 pm
Tuesday	8:20 am - 3:35 pm
Wednesday	8:20 am - 1:00 pm
Thursday	8:20 am - 3:35 pm
Friday	8:20 am - 3:35 pm

Hours of operation will change during the summer.

Information Sharing/Updates

PPHS shares information online via the school website, school blog, and several social media sites. In addition, schools send an electronic newsletter weekly 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, X(formerly Twitter), and Instagram:

PPHS Network:

- FB: Purdue Polytechnic High School
- IG: @PurduePolyHS
- Twitter/X: @PurduePolyHS

PPHS Englewood:

- FB: @PPHSEnglewood
- IG: @PPHSEnglewood
- Twitter/X: @PPHSEnglewood

PPHS Broad Ripple:

- FB: PPHSBroadRipple
- IG: @PPHSBroadRipple
- Twitter/X: @PPHSIndyNorth

Emergency Closing of School

PPHS typically follows the local school district's decisions regarding engaging in e-learning, delays, closures, and early dismissals due to inclement weather. However, the school may also engage in e-learning or close due to other safety concerns. These emergency closures will be announced via automated phone calls to all registered student contacts, local news outlets, the school website, and social media.

Enrollment

Free and Public

PPHS is a free and public high school. PPHS is open to any student residing in Indiana. There are no admission requirements other than that the enrolling student must be of high school age and reside in Indiana. Please see more information on the process for enrolling at PPHS in the “Application” section below.

All Are Welcome Here

We believe all students deserve to feel and be safe at school. PPHS strives to provide a welcoming and safe learning environment for every student. We welcome, support, and celebrate all students regardless of race, color, religion, sex, gender identity, gender expression, national origin, disability, or any other factor that makes them uniquely themselves.

Name Change Policy

Under Indiana law, schools are required within five days to notify in writing at least one parent/guardian of a student, if the student is an unemancipated minor, of a request made by the student to change the student’s name or pronoun, title, or word to identify the student. Nothing in this section shall be construed to change reporting requirements for abuse or neglect or to override federal law or regulations.

Application

PPHS locations in Indianapolis participate in the Enroll Indy centralized enrollment 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.

Post-Placement

Once a student receives PPHS placement confirmation from the Enroll Indy office or our central Enrollment Coordinator, parents/guardians are asked 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 PPHS until the enrollment packet is completed. Families will receive communication via email and/or phone call with instructions on how to complete the enrollment process.

Transfer Policy

Families wishing to enroll or transfer to/from PPHS must receive placement through Enroll Indy.

Alternative Placement Transfer Policy (All PPHS Campuses)

Families with a student currently in an alternative placement or program assigned by previous school administration, who wish to enroll or transfer to PPHS, will be assigned to an alternative program approved by the Indiana Department of Education by a PPHS Administrator. Programs which qualify may include alternative placements in lieu of suspension or expulsion.

Transfer Policy for Expelled Students Policy

PPHS may deny regular school admission to students expelled or suspended pending expulsion from other schools who apply for admission to a PPHS campus. The PPHS must deny regular school admission to any student expelled or suspended pending expulsion from another school for an offense violating applicable state or federal weapons laws. IC 20-33-8-30 governs enrollment in another school corporation or charter school during expulsion or proposed expulsion.

Academics

PPHS 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 humanities, science, technology, engineering, and math (STEM) careers through career exploration while completing college preparatory coursework.

Class Schedule

To ensure that all students maintain a rigorous academic schedule, requests to drop a prescribed course, even if it is not required by the state, will generally not be approved unless there is an opportunity to replace the course with a more rigorous academic alternative. PPHS will prioritize keeping students enrolled in their current courses to uphold high academic standards and support their overall educational development. Requests for schedule changes will be evaluated on a case-by-case basis, and approval will be granted only if it aligns with the student's academic goals and the school's mission to provide a challenging learning environment. Students in grades 9-11 will have a full-day schedule.

Academic Preparation

Coaches and students work to ensure 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. Advanced Placement, concurrent enrollment, career and technical education, work-based learning and certification programs are all part of the PPHS experience.

Classroom-Based Learning

Advanced Placement and College-Level Course Offerings

Preparing students for college includes enabling them to get an early start on their future degrees, reducing the overall cost and time to completion. PPHS offers various Advanced Placement and college course offerings.

PPHS currently funds all Advanced Placement, CLEP, and college credit courses taken in partnership with our identified higher education partners. If a student must retake an exam or course, all additional costs, including tuition, exam fees, and textbooks, are the responsibility of the parent/guardian. Additionally, if a student withdraws from a PPHS-funded opportunity after payment has already been remitted on the student's behalf, the student's parent/guardian is responsible for reimbursing the school. Typical costs are \$40 for Advanced Placement examination fees and \$75 or more for college coursework. Prices are subject to change based on external partner fee schedules.

Makerspace

The makerspace is a physical space in the building that provides physical resources for students to produce prototypes of their project ideas.

As part of Purdue Polytechnic High Schools' unique and hands-on approach to education, staff and students will be able to access the PPHS Makerspace (or other such similar location). The PPHS Makerspace (or other such similar location) is an educational space where students and staff can Innovate and Collaborate while having access to tools, software, and technology. In consideration for participation in the activities within the PPHS Makerspace (or other such similar location), staff and students agree to the following:

1. Assumption of Risk. I acknowledge there are inherent risks with the use of equipment and tools that are used for design and prototyping, including but not limited to the risk of property damage and serious personal injury, including death. I voluntarily assume all risks and liabilities when working with the equipment in the PPHS Makerspace (or other such similar location).

2. Agree to Complete Training. I agree to complete all training associated with the tools and equipment within the PPHS Makerspace (or other such similar location) PRIOR TO using the equipment. I will maintain documentation of this training and the school agrees to keep documentation on file. Training will need to be completed on an annual basis.

3. Release of Liability. By signing below, for myself, my student (if applicable), and for all persons claiming through me or entitled to act on my behalf, I hereby release Purdue Polytechnic High School and its employees, agents, and representatives from any and all liability that may arise from any property damage or personal injury (including death) that I may incur or suffer related to any activity in the PPHS Makerspace (or other such similar location).

4. Damages. I agree to pay for any and all property damage to the tools and equipment if it is determined I (or my student, if applicable) used them in a reckless and negligent manner.

eLearning

On eLearning days, students will follow the directions of their school administration.

Off-site learning

Students engage in off-site experiences several times throughout the year in addition to internships and other work-based learning opportunities. Students are advised that site visits serve as early networking experiences that may lead to further professional engagement and opportunities.

Students are to follow the Off-Site expectations:

- Follow the dress code
- Use polite and respectful behavior
- Treat everyone and everything at the field trip location with respect
- Engage and be curious
- Clean up after yourself

Assessment Summative Assessments

Students take the College Board Suite of assessments twice annually, leading to the DOE SAT in the spring of their junior year. They also participate in programming to prepare for state assessments (as required), college readiness assessments, and career readiness assessments.

Grading

Students are assigned grades that reflect the quality of their work products and the extent to which they display mastery of defined outcomes. PPHS believes in and implements mastery learning, allowing students to always improve their grades as they demonstrate increased understanding and skill.

Letter Grade	Scoring Range	Grade Point Average
A	100-90%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-69%	1.0
F	<60%	0

Advanced Placement and College Credit Offerings are designed to provide a college-level learning opportunity that exceeds state standards. The following grading scale is used to evaluate AP and college credit courses, beginning with the 2025-2026 academic year.

Letter Grade	Scoring Range	Grade Point Average
A	100-90%	5.0
B	80-89%	4.0
C	70-79%	3.0
D	60-69%	1.0
F	<60%	0

Academic Integrity

Violations and Definitions

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

- Cheating is any activity in which a student deliberately misrepresents their 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 acknowledgment, 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 violates this policy.
- PPHS students can use artificial intelligence (AI) tools to conduct research, analyze data, translate texts into different languages, and correct grammatical mistakes as long as they have instructional coach permission. Students are required to document sources, including content generated via AI, and also to validate the results of AI searches, as information accuracy is not guaranteed, and source credibility is imperative to academic work.

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 consequences the student faces for this offense. The consequences are outlined below.
 - The opportunity to participate in Restorative Practices in accordance with procedures outlined in the Restorative Practice Section of the Student Handbook.
3. Students and parents/guardians 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 student involvement or guilt.
2. Invite parents/guardians to attend the hearing.
3. Make a determination that is 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 signed copy of the contract will be kept on file with both PPHS Leadership and the Coordinator.

Responses & Consequences

In any actionable case of academic dishonesty, the following consequences may occur, unless otherwise determined by the PPHS staff member

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

The PPHS Leadership shall determine consequences 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
- Contrition of the student
- Cooperation of the student after the accusation
- Premeditation of offense
- Degree of effect on the school community

Graduation Requirements

To satisfy graduation requirements for the state of Indiana, students in the Classes of 2027-2028 graduation cohorts must meet three major graduation pathway requirements unless they opt into the newly established 2029 requirements. These requirements enable students to individualize their portfolios to align with their postsecondary goals.

2027-2028 Grad Pathway Requirement #1

Earn one of the following high school diplomas:

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

2027-2028 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

2027-2028 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 students graduating as part of the Class of 2029 graduation cohort, the following graduation requirements apply:

- Earn an Indiana diploma

- Decide whether to complete the Graduation Seal that is most aligned with your future goals

[Indiana Diploma Infographic](#)

[Indiana Diploma Seals](#)

[New Indiana Diploma](#)

Early Graduation:

Early graduation is generally not permitted at PPHS. We believe that additional time in high school can provide valuable opportunities for students to further prepare for college and career. PPHS offers a range of no-cost college-level courses and work-based learning experiences, which can be tailored to a student's goals and interests during their final year(s).

For more information about graduation pathways, please connect with the school's College and Career staff.

Indiana Graduation Pathways Infographic [English Version](#) | [Spanish Version](#)

Indiana Core 40 Diploma Designations [English Version](#) | [Spanish Version](#)

[Indiana Graduation Pathway 101 PowerPoint](#)

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

Extracurricular Activities

Participation in extracurricular programs is a remarkable privilege extended to all PPHS students, providing access to valuable learning experiences that are essential for a well-rounded education. By prioritizing your academic progress and maintaining a strong record of positive behavior, you secure and honor this opportunity. Your commitment to excellence both in the classroom and in activities allows you to fully engage with and maximize the immense benefits of the PPHS experience.

Academic and Athletic Eligibility Policy

To participate in athletics, co-curricular, and extracurricular activities at PPHS, you must maintain good academic standing. We evaluate eligibility at the end of every grading cycle.

In strict accordance with the Indiana High School Athletic Association (IHSAA) By-Laws (Rule 18-1), all participating students must meet the following requirements:

- **Previous Cycle Performance:** You must have passed and earned credit in at least 70% of your maximum full-credit classes during the most recently completed grading cycle.
- **Current Enrollment:** You must currently be enrolled in at least 70% of the maximum full-credit classes available to you.
- **The PPHS Standard:** Because a standard PPHS schedule consists of 7 classes, the 70% rule means **you must be enrolled in and pass at least 5 out of 7 classes** to remain eligible to play or participate.

Attendance Policies and Expectations

General

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 all scheduled sessions each day – students must follow their schedules.

PPHS requires all students enrolled in this school to attend school regularly in accordance with State laws. Students are required to attend at least 180 instructional days, whether enrolled as an in-person OR virtual student. To be counted as present, students are expected to engage in at least six hours of instruction daily.

The school's educational program is predicated upon the student's presence and requires continuity of instruction and academic participation. Regular contact between students and their participation in a well-planned instructional activity under the tutelage of our advisors is vital to this purpose.

PPHS Englewood Attendance Line: 317-832-1200; and/or email attendance@pphs.purdue.edu

PPHS Lab Attendance Line: 317-207-0649

PPHS Broad Ripple Attendance Line: 317-832-4800

Closed Campus

PPHS is a closed campus. Once a student arrives on school grounds, the student is not allowed to leave until dismissed or otherwise allowed by school administration, and with signed parent/guardian permission.

Absence Reporting Policy

Under Indiana code, the school is required to maintain accurate records of student attendance. Pursuant to Indiana Code (IC) 20-33-2-3.2, “attend” means to be physically present: (1) in a school; or (2) at another location where the school’s educational program is being conducted (i.e. work-based learning opportunity occurring outside the four walls of the classroom).

- IC 20-18-2-2.4 defines “chronically truant” as missing ten percent (10%) or more of a school year for any reason. In addition, the school is required to “report a student who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of student services” (IC 20-33-2-25).
- A student is considered to be habitually truant once the student has accumulated ten absences in a given school year (IC 20-33-2-11). **SEA 282 (2024)** includes the responsibility for PPHS to report a student’s habitual truancy to the prosecuting attorney. Prosecuting attorneys must notify parents/ guardians if an affidavit of habitual truancy is filed with their office.

Families are advised that students who are habitually truant are additionally ineligible for operator’s licenses or learner’s permits.

Excused Absences

According to state law, student absences can only be excused for illness, legal matters, bereavement, observance of special and recognized holidays of the 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/Guardian notes will be kept on file in the school office but do not represent official notices and will not legally excuse student absence.

Parents/guardians are required to contact the attendance line to report any absence. The following are absences that are *generally* recognized as excused:

1. Illness or Emergency – Absence due to illness or emergency shall be classified as excused if a parent/guardian notifies the school of the illness/emergency, or with a doctor’s note provided. If the school representative sends a student home for illness, this would also be excused. ***If a student is out for 3 consecutive absences or a total of 10 unexcused absences, a medical note must be provided for any additional excused absences. If not, any days missed after those 3 consecutive or 10 total absences will be considered unexcused.***
2. Religious Instruction Commitments – This is for religious instruction with Indiana law I.C. 20-33-2-19. All other absences are generally considered unexcused unless, in the judgment of the school administrator, extenuating circumstances warrant the absence being classified as excused. A parent/guardian is required

to fill out and return the *PPHS Religious Obligation: Request for Excused Absence* form, which can be made to the attendance officer.

Unexcused Absences

An Unexcused Absence occurs when a student is absent from school without obtaining approval or consent or notifying the school of the absence in a timely manner or as authorized by Indiana law. **Any absence that occurs without official documentation will be marked as unexcused.**

Non-Absences

The following class absences are not counted as absences from school according to Purdue Polytechnic High School.

- Approved school-sanctioned field trips
- Participation in election day activities (students participating in Election Day activities must provide written documentation for this absence.)
- Subpoenaed as a Witness
- Indiana National Guard
- Death in Immediate Family
- Suspensions either in or out of school
- Juvenile or Criminal Justice System Detention
- Hospitalization or medical treatment/therapy with proper documentation.
- COVID-communicable illnesses/close contacts according to the current CDC Guidelines

Absences Due to Suspension

Absences due to suspension are not counted against the attendance requirements. Students who are suspended are expected to complete all assignments and school work during their suspension. They will receive:

- Notices about any assignments or school work due.
- Contact information for their teachers.
- The same credit for completed assignments as if physically present in school.

Students only will be able to make up tests or quizzes when they return to school; classwork should be completed from home while suspended.

Interventions for Absences

- **3 unexcused absences**
The school will contact parents/guardians and students to discuss attendance.
- **5-9 unexcused absences**

School administration will contact each other to discuss the next steps and strategies for improving attendance.

- **10 unexcused absences**

The attendance officer will contact parents/guardians via certified letter and inform them that, in accordance with our school policy, a truancy report has been filed with the Department of Child Services and the prosecuting attorney.

Absence Procedures

Family Responsibility

State laws hold parents/guardians directly responsible for ensuring their student complies with school attendance requirements. In some cases, this can include the risk of incarceration.

Any student suspended from school must be accompanied by their parents/guardians upon returning to school, if the suspending administrator requests it.

Sports & Extracurricular Activities

If a PPHS student has an unexcused absence from school or arrives at school after 11:00 am, he/she may **NOT** participate in any after-school athletics (practices or games), clubs, or activities for that day.

Automated Calls for Absences and Tardies

Parents/guardians of absent/tardy students will receive an automated phone call before 10:30am. It is the parent/guardian's responsibility to contact the school to discuss their student's absence.

Tardiness

Students are expected to arrive by the designated start time. Arrivals after the official 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.

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 enter the school's 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 (e.g., medical appointments). The guardian must place any person other than the guardian picking up

the student on the approved pickup list 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.

Students can be checked out early by a guardian signing them out from the front office. Guardians must enter the building, present an ID, and be listed as a known contact in Alma. PPHS staff will not look for a student who is not in their assigned space, and students out of their assigned space may face the PPHS discipline processes. Exceptions may apply to students who have been granted permission to leave class for a documented purpose, such as visiting the clinic.

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

Work Permits

As of July 21, 2021, the Indiana General Assembly no longer requires school permission for a student to receive a work permit.

Dress Expectations

PPHS students are strongly encouraged to wear PPHS-branded gear to show school pride and for easy identification at school and during travel. Students may choose any school-appropriate style (see Clothing/Shoes section below). As students regularly engage with professionals, they are expected to dress with that in mind each day.

PPHS Dress Code Adjustment

In accordance with Indiana Senate Enrolled Act 78 and applicable provisions of Indiana Code (IC 20-33-12-4), PPHS is adjusting its dress code policy.

Beginning July 1, 2026, hoods, hats, or any other accessory or article of clothing—including headphones, earpods, or non-approved listening devices, smart glasses—may not cover a student's face or ears inside the building during the school day. Students whose face or ears are covered by clothing or accessories will be asked to remove those items. Students who refuse to comply will be subject to the PPHS disciplinary process.

This requirement does not apply to students who wear face or head coverings for sincerely held religious beliefs or for documented medical reasons. Students seeking

medical accommodation may be asked to provide reasonable documentation. Religious accommodations will be provided in accordance with state and federal law. PPHS remains committed to respecting students' legal rights while maintaining a safe and orderly learning environment.

Students Are Expected to Wear:

Clothing/Shoes

- PPHS-branded shirt or outerwear (highly encouraged, but not required)
- Shirts/tops that fully cover the underarms, chest, shoulders, and midriff
- Khakis, jeans, shorts, skirts, or capris
 - Clothing must not sag, be excessively loose or tight, or be too short
 - Undergarments must not be visible when sitting or standing
 - Items must be clean and not excessively ripped
 - Shorts and skirts must reach at least mid-thigh - fingertip length; any holes above mid-thigh must be covered

Shoes

- Closed-toe and flat shoes are required when working in labs, robotics, or makerspace areas for safety

Students may not wear or display the following:

- Chains, spiked jewelry, or accessories that promote or suggest violence
- Hair, jewelry, or accessories that disrupt the learning environment or pose safety concerns
- Hoods or face coverings that obscure identity (unless for medical reasons)
- Clothing that promotes drug use, illegal activity, inappropriate language or gang affiliation
- Pajamas
- Sunglasses

Students will not be permitted to enter any learning space without appropriate attire. Students who arrive “out of dress code” may receive a temporary loaner shirt or outfit. PPHS 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 may be dismissed from school for the day for refusing to follow this stated expectation.

Hygiene

To promote a positive and respectful learning environment for all students, maintaining high standards of personal hygiene is expected. Addressing hygiene concerns contributes to an educational experience free from disruption.

Procedure:

1. **Observation and Identification:**
 - Should a staff member notice a student's poor hygiene significantly interfering with the learning environment of any student—such as strong body odor or visibly soiled clothing—they will record the issue in Alma and inform school administration and the parent/guardian.
2. **Private Conversation:**
 - A designated staff member will speak with the student individually in a confidential setting, prioritizing their dignity and respect.
 - The staff member will explain the issue, highlighting its impact on the learning environment, and offer support, such as the school's hygiene supplies or facilities.
3. **Opportunity to Wash and Change:**
 - Students may be given time to use the school's designated hygiene facilities, which include a washing area and, if available, a supply of clean clothing. Afterward, students can wash, change clothes, and return to class.
4. **Alternative Learning Space:**
 - Should a student be unable or unwilling to address a hygiene concern promptly, they may be offered the option to work in a separate, supervised area until the issue is resolved.
5. **Going Home to Wash and Change:**
 - Should a significant hygiene concern arise that cannot be resolved at school, the student's parent/guardian may be contacted. The student would then need to be picked up to go home, wash, and change clothes. The student will be permitted to return to school once the hygiene concern has been addressed.
6. **Follow-Up and Support:**
 - Upon the student's return, a designated staff member will follow up to ensure they feel supported and understand available hygiene resources. If necessary, additional resources, such as referrals to community services or access to hygiene supplies, may be provided.

Documentation:

- All hygiene-related incidents will be documented in a confidential log, accessible only to designated staff members.

Grooming

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

PPHS Student ID Card

Students will be issued one free ID card per school year. Replacement ID cards must be purchased for a fee. Please see the school office for the fee amount and a temporary ID.

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 reminder 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 will talk to 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	• The above parent(s)/guardian(s) will be contacted.
3rd Occurrence	• Notify administration • Parent(s)/guardian(s) will be invited to a conference with school administration.

Wireless Communication Device Policy

In accordance with **Indiana Senate Enrolled Act 78** (IC 20-26-5-40.7), Purdue Polytechnic implements a strict **storage policy**.

Devices may be brought into school, and if they are, they **must be stored in PPHS provided locations (i.e. lockers or device lock boxes), powered off, and inaccessible to a student throughout the school day.**

We believe this choice meets our students' need for having access to cellular devices for transportation to and from school while creating a school where academic learning is free from the distractions and interference of said devices.

What this means in practice is that students can bring devices to school, but they will be stored throughout the day.

School day is defined as the entirety of the time a student is present on school property for a student instructional day (as defined in IC 20-30-2-2).

"Wireless communication device" means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including a: (1) cellular telephone; (2) tablet computer; (3) laptop computer; or (4) gaming device; or (5) smartwatch that is connected to a cellular telephone, a cell tower, or the Internet. Only school-supplied devices monitored on the PPHS system can be used for instruction.

Allowable exceptions will be made and communicated when a device is required via appropriate documentation as a result of an IEP/504, medical condition, or MLL translation.

Exceptions to this policy may be explicitly granted by the superintendent during emergencies.

Any student found in possession of a defined wireless communication device will have the device confiscated until an approved guardian in Alma can pick it up between 330 pm - 400 pm, or the next school day.

Violations of this policy will result in PPHS taking disciplinary action, which may include suspension.

Behavior Policies and Expectations

Behavior Expectations

At **PPHS**, we set high behavior expectations and provide positive interventions and support to help every student meet them. Because our students regularly engage with professionals and community partners, maintaining a culture of excellence and

professionalism is essential.

All **PPHS** students, families, and staff are expected to model **The Maker Way** by demonstrating the following values:

- **Motivated** – Strive to exceed expectations, set and pursue goals, and take initiative
- **Accountable** – Own your actions and behavior every day
- **Knowledgeable** – Learn actively and build relationships with peers and community partners
- **Encouraging** – Support and uplift others through collaboration and dialogue
- **Respectful** – Treat people and shared spaces with dignity and care

By living out these values, we build a school culture grounded in excellence, professionalism, and purpose—inside and outside the classroom.

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 to maximize learning opportunities and build a strong culture of mutual respect and understanding.

Respect for Shared Learning Spaces and Resources

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

- Keeping spaces clean and free of debris
- Staying focused and not disrupting learning time
- Maintaining academic integrity by submitting original work
- Using school resources to access only appropriate materials
- Taking only what is needed for prototyping and preserving materials for others

Compliance with School Policies

Additional school policies are outlined throughout this handbook. Students are expected to follow all policies, including those on dress code, attendance, and acceptable use, and to follow directions the first time they are given.

Discipline Policy

Restorative Practices

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

With regards to discipline, staff members are trained to:

- Discipline with dignity, consistency, and understanding a student's developmental levels.
- Listen to what unmet need the student is trying to communicate with their behavior
- Maximize teachable moments for the individual and the community

Examples of Misbehaviors

PPHS Staff will address and redirect the following example behavior as they happen:.

- Teasing
- Swearing
- Disrespect
- Dishonesty
- Unpreparedness
- Inappropriate use of devices/equipment
- Dress code
- Technology Misuse

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 on or within proximity of school property
- 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
- Intentional network disruption
- Social media use that is disruptive to the school environment
- Inappropriate behavior on public transportation
- Unauthorized visitors into the building

Depending on the situation, law enforcement may be notified/involved for major violations of school policy or as required by law.

1st Occurrence	• Staff will talk to students privately about the violation. • Students will be offered the option to correct the violation and/or the opportunity to restore the harm that was done.
2nd Occurrence	• The above parent(s)/guardian(s) will be contacted.
3rd Occurrence	• Notify administration • Parent(s)/guardian(s) will be invited to a conference with school administration.

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 maintaining a safe and civil educational environment free from harassment, intimidation, and 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

Bullying: The use of force, threats, or coercion to abuse, intimidate, or aggressively dominate others. Bullying is often repeated and involves a real or perceived imbalance

of social or physical power. This includes negative interactions on social media, whether inside or outside of school, that are harassing in nature or disruptive to the educational environment.

Harassment: Unwelcome or inappropriate verbal, physical, or coercive behavior that is known, or reasonably should be known, to be unwanted or unwelcome.

Hazing: Any intentional action or situation that causes embarrassment, harassment, or ridicule and risks emotional or physical harm to a member of a group or team, regardless of whether the person agrees to participate.

Intimidation: Intentional behavior that would cause a reasonable person to fear injury or harm. It does not require proof that the behavior was violent enough to cause terror or that the victim was actually afraid.

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 and/or state and federal law. Violations of this policy include any social media postings regardless of when and where they were made and who the “intended” audience was.

Hazing in any form is strictly prohibited at PPHS.

Anyone who believes a student may have been or is the victim of bullying shall notify a designated school administrator in writing in charge of receiving reports of suspected bullying within the same day..

All staff, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a school administrator in writing within the same day.

School Administration will investigate reports of bullying and harassment:

- Initiated within 1 school day of receiving the complaint

- Ordinarily, it is completed within 10 days

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

Unauthorized Visitors & Building Security

PPHS is committed to maintaining a safe and secure learning environment for all students, staff, and visitors. As such, students are strictly prohibited from granting building access to any unauthorized individuals, including but not limited to non-PPHS students, friends, family, or unverified guests.

Any student found to have allowed an unauthorized individual into the building will face consequences aligned with our discipline and restorative practices model, up to and possibly including expulsion.

Additionally, unauthorized visitors who enter the school without proper approval will be subject to removal, and law enforcement may be contacted if necessary. Any staff member who becomes aware of an unauthorized visitor should immediately notify school leadership.

To reinforce building security:

- Students must never open exterior doors for anyone, including friends or family, during school hours.
- All visitors must check in through the main office and follow established visitor procedures.
- Any student who encounters an unverified guest in the building should report the situation to a staff member immediately.

These expectations are in place to ensure the safety of everyone in our school community. Violations of this policy are considered serious breaches of school trust and security.

Tobacco

PPHS is a tobacco-free campus. PPHS is a vape-free campus. PPHS recognizes that the use of tobacco, vapes, and similar products present a health hazard that can have serious consequences for both the user and nonusers.

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 or could contain tobacco, and electronic, "vapor," or other substitute forms of cigarettes or similar to such a form.

PPHS prohibits the use and/or possession of tobacco or similar products 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. 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.

Student Drug Testing Policy

The school administration shall have the authority to require any student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" (as defined below) that the student is using or is under the influence of alcohol, marijuana or any controlled substance (as defined by Indiana law) while:

- a. On school grounds, before, during, and immediately after school hours, and at any other time when a school group is using the school.
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from a school activity, function, or event. The administration also has the authority to require any student participating in athletics or other extra-curricular or co-curricular activities and any student issued a parking permit to submit to testing if the administration has reasonable suspicion to believe the student has violated rules adopted by the school prohibiting such students from using or being under the influence of alcohol, marijuana or any controlled substance.

Reasonable suspicion may arise from the following:

- a. A student's behavior, along with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, or any controlled substance.
- b. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance. Information communicated to an administrator by a teacher, parent, guardian, other adult or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any controlled substance. (Any such report will be investigated by the administration and substantiated by other indicators, if deemed necessary.) A chemical test of the student's breath and/or urine will be performed as per the adopted procedures. If any student tests "positive," disciplinary action may be taken as outlined by the school's Student Handbook. Students participating in privileges granted by the school, such as parking or extracurricular activities, will be subject to restriction of those privileges as outlined by the school's Student Handbook and/or the respective athletic and extracurricular co-curricular handbooks/guides.

Firearms / Deadly Weapons / Destructive Devices

PPHS will not tolerate the possession of firearms, deadly weapons, tasers, knives, 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.

This policy includes any device which uses compressed air, CO₂, spring power or similar to launch projectiles.

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. [I.C. 20-33-8-16]

PPHS requires students to report to PPHS staff 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, false 9-11 calls, bomb threats, or intentional calls to falsely report a dangerous condition.

Pepper Spray and Similar Items: For the safety of all students and staff, pepper spray, mace, and similar self-defense sprays are not allowed on school premises. [I.C. 35-41-2]

Search and Seizure

At PPHS, we are committed to providing a safe and supportive environment where all students can thrive academically, socially, and emotionally. While we respect student rights and privacy, our priority is the safety and well-being of everyone in our school community. To maintain this environment, school administrators, including the principal, executive team, or their designee, may conduct a search of a student, their belongings, or vehicle if there is reasonable suspicion of a violation of school rules, policies, or laws. Items found during a search that violate laws or school policies may be seized and, if appropriate, used as evidence or returned to the owner if lawful. We strive to balance student rights with our responsibility to keep our school a safe and welcoming place for all. For the safety and integrity of our students, all searches will be conducted with a witness present. Additionally, searches conducted on a student's person will be conducted by same gender designee.

Lockers. Each student may request a locker and combination at the beginning of the school year. Lockers are school property and are to be treated as such. Students should not share lockers or locker combinations. *Lockers belong to PPHS and may be searched at any time without prior notification. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy (IC 20-33-8-32).*

Crisis Prevention

Staff members undergo Nonviolent Crisis Intervention (NCI) training (a program of the 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 staff members with Nonviolent Crisis Intervention Training.
3. This training will be recurrent and provided to 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 is physically 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. It should only be used with students who are 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 the 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 using 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. Staff who have a current certification in Nonviolent Crisis Intervention (NCI) (a CPI program) and/or School Resource Officer who have completed Indiana state training requirements according to IC 20-26-18-4 will only use restraints.
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 the parent/guardian will be informed.

School staff will not restrain or seclude students unless their behavior poses an imminent risk of injury to themselves or others.

Significant law violations, 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 a student's suspension is required.

1. Before any suspension, the school principal or their 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 to explain their version of the facts to the school principal or their 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 their designee, shall contact the parent/guardian by telephone, or contact the parent/guardian in person, and send a written documentation to 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 their designee as a requirement of re-admitting the student. The school must provide written notice of the suspension to the parent(s) /guardian(s) via electronic communication (email, text) or mail that includes the reason for the suspension to the parent/guardian or parents/guardians of the suspended student. (IC 20-33-8-18)
4. During a suspension, students are forbidden to come on school grounds or attend or participate in school-sponsored events. (IC 20-33-8-14)
5. All disciplinary items will be administered per a student's IEP when applicable.

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 possible.

The school is required to give the parent/guardian or parents/guardians of the suspended student written notice of the suspension and the reasons. The principal's decision on the merits of the case and the suspension is final. Parents/Guardians 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. The school principal or their designee, shall contact the parent/guardian by telephone, contact the parent/guardian in person, and send a certified letter to the address of the parent or guardian of the student, and/or contact the parent /guardian in person giving notice of the expulsion, the reason(s) for the expulsion and establishing a date and time for a hearing. At this time, a hearing is offered to the parents/guardian. If the parent/guardian and/or guardian attends 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 problems 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 a member of PPHS administration by setting up a face-to-face meeting, 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 a time before or after school hours to discuss the matter with the administration and reach a solution.
- If a student and/or their guardians believe the situation still has not been resolved satisfactorily, concerns should be addressed to the Chief of School Operations, (CSO@pphs.purdue.edu). The Chief of School Operations 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 School Operations will then record the complaint and/or appeal and work to address any concerns regarding the appeal of a disciplinary decision, or action or inaction taken by the school administration within seven (7) school days of the appeal and within 10 days from the time the complaint is introduced.
- Once a parent/guardian initiates the above process by writing to the CSO, all communication must be routed through the Chief of School Operations to ensure a fair and equitable outcome.

Health Policies and Procedures

The in-person or virtual medical office provides 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 welfare of all the students at PPHS.

Having up-to-date health information allows for better care and understanding of your child's needs if problems arise during the school day or extracurricular/athletics. If

medical information ever changes, contact the school IMMEDIATELY for your child's safety!

The school-based clinic can provide over-the-counter (OTC) medications to students with parental or guardian permission. In order to administer an OTC medication to a student, we must have the signature of the student's legal parent/guardian. Please select which medication(s) you permit below. If any changes occur during the school year, please contact the school. The school is not able to supply medication for frequent or daily use.

As part of our commitment to student health, safety, and informed decision-making, condoms are available in the school representative's office. Research shows that access to contraception in schools improves student health outcomes and helps reduce unintended pregnancy and sexually transmitted infections (STIs). Studies also indicate that such programs do not increase sexual activity among students. Participation is voluntary. Students and families with questions about this program are encouraged to contact the school representative or administration for additional information.

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 day. Health-related school dismissals will be done at the discretion of the school representative. The parent/guardian must permit the student to leave the school property. Students must be picked up within one hour of illness notification. If the student is to transport themselves home, the school representative must receive written permission via email before the student's departure. Students will not be permitted to participate in extracurricular activities for at least 24 hours if they are sent home due to illness. This is to ensure the health and wellness of everyone.

When a student may not attend school:

- **Fever:** Students will be sent home if their temperature is 100.0 °F or higher. They 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 student 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 an infectious disease. Contagion can be spread by close contact. Examples are: chickenpox, strep throat, flu, scabies, etc. A note stating the conditions under 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 must be evaluated by a physician and treated for at least 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 student must be symptom-free and have not vomited for at least 24 hours before returning to school.
- **Diarrhea:** The cause of loose and frequent stools varies from case to case. If a 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 the stool returns to normal.
- The school representative will evaluate all other student illnesses on a case-by-case basis.

Head Lice Policy

The following actions will be taken for PPHS students suspected of having lice during school hours.

1. The school representative will examine the student’s head for lice and nits.
 - If the school representative 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 school representative will contact the parent/guardian and request prompt and proper treatment.
 - If the school representative 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 representative will educate the student on how to comb nits out of their hair, and explain that nit combing may need to take place for 2-3 weeks after discovery. Repeat examinations by the guardian and school representative will be necessary to ensure that no nits have hatched.
 - Long hair must be pulled back into a ponytail. The student is to be informed that he/she cannot share hair products (brushes, combs, hair ties, etc.), avoid head-to-head (hair-to-hair) contact, and cannot share clothing (hats, scarves, coats, etc.).

Upon Return, the school representative 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 PPHS students suspected of having bed bugs during school hours.

1. The school representative will examine the student’s clothing and belongings for bed bugs.

- If the school representative 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.
- The school representative will contact the parent/guardian and notify them of the findings.
- The student will not be excluded from school for chronic bed bugs at home.

Hearing Screenings

According to Indiana Law IC 20-34-3-14, hearing screenings will be conducted annually for all grade 10 and all junior and senior students who have transferred into the school corporation. Students suspected of having a hearing deficit may also be screened. Abnormal results will be shared with parents/guardians and the state. If a parent or guardian does not want their student to participate, they must sign a declination form. To obtain this form, see the office manager.

Immunization Policy

Under 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 may not be allowed to attend school until a current record is provided. Waivers may be granted to students under specific circumstances. If a waiver is granted, once the waiver period has expired, the student will not be allowed to attend school until a current immunization record has been provided.

If a student can not be immunized for medical reasons, 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. Religious and medical exemptions must be renewed annually. The same waiver rules apply to medical and religious exemptions. As immunization requirements change, the school representative 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 exposure to a vaccine-preventable disease, students who hold a medical/religious exemption will be sent home based on the recommendations from the following governing agencies:

- *Marion County Public Health Department*
- *Indiana Department of Health*
- *The Center for Disease Control*

Meningococcal Disease

Indiana law requires that, each year, parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can affect children and youth. The disease can progress rapidly and, within hours of the first symptoms, may cause death or permanent disability, including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 and 16 years of age for the MCV4 vaccine (state required for high school) and as young as 16 years of age for the Men B Vaccine (college requirement). Please talk with your student’s healthcare provider about the various meningococcal diseases and their vaccinations.

Medication Administration Policy

Indiana law requires parental or guardian consent in writing for the administration of medication to protect the health and welfare of our students and school staff. Alma Start forms must be completed for the school representative or an Unlicensed Assistive Personnel (UAP) to administer medication to your student.

- The parent/guardian must provide the school with a provider’s note for prescribed medications. All medications must be kept in their original containers. Provider’s note must include the following:
 1. **Student’s Name**
 2. **DOB**
 3. **Name of Medication**
 4. **Dose of Medication**
 5. **Reason for medication,**
 6. **Medication route**
 7. **Prescribing Provider’s name.**

All prescribed medication will be administered strictly in accordance with the provider's written order. 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 parent's or guardian’s written and dated consent or withdrawal of consent is required.

- Required documentation must be completed for the school representative to dispense any Over-The-Counter (OTC) medications. The Required Form, located in Enrollment documents, must be completed annually and after June 1st for all returning students. OTC medications will not be administered outside Purdue Polytechnic High School’s standing orders without a prescribing provider’s order.

- All prescribed and OTC medications must be checked at the clinic and kept in a locked cabinet.
- Students may transport their medication(s) to and from school with written parental or guardian consent as outlined in Alma Start. If permission is not obtained and not renewed annually, the parent/guardian must drop off and pick up medications from the clinic.
- The school representative or the UAP must count any controlled substance when the student or guardian is present and document accordingly.
- The school representative will administer all medications. Exceptions to this include the school representative's absence or unavailability or if a student has parental/guardian and provider permission to self-carry and administer emergency medication.
- In the absence of the school representative, a UAP will administer medications. In specific cases, the school representative 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 appropriately disposed of.

Emergency Action Plans

Students with diagnosed acute or chronic illnesses with the potential to need emergency attention from medical personnel must complete and return an emergency action plan. Additionally, it is the parent/guardian's responsibility to provide any medical supplies the student may need throughout their day, whether maintenance or emergency. EAPs will be utilized by the school representative to create an Individualized Health Plan (IHP). These forms must be submitted before the student's first day attending school. Copies of the forms are below.

[Asthma Action Plan](#)

[Diabetes Action Plan](#)

[Food Allergy and Anaphylaxis Action Plan](#)

[Seizure Action Plan](#)

Individualized Health Plan (IHP)

Students with acute or chronic illnesses requiring healthcare services during school hours and school-related activities (including field trips, after-school activities, and extracurricular participation) will need an individualized health plan (IHP). IHPs are developed by the school's representative, who provides and manages student health services. The IHP will incorporate information provided by the student, the student's parent/guardian, and the healthcare provider, tailored to the school environment. It also

includes planning for students who are capable of self-care. IHPs will be reviewed and updated annually. Adjustments will be made to the provider's treatment plan anytime. Parents/Guardians are responsible for providing the school representative with up-to-date treatment plans when adjustments are made and are encouraged to contact the school representative with any concerns. The school representative will contact parents/guardians to review IHPs upon completion and in light of changes to the 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:

- A physician will write an emergency action plan for a student with a diagnosed severe allergy and submit it annually by the first day of school.
- Parents/Guardians must provide an EpiPen if their student 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.
- At the parents' or guardians' request, an allergy-free food table will be offered in the cafeteria.
- Pertinent cafeteria staff, teachers, and bus drivers will be made aware of students with specific allergies and trained on emergency medication administration. The consent to communicate documents must be signed and can be found in the required forms of enrollment documents.

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, Epinephrine, and a federal Food and Drug Administration approved opioid overdose reversal medication, including nasal spray to students, staff, and visitors per SEA 392 (2017). A partnering physician must review and renew standing orders and prescriptions annually.

Who can administer stock emergency medications?

The school representative may administer these medications. If the school's representative is absent, stock emergency medication administration may be delegated to unlicensed assistive personnel (UAP). The delegate must safely demonstrate the administration of the medication, which must be checked off by the school

representative before use. Training documentation 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 in emergent situations.

Epinephrine: for anaphylaxis (severe allergic reaction involving any body system) or (mild symptoms from more than one body system)

- 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 mg/3 ml of albuterol via nebulizer treatment.

Opioid overdose: Administer one dose of Narcan intranasally (repeat every 2-3 minutes as needed)

If any of PPHS' designated emergency medications are utilized, Emergency Medical Services will be utilized, and a report will be filed with the DOE. *Administration specifications are in the standing orders.*

How many doses will be stocked?

- Two Epinephrine auto-injectors are to be stocked if the school chooses to stock this medication.
- A minimum of 2 vials of Albuterol solution are to be stored if the school chooses to stock this medication
- If the school chooses to stock Narcan (naloxone), a minimum of one dose will be stored.

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 representative 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 may need to be obtained by the partnering physician. Designated school representatives are to keep track of expiration dates, and replace medications when necessary. Follow the school's fiscal process to purchase needed medications when applicable.

When will the stock of emergency medications be available?

Emergency medications will be available for use on school grounds during operating hours. Hours are 8:00 am - 3:45 pm, Monday through Friday (this does not include school breaks). If a trained staff member is available for the administration of medication

before school or during extracurricular activities, emergency medication may be administered.

How to report the use of medications?

If emergency medication is used, the school representative or principal must file a report. This report can be found on the IDOE website and must be completed within 24 hours of the emergency medication's administration.

[IDOE Report](#)

Emergency Transportation

If an event occurs requiring medical transport, a Building-level administrator or school representative will accompany the student (if they are less than 16 years of age) and remain with the student until a parent/guardian arrives. The PPHS employee accompanying the student should have access to the student's Bio page and parent/guardian contact information to facilitate open communication lines. In the event more than one student is transported, or the student is 17 years of age or older, it may be necessary for transportation to occur without a PPHS representative. PPHS will defer to EMS on which facility is appropriate for treatment. If applicable, a student should be transported to the medical facility of the parent/guardian's choosing. PPHS is not fiscally responsible for any cost incurred, and as such, all expenses are the parent/guardian's sole responsibility.

School Lunch Program

Purdue Polytechnic High School will participate in the Community Eligibility Provision (CEP) for meals served on the National School Lunch Program and School Breakfast Program for the 2026-2027 school year. All enrolled students at a school implementing CEP are eligible to receive a healthy breakfast and lunch at no charge to their household. No further action is required of you. Your student(s) can participate in the meal programs without paying a fee or completing an application.

However, if available from the State of Indiana, free and reduced eligibility needs to be determined for households to qualify for the Summer EBT (SUN Bucks) Program, other educational benefits, and funding opportunities for your school. Some examples of other educational benefits may include test/exam fee reduction or waiver, and eligibility for other discounts or program opportunities.

Students may be approved for free or reduced eligibility in the following ways: students in households receiving SNAP (Food Stamps) or TANF benefits; foster students who are under the legal responsibility of a foster care agency or court; homeless or migrant

students identified by the school's liaison; and households with a gross income within the limits of the Federal Income Guidelines.

To apply, complete a 2025-2026 Alternate Household Application for Free and Reduced Eligibility. Return completed application to school. You will be notified when your application is approved or denied.

2026-2027 Alternate Household Application for Free and Reduced Eligibility

- [English](#)
- [Spanish](#)

2026-2027 Parent/Guardian Letter/Instructions

- [English](#)
- [Spanish](#)

For menus, modified meal applications, and other information, please visit our website at <https://www.pphs.purdue.edu/student-resources/schoolmeals>.

Meal Charging Policy

The National School Lunch and Breakfast programs require school food authorities to establish written administrative guidelines and procedures for meal charges. PPHS will adhere to the following meal charge procedures:

- PPHS participates in the Community Eligibility Provision (CEP) for meals served on the National School Lunch and Breakfast programs. All enrolled students can receive a healthy breakfast and lunch at no charge to their household.
 - For a la carte or second meals, an online account can be set up to pay for the student's meals through [MySchoolBucks](#). Your student's district ID will be provided at the beginning of each school year. Families are responsible for contacting MySchoolBucks for any issues with their account.
- The Director of Culinary & Wellness will communicate with families to resolve any unpaid 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 contacted on the date of withdrawal to collect payment. Families must pay via cash or check made out to Purdue Polytechnic High School.

Student Food Selling and Fundraising Policy

To maintain a focused educational environment, ensure campus safety, and comply with school nutrition guidelines, PPHS strictly regulates the sale of food and other items on school grounds.

1. Unauthorized and Personal Selling (Strictly Prohibited)

The selling of food, candy, beverages, or any other items by students during the school day for personal profit is strictly prohibited. Students may not operate personal businesses or sell items out of their backpacks, lockers, or vehicles while on school property.

2. Approved School Fundraisers

The only exception to the selling prohibition is an officially approved PPHS fundraiser. PPHS permits student fundraising in the building, on school property, or at school-sponsored events only under the following conditions:

- **Administrative Approval:** The fundraiser must be formally approved by PPHS Leadership prior to any items being sold.
- **School Benefit:** 100% of the profits generated from the sale must be used exclusively for school purposes, officially recognized PPHS clubs, or school-connected activities.
- **Time and Location Restrictions:** Even when approved, fundraising activities must adhere to the specific times and locations designated by administration so they do not disrupt instructional time or standard cafeteria and financial procedure operations.

3. Violations and Consequences

Because unauthorized food sales disrupt the learning environment and bypass school safety and nutrition protocols, this rule is strictly enforced.

- Any student found violating this policy—including selling unauthorized food or items during the school day—will receive disciplinary actions according to discipline policies. * Any unauthorized food items, goods, and associated funds may be subject to confiscation by PPHS Leadership.

Bus Transportation

PPHS offers public transportation to all students. In partnership with the provider, PPHS hosts a bus orientation event during the first week of school to answer questions and go over bus policies.

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

Public Transit 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 always stay on the bus. 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 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 prohibited in or around the Transit Center property.

Eating and Drinking

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

Prohibited Items

Prohibited Items on public transportation 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 and tasers are not allowed in the Transit Center

Removal of Riders

Bus Supervisors, security staff, or any responding Law Enforcement Agency may remove riders and/or their animals for not adhering to bus policies. You may be removed from the property or facility if you are participating 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 transportation service, we ask that this 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 priority. If your student 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 3:15 pm Monday through Friday. The office will then notify/remind your student of the change to transportation arrangements.

PPHS Student Parking Policy & Liability Agreement

Student parking on the PPHS campus is a privilege granted to eligible students, not a right. To maintain a safe and orderly campus environment, all student drivers must adhere to the following regulations. Failure to comply may result in the immediate revocation of parking privileges and additional disciplinary action.

1. State Law and Driver Eligibility

To operate and park a personal vehicle on the PPHS campus, students must be in full compliance with all State of Indiana motor vehicle laws. This includes, but is not limited to:

- Possessing a valid Indiana driver's license (and strictly adhering to all Indiana Graduated Driver Licensing restrictions regarding passengers and driving hours).
- Maintaining current, legally required auto insurance for the vehicle being driven.
- Displaying current and valid vehicle registration.
- Operating the vehicle safely and adhering to all posted speed limits and traffic signs, both on campus and in the surrounding school zones.

2. Liability and Assumption of Risk

By choosing to drive and park on school grounds, students and their parents/guardians explicitly agree to the following liability terms:

- **Assumption of Risk:** Parking on the PPHS campus is assumed entirely at the driver's own risk and financial responsibility.
- **Waiver of Liability:** PPHS, its staff, and the school district are not responsible for any damage, vandalism, theft, or loss caused to a personal vehicle, its accessories, or its contents while parked or operated on the PPHS campus.
- **Accident Reporting:** Any accidents or property damage that occur in the school parking lot must be immediately reported to PPHS Leadership and, if necessary, local law enforcement. However, PPHS will not mediate or assume financial responsibility for disputes between drivers regarding parking lot accidents.

3. Right to Search

By parking a personal vehicle on PPHS property, the student and parent/guardian consent to the search of the vehicle by school administration if there is reasonable suspicion that the vehicle contains illegal substances, weapons, stolen property, or other items in violation of the PPHS Student Handbook.

Technology

PPHS is committed to the effective and equitable use of technology to enhance the quality of student learning. The infusion of technology into education serves to empower students with the skills, knowledge, and perspectives necessary to thrive in an increasingly digital world. This integration also seeks to *Nurture Student Genius* by enhancing learning and engagement while developing 21st century skills, cultivate critical thinking, and promote digital literacy and citizenship.

PPHS provides each student the technology to meet their academic needs. Personal devices are not permitted at PPHS nor are they supported by the technology department and its staff.

Participation in commencement is contingent upon the payment of all school fees.

Acceptable Use Policy

Introduction

This Acceptable Use Policy and Device Agreement is intended to support the mission and vision of Purdue Polytechnic High School and the learning of its staff and students. To *nurture student genius*, PPHS students and staff infuse technology into their instruction and projects when applicable and appropriate. To this end, PPHS provides devices and tools that access the internet as an integral part of its instructional program. This 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 the users at PPHS. To ensure such an environment for everyone at PPHS, all students and staff are expected to adhere to the following guidelines regarding technology use on school property and during school-related activities.

Disclaimer

Purdue Polytechnic High School makes no warranties of any kind for the internet access it provides. PPHS is not responsible for any damages users experience, including but not limited to, loss of data resulting from interruption of services.

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Student agrees to and understands:

Use technology and their @pphs.purdue.edu account in a manner that is consistent with the academic goals and mission of PPHS.

Follow the guidelines of the student/staff handbook and school expectations concerning conduct and communication when using school-issued technology and accounts.

Keep login information private by not sharing account information with others and agree to not access other people's accounts.

Operate as a safe respectful digital citizen and report users not abiding by this agreement.

Accept that PPHS has the right to full access to all files and folders including Google Workspace applications (Gmail, Drive, etc) housed on the @pphs.purdue.edu domain.

Never use technology to bully, harass, or threaten others.

Not use others' work as your own without proper citation (plagiarism) and follow all Copyright laws.

Be a good steward of PPHS technology and treat all resources with care and report any damage using the appropriate protocol. Damage caused by negligent behavior is the financial responsibility of the staff member/ parent/guardian.

All school issued devices are the property of PPHS.
Come to school/work prepared with a fully charged device everyday.

Chromebooks are assigned to staff and students. You are responsible for the Chromebook assigned to you. Do not share or loan your Chromebook.

Use only school assigned chargers with school assigned machines.

Machine Damage and Repair:

Damage caused intentionally, through negligent behavior, or in violation of this AUP and Device Agreement will be the financial responsibility of the parent/guardian or staff member. Please contact the school if you need to make payment arrangements. Failure to pay may result in withholding of school records and/or legal action. See below for a table of charges.

Broken Screen- \$80

Damage to the machine or other hardware issues- \$100 up to full replacement cost of the machine

Lost or damaged charger- \$50

Lost machines are the responsibility of the staff or student assigned to the machine.
This is the full replacement cost of the machine.

Withdrawal and Fee Settlement Policy

To ensure a smooth transition, PPHS requires that families settle all outstanding balances, including technology fees, prior to withdrawal. Student records will be released promptly once the official withdrawal process is finalized, which includes the completion of all exit paperwork and the return of all school-owned devices. Please note that while records will be forwarded to the receiving school upon official withdrawal, any unpaid fees remain the financial responsibility of the parent/guardian and will be forwarded to our business office for standard collection procedures.

Google Workspace

We use Google Workspace for Education and provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their Google Workspace accounts to complete assignments, communicate with their teachers, and learn 21st-century digital citizenship skills. There may be times where additional services beyond Google Workspace core apps will be used to enhance the learning experience for the students. If you do not wish for your student to use the additional Google Services, please contact the school.

BYOD (bring your own device):

PPHS provides students and staff members with a Chromebook and additional technology to meet their needs. Therefore, non-PPHS devices will not be supported. Devices brought from home are not the responsibility of PPHS.

Please follow [THIS LINK](#) for more.

Internet Safety

It is the policy of Purdue Polytechnic High Schools to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via the internet, email, or other forms of electronic communication
2. Prevent unauthorized access and other unlawful online activity
3. Prevent unauthorized online disclosure, use, or dissemination of personal information regarding minors
4. Comply to with the Children's Internet Protection Act (henceforth: CIPA)

Definitions

Key terms are defined in CIPA.

Access to Inappropriate Material

- To the extent practical, technology protection measures ("Internet Filters") shall be used to block or filter internet or other forms of electronic communication, access to inappropriate information
- Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene, or child pornography, or to any material deemed harmful to minors

- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized for only bona fide research or other lawful purposes

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of the users at the PPHS network when using any form of electronic communication

Specifically, as required by CIPA, prevention of inappropriate network usage includes:

1. Unauthorized access, including so-called “hacking”, unauthorized monitoring, and other unlawful activities
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors

Education, Supervision, and Monitoring

It shall be the responsibility of all PPHS staff members to educate, supervise, and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy and CIPA

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 based on 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:

Paula Glover, HR Manager
Title IX Coordinator
3029 E. Washington St

Indianapolis, IN 46201
Phone: 317-832-4811
Email: pglover@pphs.purdue.edu

Title IX, Sexual Harassment

PPHS is committed to creating and maintaining a safe school environment and providing an educational environment and workplace, and other benefits, programs, and activities, free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, PPHS has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation. PPHS's Sexual Harassment Policy, pursuant to Title IX, can be found on our [website](#):

Notice or complaints of sexual harassment and/or retaliation may be made by filing a complaint with, or giving verbal notice to, the Title IX Coordinator. A report may be made at any time (including during non-school hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

Complaints or notice of alleged Policy violations, or inquiries about or concerns regarding this Policy and procedures, may be made internally to:

Paula Glover, HR Manager
Title IX Coordinator
3029 E. Washington St
Indianapolis, IN 46201
Phone: 317-832-4811
Email: pglover@pphs.purdue.edu

In addition to the Title IX Team members listed above, the officials listed below may also accept notice or complaints on behalf of PPHS:

Dr. Keeanna Warren, Chief Executive Officer
3029 E Washington St.
Indianapolis, IN 46201
Email: ceo@pphs.purdue.edu

Shatoya Ward, Chief of School Operations
3029 E Washington St.
Indianapolis, IN 46201
Phone: 317-821-7511

Email: sward@pphs.purdue.edu

Lacey Beatty, Director of School Experience and Community Engagement
2837 E. New York Street
Indianapolis, IN 46201
Phone: 317-207-0649
Email: lbeatty@pphs.purdue.edu

Jacob Pactor, Principal, PPHS Englewood, Schweitzer Center
3029 E. Washington St.
Indianapolis, IN 46201
Phone: 317-832-1200
Email: jpactor@pphs.purdue.edu

Lucas Zartman, Principal, PPHS Broad Ripple
1115 Broad Ripple Ave.
Indianapolis, IN 46220
Phone: 317-832-4800
Email: lzartman@pphs.purdue.edu

Laura Cope, Chief of Exceptional Learners
3029 E Washington St.
Indianapolis, IN 46201
Phone: 317-207-0863
Email: lcope@pphs.purdue.edu

PPHS has also classified all employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing sexual harassment and/or retaliation.

The section below on Mandated Reporting details the responsibilities and duties that all PPHS employees have as Mandated Reporters under Title IX.

Inquiries may be made externally to:

Office of Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

-OR-

Office for Civil Rights, Chicago Office
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: (312) 730-1560
Facsimile: (312) 730-1576
Email: OCR.Chicago@ed.gov

Family Support

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

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

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



Dear Parents/Guardians,

As you know, students need to be healthy to learn, and Purdue Polytechnic High Schools are firmly committed to providing the best learning environment possible for your child. In response to this need, our district has partnered with [Avel eCare](#) in Sioux Falls, S.D., to provide school health services. We will provide this service to all students free of charge, with the goal of keeping students healthy and learning.

Avel eCare is a telemedicine provider with nearly three decades of experience delivering care to patients across the country, and its School Health program offers all-day access to an experienced school nurse through two-way video/audio technology. The school nurse team is based in Sioux Falls, SD and will assist school staff in treating injuries, illnesses, and chronic health conditions such as asthma or diabetes.

The interaction between the eCare nurse and the student will be very similar to having a school nurse providing care on-site. With the assistance of school staff, the eCare nurse will visit with and assess the health needs of your child. If further care or treatment is needed, the eCare nurse will notify you of the outcome and together will decide the best options for the student.

The eCare nurse contact number is 605-606-0550. Please scan the QR code at the bottom of the page to save the contact information directly to your phone contacts. By saving this number, it won't register as a spam call and will allow the nurse to provide more timely information to you and care for your child.

Have a happy and healthy school year!

Sheila Freed, BSN, RN, NCSN
Avel eCare School Health Director
Phone: 605-606-0556



I have read and understand the above policy.

Please administer to (Student's Name), _____, the prescribed medication(s) as written below, under 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 #: _____

FERPA and Student Privacy

We take student safety and privacy seriously. Certain federal and state laws govern and provide guidance on what information can be shared and with whom. The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. ([A consolidated version of the below can be found online](#)).

These rights are:

The right to inspect and review the student’s education records within 45 days after the day that PPHS receives a request for access. Parents/Guardians or eligible students who wish to inspect their child’s or their education records should submit to the school registrar a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent/guardians or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents/Guardians or eligible students who wish to ask the Shortridge to amend their child’s or their education record should write to the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardians or eligible student, the school will notify the parent/guardians or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardians or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school district’s annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which

the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent/guardian or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent/guardian or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents/Guardians and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents/guardians or the eligible student –

- *To other school officials*, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions
- *To officials of another school*, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer
- *To authorized representatives* of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational

authorities, such as the State educational agency (SEA) in the parent/guardian or eligible student's State. Disclosures under this provision may be made, subject to the requirements of, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.

- *In connection with financial aid* for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- *To State and local officials or authorities* to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released
- *To organizations conducting studies* for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met.
- *To accrediting organizations* to carry out their accrediting functions.
- *To parents/guardians of an eligible student* if the student is a dependent for IRS tax purposes.
- *To comply with a judicial order* or lawfully issued subpoena if applicable requirements are met
- To appropriate officials in connection with a health or safety emergency
- Information the school has designated as "directory information" if applicable requirements are met
- *To an agency caseworker* or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- *To the Secretary of Agriculture* or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.

Regarding disasters and other health and safety emergencies, [there is additional guidance on what information can be shared here](#). The key excerpt is:

"Under this health or safety emergency provision, an educational agency or institution is responsible for making a determination whether to make a disclosure of personally identifiable information on a case-by-case basis, taking into account the totality of the circumstances pertaining to a threat to the health or safety of the student or others. If

the school district or school determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that a party needs personally identifiable information from education records to protect the health or safety of the student or other individuals, it may disclose that information to such appropriate party without consent.”

