

## **2020-2021 Tipton Middle School Student Handbook**

Website - [www.tcsc.k12.in.us](http://www.tcsc.k12.in.us)

### **WELCOME**

Welcome to Tipton Middle School! We are excited for you to join our school. It is our goal to make your time in our building successful in academics and your growth as a student. We strive to provide a safe and engaging learning environment. As part of these efforts, we publish this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and expected personal conduct.

Students are expected to carry the handbook to all classes in order to use the homework organizer and hall passes.

Parents and students are encouraged to take a few minutes to review and discuss the information in this handbook. Students will be expected to sign and return a form indicating that they have read and understood the provisions in the handbook. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact:

Mrs. Kikta, Principal  
Mr. Leach, Assistant Principal  
Mrs. Calloway, Mrs. Schultz, Guidance  
Laurie Crawford, Administrative Assistant  
Linda Whitesel, Athletic Secretary

[ ] Adopted by the Board of School Trustees on April 10,2018

### **MISSION STATEMENT**

**Working Together for Student Success**

## **VISION STATEMENT**

The future success of Tipton Community School corporation is dependent upon our school's strong partnership between students, staff, parents, and community. This collaboration provides opportunities for student success and growth while becoming respected, responsible, citizens in an ever-changing world. A highly motivated staff implements best practices through a well-articulated K-12 curriculum and oversees development in students' character, social, and collaborative skills.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Tipton Community School Corporation not to discriminate on the basis of race, color, gender, religion, national origin, age, disability, or limited English proficiency in its educational programs, or activities, or employment practices, as required by Title VI and VII (Civil Rights Act of 1964.), Title IX (Education Amendments of 1972), Section 504 (Rehabilitation Act of 1973), Americans with Disabilities Act, and the Indiana Civil Rights Act. If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to any of the Tipton Community Schools compliance officers listed below. For staff and students: 504 and ADA Compliance officers, Director of Student Services (Corporation level), 675-2147 Elementary Level, Principal, 675-7397, Middle School Principal 675-7521, High School 675-7431.

# **Section I: General Information**

## **DAILY SCHEDULE**

Classes will start each morning at 8:00 a.m. and dismissed at 3:05 p.m. Students should be out of the building by 3:20 p.m. unless they are detained by a teacher. If a group stays after school or uses the school building, a teacher (or an adult that has been approved by the principal's office) must be present. All students arriving before 7:50 a.m. must report to the cafeteria. A pass from the office or a teacher is needed to be at one's locker before 7:50 a.m.

## **VISITOR POLICY**

Parents and patrons of Tipton Community School Corporation are welcome and encouraged to visit the middle school at any time. We request all visitors sign in at the office upon entering the building.

Visitors other than parents and patrons are not permitted unless special advance permission has been received from the office. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

## **PROTOCOL FOR ENTERING THE BUILDING**

1. All parents and guests are to enter the building using the school's main entrance (Entrance W).
2. At the entrance there is a buzzer that is to be pushed.
3. Through the intercom, office personnel will ask, "How may I help you?" . They may also require the visitor to present identification. Upon a response the visitor may be allowed to enter the building.
4. The visitor will hear a click and may then enter the building.
5. Parents and guests are to report directly to the office personnel.
6. All visitors/parents/guardians entering any Tipton school during the school day (7:30am-4:00pm) will have their ID scanned through the Raptor system.
7. If the parent is picking their child up, they will be asked for identification and asked to sign the child out. The secretary will call for the student to come to the office to meet their parents.
8. If the parent is dropping off something for their child, the secretary will call for the student to come to the office to pick the item up.
9. When a parent needs to talk with a teacher during the school day, they should call the school in advance and make an appointment.
10. If the parent/guest needs to go to a location in the building, they will be given a visitor's badge and they will either:
  - a. Have the person they are meeting come down to the office and meet them, or
  - b. Be provided direction and their destination will be notified that they are on their way, or
  - c. Be provided an escort to their location.
11. All doors will be locked at 4:00 PM. No one is to be in the building without school personnel supervision and only for an organized activity.
12. Entrance for practices after 4:00 and for evening activities will be entrance N (athletic entrance). The academic part of the building is to be off limits after 4:00 to students participating in these activities.
13. Pickups for activities after 4:00 will be Entrance N. All other activities such as band practices, tutoring, detention, and Friday School will be at the Main Entrance (Entrance W).

14. Club sponsors are responsible for the entering/exiting of members in and out of the school building, and arrangements must be done the day prior.

### **PBIS - PRIDE**

PBIS stands for Positive Behavior interventions and supports. This program is designed to reward or highlight behavior that students are doing right. Teachers, administrators, and staff try to catch students acting in a certain way. Typically, in PBIS there are 3-5 behaviors that schools want to exhibit, and then an acronym is created to highlight those traits. The Acronym that Tipton Community Schools Corporation has chosen to highlight is PRIDE. P=Pride, R=Respect, I= Integrity, D=Dependability, and E=Enthusiasm. These characteristics are highlighted in certain areas of the buildings. These areas are: classrooms, hallways, restrooms/locker rooms, and cafeteria. Students are given PRIDE tickets for performing one of the Characteristics of PRIDE. Students' pride tickets are then put in a drawing for weekly prizes. The PRIDE program is implemented throughout the corporation. Award programs vary from school to school.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students are expected to respect the rights of their fellow students and the staff. Students are expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Harmony will contain our student information and Google Classroom will contain our classroom information. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **SCHOOL COMMUNICATION**

The school relies on Harmony (our student management system) to send emails to parents that announce school events, send students' progress reports, report attendance concerns, or any number of other items. Thrillshare and Harmony both rely on the information in Harmony that parents provide. Parents have access to keep this information up to date, especially as a new school year begins. It is very important that parents do this whenever there is a change of address, phone number, or email. If you have questions or need help with your Harmony account, please contact your child's school. Google Classroom (our learning management system) contains information about classroom activities and assignments.

## **WEATHER DELAYS AND CLOSINGS**

All parents will be notified of school closings, early dismissals, or delays through Thrillshare, the school messenger system. Parents should also listen to local radio or television stations for delays and closings.

## **RIGHTS OF NON-CUSTODIAL PARENTS**

Non-custodial parents' rights will be respected regarding visiting school, parent-teacher conferences, progress reports, student records, etc. A court order must be witnessed before either parent's rights can be denied. Non-custodial parents wishing to receive copies of their child's report card, midterm, etc. will need to provide self-addressed, stamped envelopes to their child's teacher.

## **FIELD TRIPS (CHAPERONES)**

Field trips are an excellent tool to enhance classroom instruction and provide students with opportunities otherwise unavailable through the regular school setting. A signed parent/guardian permission form is required for a student to participate in a field trip. It is the responsibility of the student to make sure that this form is completed and returned to the instructor. No student will be permitted to participate in a field trip without the proper form on file at school.

All regular school rules are in effect during field trips and instructors may impose more stringent rules depending on the circumstances of the trip. Violation of these rules could mean an exclusion of the violating student(s) from future field trips in addition to other disciplinary actions taken on the misconduct. Students with suspensions during the current school year will meet with administration to determine their eligibility to attend field trips.

All chaperones must have a background check through the school, while also following all school policies during the trip.

# **Section II – Medical Information**

## **HEALTH CLINIC PROCEDURES**

The purpose of the Health Clinic is to provide care to students who are ill or injured. Except for emergencies, students must have a pass from their teacher to go to the Health Clinic. During passing periods, students must get a pass from their next period teacher to come to the Health Clinic. Minor illnesses and injuries will be expediently treated and the student is returned to class. Students who are deemed to be more seriously ill or injured will be kept in the office area until a parent/guardian can pick them up. ALL STUDENTS LEAVING THE BUILDING MUST SIGN OUT IN THE ATTENDANCE OFFICE.

## **MEDICATION**

Prescription medication that is to be taken by a student during school hours must be delivered to the school office by a parent or guardian, labeled with the name of the student, the medication, and dosage. It must be accompanied by a written and dated physician's prescription (or statement) or the pharmacy label provided by the parent. A written and dated consent statement from the child's parent, giving consent to administer, must also accompany the medication.

If the medication is to be terminated prior to the date on the prescription, written and dated consent or withdrawal of consent of the parent is required.

Over the counter medication must also be delivered to the school office, labeled with the name of the student, the medication, and dosage. A written statement from the child's parent, giving consent to administer, must accompany the medication. Under no circumstances should students take medication at school without the knowledge of school officials.

Medication will not be administered without the above permission statements.

Children in grades K-8 MAY NOT take ANY medication home from school. The parent must pick up the medication and take it home. Students in High School may take home medication with a signed permission slip from the parent. Medications without the permission statement form will not be administered. Forms are available in the office. No over the counter medicine will be exchanged from student to student. If this occurs, suspension and or expulsion are possible.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Parents must provide proper identification in order for the student to be released.

## **IMMUNIZATION POLICY**

All students must have an updated immunization record provided by a medical professional to the school as stated by School Board Policy 5320 before admittance to the school. For more information, please contact the school nurse or reference School Board policy 5320.

## Section III: Enrollment/Withdraw

### **STUDENT RECORDS AND STUDENT DIRECTORIES**

Educational records and student directories are governed by federal and state laws and regulations. Student information is confidential and may be disclosed only as provided by School Board Policy 8330. A parent or eligible student may object to disclosure of any of the categories of directory information by submitting the proper form to the principal no later than fourteen (14) calendar days from the enrollment date.

### **TRANSFER IN/OUT OF THE CORPORATION (Policy 5131)**

If a student plans to transfer from Tipton Middle School, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the principal for specific details.

To transfer in, parents should contact Tipton Middle School to begin the enrollment process, and to request records from a previous school. Students may not begin classes until records have been received.

### **WITHDRAWING FROM SCHOOL**

If for any reason a student must withdraw from our school, they and their parents or guardian should report this fact to the office. All textbooks and school property must be turned in before withdrawing. Students are responsible for returning all textbooks and laptops given by the school to the student. If the school does not receive the student laptop within five business days after withdrawal, then theft charges will be filed with law enforcement.

### **LEGAL SETTLEMENT**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

## Section IV: Facilities

### **USE OF SCHOOL FACILITIES**

School and community groups are allowed to make use of the facilities at the middle school. To ensure that the facilities are available and in proper condition, any use of school facilities must be scheduled in advance with a high school administrator. Groups must fill out a Facility Usage Form and receive approval prior to scheduling.

Students are not to be in any part of the school building outside of the regular school day without supervision by a staff member or other properly authorized adult.

### **MONEY AND VALUABLES**

The school is not responsible for lost or stolen money or valuables from your person or locker, this includes book bags left unattended. However, if it is absolutely necessary that a student bring a large amount of money or other valuable items to school, such items may be left in the office for security and picked up when needed.

### **DELIVERIES**

Any deliveries being made to a student should be brought to the middle school office.

### **CAFETERIA**

The school cafeteria works hard at providing nutritious meals for all of our students. If you are unsure if you qualify for our Free/Reduced Lunch Program may apply in the principal's office.

1. All food and beverages must stay in the cafeteria.
2. Students are to remain in the immediate cafeteria area, the courtyard, or as directed by the administration.
3. Trays, silverware, paper, and plastic refuse should be removed from the tables and placed in the appropriate receptacles.
4. No one may bring restaurant food into the cafeteria.
5. Energy drinks and sodas should not be brought into school.

### **LOST AND FOUND**

All articles found should be taken to the main office. Inquiries about lost items should be made in the main office.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for maintaining proper care of all furniture, books, computers, etc. supplied by the school. Students who vandalize school property will be required to pay for the damage and/or face disciplinary action. Students found to have damages beyond normal wear and tear will be assessed a fine for school property. It is the responsibility of the student to notify a teacher if there is a drastic deterioration of school property. This is to be done immediately after the damage has taken place. Lost or damaged school property items not paid will be placed on the student's fee as part of their financial obligation for the next school year.

### **LOCKERS**

**Book bags will not be used during the school day. Students will need to use the lockers assigned to them by the school to store their materials, books, supplies and other belongings.**

1. Lockers are made available to students for their convenience and for the security of their possessions. This service is not required by law, but the fact that the corporation makes the



lockers available in no way can be determined to diminish the control and authority of the Board of School Trustees over the lockers. The corporation's right of ownership includes all lockers located on the school's premises regardless of the use made of the locker by the students.

2. It shall be the responsibility of the building administration to advise the students of that building of the corporation's ownership rights including the right to examine both the locker and its contents.
3. The intent of this policy is to insure the safety and best interests of all students and to provide for the use of the lockers in the manner and for the purpose for which the corporation makes lockers available to students.
4. Signs should not be hung in the hallways or on lockers without principal approval. Upon approval, signs should be hung with magnets; no tape should be used inside or outside of the locker.

**Locks will be provided for their PE locker. In the case the lock is lost, a \$5.00 fee will be charged.**

### **PEST CONTROL POLICY**

The School corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

1. Annually inform parents and staff members of the corporation's pest control policy at the time of student registration by a separate memorandum or as provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of planned pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain a written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school with more information.

### **STUDENT SALES**

Students are not permitted to sell any product in the school without written permission from building administration.

# Section V: Academics

## CURRICULUM

The curriculum of the Tipton Middle School has been developed to afford students with a well-rounded education. Exposure to the many subject offerings should present the students with many and varied educational opportunities. It is our wish that the Middle School curriculum will enable students to make wise decisions concerning their future education as well as throughout their adult life. Yearly core classes for all three grade levels (6,7,8) include English, Literature, Mathematics, Science, and Social Studies. Rotating related arts classes for all three grade levels (6,7,8) include Art, Business Education, Health, Music, two Industrial Technology classes, and Physical Education. Elective classes for all three grade levels (6,7,8) include Band or Choir. 7th and 8th graders may elect to take both Band and Choir. Students not taking Band or Choir will have a Resource Period. All three grade levels (6,7,8) will have a FOCUS class for 30 minutes per day that will include Advisor-Advisee activities, teacher-student mentoring, and Activity Period. Introduction to Agriculture, Foods, and Natural Resources is an elective available to 8th grade students for high school credit, taken in place of a resource period. The Middle School Exploring Agriculture course will be offered to 7th grade students during FOCUS period. The agriculture teacher and administration will set the requirements for both agriculture classes, as numbers are limited.

Honors Classes – These classes are considered upper level classes. Other classes that are designated as honors are Pre-Algebra (Math 7) and Algebra 1 (Math 8). There are established High Ability testing requirements for honors-level classes.

Special Education – Special needs students will receive their instruction in a mainstreamed setting that places them in a general education classroom. The IEP and diploma track of each individual student will determine the type of services received and the amount of time spent in these classes.

Band and/or Choir - Students who are enrolled in band and/or choir will not be permitted to drop these classes after the 10th day of each semester. Those who drop after the 10th day of the semester will receive an F unless determined by a special needs or 504 conference decision. Band and/or choir should be considered a yearlong commitment.

Reproductive Health - The school shall make available for inspection by the parent of a student any instructional materials, including teachers' manuals, curricular materials, films or other video materials, tapes, and other materials, used in connection with instruction on human sexuality. Before providing instruction on human sexuality, the Corporation shall comply with State law requirements to provide a written request for consent of instruction to a parent of a student or the student, if the student is an adult or an emancipated minor.

## **SCHEDULE CHANGES**

All schedule changes are handled on an individual basis. All schedule change requests will be handled by the building administration and the counseling department. Changes will be granted ONLY for extenuating circumstances that necessitate the change.

## **PROMOTION TO THE NEXT GRADE (BOARD POLICY 5410)**

The objective at Tipton Middle School is to have all students demonstrate academic competency at each grade level by demonstrating positive growth and passing the ILEARN exam, by demonstrating positive growth and scoring at the 50th percentile or higher on the spring NWEA exam, and by having passing grades for all classes for both semesters. The purpose for establishing the following guidelines is to help ensure that all students, once they reach high school, pass any required high school graduation exams and maintain grades in order to receive credits towards graduation.

- I. Students at Tipton Middle School should meet the following criteria (that are available at the end of the school year) in order to be considered for promotion to the next grade level:
  - a. Students should have all passing grades for both final semester grading periods.
  - b. Students should demonstrate positive growth and score at the 50th percentile or higher on the spring NWEA exam.
  - c. Students should demonstrate positive growth and pass the ILEARN exams used for school accountability.
- II. Students not meeting the above standard (I.) should meet the following criteria (that are available at the end of the school year) in order to be considered for promotion to the next grade level:
  - a. Students should have all passing grades for the final 2nd semester grading period.
  - b. Students should demonstrate positive growth on the spring NWEA exam.
  - c. Students should demonstrate positive growth on the ILEARN exams used for school accountability.
  - d. Students should participate in the remediation/tutoring/help activities that are offered.
- III. Considerations (that are available at the end of the school year for students not meeting the above standard (II.):
  - a. The amount of failing grades for one or all of the following: final 2nd semester grades, final 1st semester grade, nine weeks grades.
  - b. Scores and/or growth on the NWEA exams and the ILEARN exams used for school accountability.
  - c. Attendance rate for the school year at or above 95%.
  - d. Parent discussion with the administration.

## GRADING SYSTEM

Each semester is divided into two grading periods of nine weeks each. The grade “A” represents work of definitely superior quality. The grade “B” represents work of excellent quality clearly above the average. The grade “C” represents work of average quality and is given to the large group of substantial students who do average work. The grade “D” represents work that is clearly below the average but above failure. The grade “F” represents work that is not of an acceptable quality.

A+	100
A	99-94
A-	93-90
B+	89-88
B	87-84
B-	83-80
C+	79-78
C	77-74
C-	73-70
D+	69-68
D	67-64
D-	63-60
F	Below 60

\*\*Other grade indicator: I = Incomplete

## REPORT CARDS/PROGRESS REPORTS

Report cards will be made available in Harmony and a Harmony notification will be sent to parents following the end of each nine-week period. Parents should know when to expect report cards and then discuss with the student the evaluation of their progress. We encourage conferences between parents and teachers in order to discuss any problems that a student may be having.

Lines of communication must be kept open so that both teachers and parents are aware of and understand all of the factors that may be related to academic problems. Please do not hesitate to contact the school on any matter in which we share a concern.

Parents need to request a ‘parent pack’ for a failing grade be sent home via mail if parents do not have access to Harmony. Progress reports will be issued at the third and sixth week of each

grading period for all students. Email will be used as much as possible to share these reports with parents. If no email address is on file, a hard copy will be mailed home.

### **HONOR ROLL**

Following each grading period, an honor roll is compiled of the names of students who have done outstanding work during that grading period. All students are urged to do work that is equal to their ability, and strive to make the honor roll if possible. Students must be taking target class or above to qualify for the honor roll.

“A” Honor Roll - All A’s

“B” Honor Roll - All A’s and B’s or All B’s

### **STUDENT ASSIGNMENTS**

The student is responsible for completing on time those tasks and assignments given by teachers. In the event an assignment is not turned in on time, it is the student’s responsibility to work with their teacher to turn in the assignment. Teachers will always stress the importance of this responsibility.

Parents can help by communicating with teachers to help keep students on track. Parents are urged to check Harmony regularly for current grades and performance. Teachers will work with students in the event of an absence.

### **GUIDANCE**

We have a full time guidance counselor and a part-time Student Services Advisor to serve students’ needs. Every school employee is here to assist students. They welcome the opportunity to do so.

### **STUDENT ASSESSMENT**

(Policy 2623, AG 2623, and A G 2623.01)

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Unless exempted, each student will be expected to pass the State-mandated ILEARN Test, IREAD-3, as well as end-of-course assessments that are required by the State Board of Education. Students only need to retake those parts of the test they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the Guidance office. Depending on the type of testing, specific information and/or parent consent may need to be obtained .

Tipton Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## Section VI: Student Activities

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES (Policy 2430 and AG 2430)**

Tipton Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

Tipton Middle School has many student groups that are authorized by the school. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Questions pertaining to eligibility should be directed to the school office.

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES (Policy 5730)**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-corporation-sponsored organization may use the name of the School or School mascot.

## **ATHLETICS**

Tipton Middle School offers the following athletic opportunities: Basketball, Cheerleading, Cross Country, Football, Golf, Swimming, Track, Volleyball, and Wrestling. Students may participate in athletics if they meet eligibility requirements as outlined by the TMS Athletic Handbook.

## **ATHLETIC HANDBOOK**

An athletic handbook must be secured by each athlete with the proper forms signed and returned to school before he/she may participate in any athletic activity at Tipton Middle School. "White cards" are presented to all athletes that have completed the necessary forms and meet eligibility requirements. The TMS Athletic Handbook and necessary forms are available on the school website or in the middle school office.

## **EXTRA CURRICULAR ACTIVITIES/SCHOOL DANCES**

Any student attending an extracurricular activity must abide by the same Code of Conduct as during school hours.

For all club or class sponsored activities, including dances, participants must be a student of Tipton Middle School, or, for certain specified activities, a guest of a student at Tipton Middle School. All school rules will apply to students and their guests.

All dances must be arranged in advance through the middle school administration. Sponsoring organizations will be responsible for all expenses of the dance including custodial charges. Sponsors are also responsible for providing adequate chaperoning and security.

## **CO-CURRICULAR ACTIVITIES**

All co-curricular activities include but are not limited to band, choir, World of Creativity, and groups under the Guidance or Student Services Programs such as Builders Club. These are not subject to the extra-curricular grade requirements.

## **WORK PERMITS**

Students, ages 14-18, must obtain a work permit in accordance with provisions of the Child Labor Laws and the Bureau of Child Labor of the Indiana Department of Labor. An employment certificate will be denied or revoked at the end of a quarter or grading period if a student's grade point average is not maintained at 2.0 without any F's, or if there is a decrease in attendance or increase in tardies after the issuance of the permit. Permits can be obtained in the Tipton High School main office. Please allow 24 hours for processing of the forms. A student that falls below the 2.0 GPA may request to be placed on academic probation. The student may be placed on probation one time during the academic school year. A student with an F will not be

eligible for consideration. The request must be made with the principal. He will inform the student of the procedures for consideration at that time.

## Section VII: Technology

### **STUDENT ACCEPTABLE USE POLICY**

All use of the Internet/network shall be consistent with the school corporation's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

This Policy does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Permission for Internet/Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Network access is designed for educational purposes. It is impossible for the school corporation to restrict access to all controversial and inappropriate materials. The school corporation, its employees, agents, or Board members, will be held harmless for any harm caused by materials or software obtained via the network.

#### Terms and Conditions

1. Acceptable Use-All use of the school corporation's connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to school corporation and building discipline codes.
2. Privileges-The use of the school corporation's Internet/network connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building administrator will make all decisions regarding whether or not a user has violated this permission and may deny, revoke, or suspend access at any time; his or her decision is final. Violations of the code of conduct may result in the loss of privileges and/or student discipline. Due Process will be followed and disciplinary consequences will be commensurate with the seriousness of the offense.
3. Unacceptable Use - The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically review the concepts of acceptable and unacceptable use and make revisions to this document as needed.
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or State regulation;
  - b. Unauthorized access or downloading of software, electronic files, email, or other data (commonly referred to as "hacking");
  - c. Downloading copyrighted material for other than legal personal or educational use;



- d. Using the network for private financial or commercial gains which adversely affects the school corporation;
- e. Wastefully using school corporation resources, such as file space;
- f. Gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked;
- n. Publishing or otherwise disseminating another person's identity, personal information, account, or password;
- o. Using the network for product advertisement, political activity, promoting or encouraging the use of illegal or controlled substances;
- p. Forgery or alteration of email;
- q. Unauthorized installation of any software or hardware component.

## **TECHNOLOGY AGREEMENT**

Before any student may enhance his/her school career by accessing and using the Corporation's computer resources, s/he and his/her parents must sign an agreement that defines the conditions under which the student may access and use these resources.

As required by Federal law, the Corporation will provide the instruction to students regarding the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information; and,
- C. the consequences of unauthorized access (e.g. "hacking", cyber bullying and other unlawful or inappropriate activities by students online.

Students have no expectation of privacy in the content of their personal files saved on the Corporation's computer resources, and of the records of their online activity when accessing and using the Corporation's technology resources. As required by Federal law, the Corporation will routinely monitor the online behavior of its students.

Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School

or referral to law enforcement authorities.

### **NETWORK ETIQUETTE**

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Use appropriate language
- Do not reveal the personal addresses or telephone numbers of others
- Recognize that the network is not private. The system administrator can monitor network activity. Situations relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users

### **ACCESS TO CORPORATION TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES (Policy 75421)**

Students may use their personal communication devices ("PCDs") to wirelessly access the Corporation's technology resources (guest or business networks, servers, projectors, printers, etc. while they are onsite at any Corporation facility. Such access requires submission of the signed acceptable use agreement and is subject to the terms of that agreement.

### **NO WARRANTIES**

The school corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school corporation will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The school corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school corporation for any losses, costs, or damages, including reasonable attorney fees, incurred by the school corporation relating to, or arising out of any breach of this Authorization.

### **SECURITY**

Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet/network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

### **VANDALISM**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the school corporation, another user, the Internet, or any other network. This prohibits

degrading or disrupting equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism. The school corporation will use the legal system to seek restitution.

### **CHARGES AND FEES**

The school corporation assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

### **COMPUTER RENTAL SERVICE**

Tipton Middle School is a 1:1 school. Every student is provided a school-issued device. In most cases, textbooks may be found online. In the case a student is provided with a text book, they are responsible for the care, and return, of the text books.

## **Section VII: Student Conduct**

### **STUDENT CODE OF CONDUCT**

Students attending Tipton Middle School are expected to show PRIDE:

**Personal Best   Respect   Integrity   Dependability   Enthusiasm**

Maintaining an effective and productive learning environment is the responsibility of the total school population. Proper student conduct will ensure each student an equal opportunity to become a responsible individual and develop to his/her fullest potential. To this aim, the following standards of proper conduct are expected of each student enrolled in Tipton Middle School, whether at school, while attending any school related or sponsored activity, or while traveling to or from school or any school activity.

The rules you are about to read in this code of conduct supplement are in addition to the broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, this authority.

Students are expected to:

1. Obey rules, respect public and private property, and actively promote the general welfare of the school environment including standing for the National Anthem, pledge to flag and school song;
2. Maintain courteous relations with fellow students, teachers, and other school personnel;
3. Always be prepared for every class, begin work immediately, and work without disturbing others;
4. Establish and maintain an excellent attendance record by avoiding unnecessary absences or tardies;

5. Strive to make the best of themselves while in school.

### **ATTENDANCE (Board Policy 5200)**

Good teachers and the best curriculum are not effective if students do not attend school on a regular basis. Time lost from the classroom cannot be regained; the experiences, discussions and the uniqueness of the classroom learning process require good school attendance. Establishing good attendance habits early will better equip young people toward being productive members of society. Classroom attendance is considered to be an integral part of the student's course of study.

*A doctor's note is required* if your child has a physical problem that would affect his/her school activity.

### **REPORTING ABSENCES**

All absences should be reported to the office via the telephone and a note from parents/guardians. To report any absence(s) for part of a day, for an entire day, or for several days, THE PARENT/GUARDIAN MUST call 675-7521 Ext. 200. The parent/guardian should leave a message stating who is absent and what grade the student is in, who the caller is, and telling why the student is absent from school. Parents/ guardians should call before 9:00 a.m. The school assumes that a student who is unable to attend school will also be unable to work or attend social functions later the same day.

Students are responsible for all school work missed during an absence from school. Tipton Middle School utilizes Google Classroom for online assignments. Assignments that are not online may be picked up between 2:30 P.M. and 4 P.M, upon parent/guardian request.

A phone call will be made to parents who do not report student absences.

### **EXCUSED ABSENCES**

The following constitute excused absences/dismissals:

1. Medical/illness or injury which requires the student's presence at home. (Students who are vomiting and /or have a temperature of 100 degrees or higher are recommended to stay home for 12-24 hour). On the third consecutive absence a doctor's note will be required. If a doctor's note cannot be obtained, a meeting with administration will be required or the absences will be considered unexcused.
2. Death in the family which requires the student's presence at home
3. Religious observances which require the student's presence at home
4. School sponsored activities, including field trips, interscholastic competitions Court appearances
5. Expulsion and Out of School suspension
6. In-school appointments (counselor, administrator, nurse, etc.)
7. Any other occurrence that the principal judges as warranted.

## **UNEXCUSED ABSENCES**

The following constitute unexcused absences:

1. All other absences with or without written explanation shall be considered unexcused.
2. Family vacations/trips that are not approved by school administration.

Unexcused absences that are not documented need to be resolved with the administration. Parents need to clear up unexcused absences with a note or phone call **within 5 school days**. Unexcused absences not cleared with administration may result in **those absences being classified as trancies resulting in truancy consequences**.

## **PRE-ARRANGED ABSENCES**

Pre-Arranged Absences include the following:

1. Medical and dental appointments with a signed appointment card. Present this before leaving school.
2. School activities or approved prearranged absences sanctioned by the administration are excused.
3. Any student wishing to go on a vacation or trip during the school year must present to administration, a written statement from the parent/guardian stating why and when the student will be gone. If approved, a student will obtain teacher signatures and should ask each teacher what school work needs to be made-up. It is the student's responsibility to make the arrangements with the teachers.

No pre-arranged absences will be allowed during state standardized testing including, but not limited to pre-arranged medical, orthodontic, and dental appointments. Makeups of standardized tests will be arranged for students who are ill enough to go to the doctor, are vomiting, or have a temperature over 100 degrees or more. All other absences will be considered unexcused.

## **BECOMING ILL AT SCHOOL**

When a student becomes ill at school, he/she should report to the office. Under no condition is he/she to leave the school grounds without permission. Any phone call related to an illness should be done in the office. Students are not to call parents from a classroom or on a cell phone to report an illness to a parent. Students should never leave due to an illness without notifying the office.

## **OFF CAMPUS ATTENDANCE**

(When possible, these absences should be pre-approved) Students will be considered present at school for the following activities:

1. Acting as a page or honoree in Indiana General Assembly.
2. Any required court appearance.
3. Help to a political candidate, a political party or to a precinct election board on the date of an election

4. Exhibiting at the Indiana State Fair.

### **MAKEUP WORK**

Students are responsible for making up any schoolwork missed when absent. Students have as many days to make up for the work as they are absent. For example, if one is absent two days, then the student has two days to make up the work without a grade penalty. If absent for more than one day, a student or parent may call the office and ask for paperwork to be sent home. Calls need to be received by 9:00 A.M. and books may be picked-up in the office after 2:30 P.M. Students may access Google Classroom to find school work for the day. If a student does not have internet access, it is their responsibility to speak with their teachers upon their return.

### **TARDY POLICY**

A student will be considered tardy if they are not in the room when the bell rings. Tipton Middle School students are expected to give their personal best effort to get to class on time. Students who are not giving their personal best effort to get to class on time will receive a consequence for every four tardies. The consequences will be progressive and range anywhere from detention to suspension. If a student skips a consequence, additional consequences will be imposed, and the student will still be responsible for the original consequence.

### **TRUANCY**

A student is truant when neither the parent nor school officials know the reason for a student's absence at the time of the absence or the "willful refusal to attend school in defiance of parental authority" (Indiana Court of Appeals: Simmons v. State of Indiana). Five or more minutes late to class; leaving or not attending class, other assigned areas or school without permission is an example of truancy. Truancy is cumulative for the whole year. If a student is truant, work will not be credited in the classes where the truancy occurred.

Students will receive consequences for being truant to school. Those consequences include, but are not limited to AIMS, Friday school, detentions, suspension, or PRIDE Time.

### **EXCESSIVE ABSENCE POLICY**

Once students have acquired a total of 6 unexcused absences for the year, a warning letter will be sent out to parents. Parents will be urged to call the front office to discuss the problem and determine possible solutions. At 10 unexcused absences, parents will be required to have an attendance review conference with building administration to establish a plan for improved attendance. At 18 unexcused absences, which is 10% of the school year, a recommendation for expulsion will be submitted.

The Tipton County Prosecutor, Probation, CPS offices, and the Bureau of Motor Vehicles may be notified if students are in violation of the school's attendance policy. Students with severe or complicated illness/injury may get an extension. The parent needs to discuss the situation with the administration and provide a note from a doctor concerning the illness/injury.

Indiana Code 20-33-2-27: It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter.

### **FIELD TRIPS**

Field trips are an excellent tool to enhance classroom instruction and provide students with opportunities otherwise unavailable through the regular school setting. A signed parent/guardian permission form is required for a student to participate in a field trip. It is the responsibility of the student to make sure that this form is completed and returned to the instructor. No student will be permitted to participate in a field trip without the proper form on file at school.

All regular school rules are in effect during field trips and instructors may impose more stringent rules depending on the circumstances of the trip. Violation of these rules could mean an exclusion of the violating student(s) from future field trips in addition to other disciplinary actions taken on the misconduct. All chaperones must have a background check through the school, while also following all school policies during the trip.

### **ATTENDANCE REVIEW CONFERENCE**

An Attendance Review Conference may be called at any time by a middle school administrator. This conference may include any or all of the following: the student, the student's parent(s) or guardian(s), middle school administrator, and the student's teacher(s). The conference will be held to review the student's attendance and devise a plan for improvement at 10 unexcused absences. Extenuating or extraordinary circumstances may be considered.

### **HALLWAY PASSES**

Students should report to classes on time and remain in the classroom until the dismissal bell. Students in hallways during class time must have a pass from a teacher, administrator, or other staff member.

### **TELEPHONE/ CELL PHONES/ELECTRONIC DEVICES**

The telephone in the office is for SCHOOL BUSINESS only. If students need to make long distance calls on their cell phones to parents/guardians, the call must be completed in the office. Cell phones are to be left in the locker and turned off from 8:00-3:05. Students who break this rule will be given consequences. The first offense the phone will be taken and students must pick up the phone after school. The second offense and every other offense a parent must come in and pick up the phone. Students who habitually violate the cell phone policy may receive other consequences including suspension. Students will not be called to the office to receive a telephone call except in case of emergency. All electronic devices should be kept in a locker and turned off until 3:05.

## **THREATS IN THE SCHOOLS**

Tipton Community School Corporation has no tolerance for behaviors or statements of a threatening nature in our schools or directed to the school and/or its students and staff.

Our schools have no tolerance for any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of students, staff, and others, and weapon possession. TCSC has an obligation to keep our schools safe and take any threat seriously. All potential safety concerns will be investigated thoroughly with appropriate actions taken, up to and including school discipline and criminal justice intervention. This is not an area for practical jokes or offhand comments. Events in recent years have demonstrated the importance of investigating thoroughly any potential safety concerns. Parents are urged to talk with their children about the severity and consequences of making threats.

TCSC would like your help in keeping our schools safe for everyone. We ask for your assistance to identify any situations where a student, staff member, or any other person might present a threat to school safety. If you become aware of a threat situation, you must report it to one of the following:

1. a school administrator;
2. The School Resource Officer;
3. the Tipton City Police – 675-2152
4. the Tipton County Sheriff's Department – 675-2111; or
5. the corporation's anonymous tip line <https://bit.ly/2HBdY94>

Tipton Community Schools conducts periodic K-9 searches in conjunction with the Tipton Police Department for the protection of our students.

## **DRUG TESTING POLICY**

Tipton Middle School students are subject to the Tipton Drug Testing Policy if they participate in athletics and/or extracurricular activities. Copies of the drug testing policy are available upon request. Athletes testing positive during their middle school career will be subject to the following:

- 1st Offense: Ineligible for participation until the "follow up" test is negative. If the present season concludes before the athlete is determined eligible, the athlete will lose all awards for the present sport season.
- 2nd Offense: Expelled for the present sport season.
- 3rd Offense: Ineligible for one calendar year (may carry over to high school).

Violations that occur under the jurisdiction of the school will cause the athlete to be subject to school and athletic policy.

## **ILLEGAL SUBSTANCES**

### **TOBACCO**



In order to protect students who choose to use tobacco from an environment that might be harmful to them, the Board prohibits the use and/or possession of tobacco by students at all times within any facility owned, leased, or contracted by the Board including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas. Furthermore, the Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

#### VAPING/E-CIGARETTES POLICY

A growing concern in schools across the country is the smoking of vapes and the use of vaping products. Because of this growing concern, TMS is taking action in order to protect the health of its students. The following list explains the steps that will be taken when a student is vaping in school or on school grounds or if a student has any vape product at school or on school grounds. This applies to both the school day and extracurricular activities.

1st Offense: The student will receive a full day of ISS where that student will be required to take a course on the effects of vaping.

2nd Offense: The student will receive three days of OSS. The student will also receive a ticket from the SRO.

3rd Offense: The student will receive 10 days of OSS pending expulsion.

It should be noted that a vape product using marijuana or any other illegal drug will be treated as if that student has brought illegal drugs onto the school campus.

#### ALCOHOL OR DRUGS (INCLUDING OTC DRUGS)

Consumption or ingestion, under the influence, using, possessing, providing or selling of these substances, any drug paraphernalia, items used to store, process, deliver or consume these substances or representing other items to be these substances will not be tolerated at school or within 1000 feet of school. Violations may result in the 10 days of out-of school suspension, recommendation for expulsion, parent notification, and the authorities notified.

1st offense - 10 days out-of-school suspension, recommendation for expulsion, parent notified by phone and by suspension notice and authorities notified.

**If there is reasonable suspicion of student drug use, local authorities will be called to test the student.**

#### BULLYING/HARASSMENT

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on

school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

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

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts may be reported to law enforcement officials.

The complainant shall be notified of the findings of the investigation and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.

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

#### **GANG ACTIVITY POLICY (POLICY 8540)**

Tipton Community School Corporation has adopted this Criminal Gang Policy (5840) pursuant to state law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate students, employees, and parents about criminal gangs and criminal gang activity, and comply with state and federal laws and regulations.

TCSC prohibits criminal gang activity and similar destructive or illegal group behavior on school property, on buses owned by the corporation or used to transport corporation students, and at school sponsored functions. TCSC prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Criminal gang, as used in this policy, means a group with at least three (3) members that specifically, either promotes, sponsors, or assists in, or participates in, or requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 354221).

#### **TCSC'S TIP REPORTING SERVICE**

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. App: Search for "SafeSchools Alert" in the App Store to download for free
2. Phone: 317.647.4850
3. Text: Text your tip to 317.647.4850
4. Email: 1927@alert1.us
5. Web: <http://1927.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## **LANGUAGE**

Subject to the lawful exercise of First Amendment rights, participating in any activity, or using spoken, gestured or written language, which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with, any school function, activity or purpose may lead to disciplinary action, including possible suspension for up to 5 school days, or a 10 day suspension with a recommendation for expulsion.

## **SEXUAL HARASSMENT POLICY**

It is the policy of the Tipton Community School Corporation to maintain a learning environment that is free from sexual harassment. If there is a complaint, a report should be made to the building principal and an investigation will be conducted.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines.

A material cannot be displayed or distributed if it:

1. Is obscene to minors, libelous, indecent, or vulgar,
2. Advertises any product or service not permitted to minors by law,
3. Intends to be insulting or harassing,
4. intends to incite fighting-, or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/ or before or after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **PUBLIC DISPLAY OF AFFECTION**

Students should make sure that their public displays of affection are socially acceptable and do not draw undue attention to themselves, or disrupt the educational function or purpose of the school. Kissing and/or embracing with two hands are unacceptable and will not be tolerated.

### **DRESS AND APPEARANCE**

Students are expected to wear their clothing and to manage their appearance in such a manner that does not disrupt the educational setting, interfere with health or safety, or promote vulgarity.

The administration reserves the right to regulate appearance and dress. Since there will be many functions and occupational obligations later in life dictating appropriate dress and appearance, neatness, cleanliness, good grooming, appropriate dress will be considered an important element in their education. Students have considerable choice in individual style of dress and appearance.

The following are guidelines for students:

1. Bandanas, hats, or headgear which includes hoods may NOT be worn in the school building during school hours, which is the opening of school in the AM until 4:00 PM.
2. Clothing with lewd, vulgar, or suggestive language is not permitted.
3. Students may not wear clothing, which advertises products that are illegal for them to possess.
4. All shirts & blouses must have sleeves, and must cover the shoulders.
5. Tank tops of any kind will not be permitted.
6. Clothing which permits, at any time, bare midriff and/or bare back is inappropriate.
7. Shorts and skirts will be permitted if they are of proper length. No bare skin should be viewable above the mid-thigh. This includes rips or tears in clothing.
8. Pants and shorts must be worn at the waistline.
9. Dress is expected to be clean and free of ornamentation that could cause damage to school property.
10. Objectionable clothing and/or appearance under these guidelines will be determined by the judgment of the school officials.
11. Earbuds, headphones, and other equipment that may interfere with a student's ability to hear announcements or direction should not be worn in the hallways.

Students found to be in violation of the dress requirement will be warned and a change of clothing arranged on the first occurrence (a failure to comply will result in disciplinary action being taken). Any violation, and failure to comply, may result in disciplinary action including in-school suspension.

## **POSSESSION OF A FIREARM OR DESTRUCTIVE DEVICE**

The penalty for the possession of a firearm or a destructive device is suspension up to 10 days and recommendation for expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

### **A. Possessing a Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
3. A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
4. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

# **Section IX: Discipline Policy**

## **DISCIPLINE POLICY**

Students are expected to exhibit appropriate behavior at Tipton Middle School in order to ensure all students have access to a learning environment that is safe, orderly, and free of distraction. Students will be held accountable for their behavior. When a student's behavior does not meet expectations, as outlined in the student handbook, the student will face disciplinary action.

A student may be disciplined for violating guidelines in the student handbook. The items listed in the student handbook are not all inclusive. Other acts may be considered a breach of acceptable behavior and will be handled accordingly.

Tipton Middle School administration makes use of a progressive discipline procedure in dealing with violations of school or classroom expectations. The chart on page \_\_\_ outlines potential progressive discipline for various discipline issues.

If a student is believed to have an item that is inappropriate on school grounds, it may be deemed appropriate to complete a locker search. The administration may also use a metal detector wand to search the student per Tipton Community School Corporation's metal detector

policy. Any item brought onto school grounds may be searched as part of an investigation if there is reasonable suspicion.

### **STUDENT DUE PROCESS CODE**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8., administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A teacher will have the right to remove a student from their class or activity for a period of up to 2 school days if the student is assigned regular or additional work to be completed in another school setting. A classroom referral will be completed in each case.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to 5 school days. In the case of recommending expulsion, a school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon.

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **HARMONY**

Tipton Middle School uses Harmony as our school management system. When a student violates a classroom or school expectation, a report will be written, and parents notified. Parents have access to their student's discipline record through Harmony. When a report is submitted, it will be noted as a "classroom" or "office" referral depending on the offense. A strong partnership between school and home is vital for students' success. Parents are urged to reach out to teachers or administration to discuss a student's academic and behavioral performance.

### **CLASSROOM DISCIPLINE**

Teachers are responsible for establishing their own classroom rules. Students are expected to adhere to all school and classroom rules at all times. If a student violates a classroom rule, the teacher will write a report on Harmony explaining the infraction. Harmony reports will always be emailed to parents, and teachers are urged to make phone calls for repeated disruptive

behavior. If a referral is marked as “classroom”, it was handled by the teacher. All questions about classroom incidents should be directed to the classroom teacher first.

Any staff member has the right to write-up, and discipline, any student from the Tipton Community School Corporation.

### **ADMINISTRATIVE DISCIPLINE**

Certain behaviors or situations may require a teacher or staff member to write up a student in the school management system as an office referral. When an office referral is completed, the student will be called to the front office to speak with the administration. Students will have the opportunity to explain the situation, and consequences will be determined by the administrator after a thorough investigation.

The middle school administration reserves the right to waive any step, accelerate the discipline plan, or devise an alternative consequence based on the severity of the situation. The best interest of the school, the student, and the educational environment will be carefully considered. Every student, and incident, will be handled on a case-by-case basis. The facts will be weighed and a decision will be made by an administrator and communication will take place with parents. If a satisfactory plan to change the student’s behavior cannot be devised, it may be recommended that the student be expelled.

These offenses may require suspension from school or activities. The severity of the consequence will be in proportion to the severity of the offense. Each violation will be considered on an individual basis.

### **AFTERSCHOOL DETENTIONS**

After school detention provides the school, parents, and students with an alternative discipline to out-of-school suspension, corporal punishment and in-school suspension. The program is designed to keep students in school and in class so they have the opportunity to learn what is being taught and do not fall behind in their studies.

After School detentions run on designated Fridays from 3:10 to 5:40 p.m. and every Thursday from 3:05-4:05. Parents will be notified of their child’s placement in an after school detention. Failure to appear for an assigned after school detention may result in assignment of one day out of school suspension.

### **IN-SCHOOL SUSPENSION (AIMS)**

Tipton Middle School developed the AIMS (in-school suspension) program as an alternative discipline to out-of-school suspension. The program is designed to keep students in school, but provide an isolated, supervised environment for them to keep up with their studies. Any behavior problems or violations of AIMS rules will result in suspension from school. A complete set of guidelines is available upon request. Students who miss labs or other in-class assignments while in AIMS will be assigned an alternative time to make those up at the



teacher's discretion or will be assigned an alternative assignment to do in AIMS. AIMS is also available for students who are struggling academically and would benefit from additional help.

### **SECLUSION AND RESTRAINT**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

### **GROUND FOR DISCIPLINARY ACTION**

The following acts of misbehavior are examples of infractions serious enough to warrant disciplinary action up to, and including suspension (10 days or less), or expulsion (semester or year) from school. The list is not all inclusive of the actions that might result in suspension, expulsion or exclusion.

The grounds for disciplinary action below apply when a student is:

- On school grounds immediately before, during, and immediately after school hours or at any other time when a school group is using the school;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event, or
- During summer school

Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
2. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
3. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
4. Setting fire to or damaging any school building or property.
5. Prevention of, or attempting to prevent, by physical act, the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
6. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function, activating the fire alarm system, making use of light sources or other electronic device.

7. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
8. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
9. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from that person.
10. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
11. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
12. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
13. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind.
14. Huffing any chemical legal/illegal. Students may not possess materials that would be used for huffing.
15. Causing or attempting to cause indecent exposure or taking other indecent liberties at school or at a school-sponsored function.
16. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing Phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
17. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
18. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function which includes but is not limited to speech or conduct which is lewd, vulgar, obscene, or offensive.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
22. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law.
23. Engaging in sexual behavior on school property.
24. Disobedience of administrative authority.
25. Willful absence or tardiness of students.
26. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
27. Failing to tell the truth about any matter under investigation by school personnel.
28. Possessing or using a laser pointer or similar device.
29. Possessing or using a personal communication device in a situation not related to a school purpose or educational function.
30. Inappropriate displays of affection, including but not limited to inappropriate touching, hugging, kissing, holding hands.
31. The use of inappropriate language, defiance, disrespectful or insubordinate behavior.
32. Fighting, scuffling (physical contact), threats, physical or verbal harassment, promoting harassment or a fight with other students at school or at a school-sponsored function (Premeditated fights may result in a 10 day suspension out of school pending an expulsion hearing)
33. Vandalism of school property (ANYTIME) or the property of another person during the normal school day or at a school-sponsored activity will not be tolerated and will be referred to the office.
34. Theft of school property or the property of another person during the normal school day or at a school-sponsored activity.
35. Problems with gum/candy may result in loss of individual or school-wide privileges and possible assignment of consequences.
36. Using inappropriate language, making inappropriate gestures, or physically or verbally threatening a faculty or staff member.
37. No student shall possess, handle or transmit any pyrotechnic devices such as, but not limited to firecrackers, smoke bombs, and poppers on school property.
38. Possession of a destructive device or firearm.
39. Students should not be in the hallways or unauthorized areas without a pass from the office or the classroom teacher.

## **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

1. A written or oral statement of the charges;

2. If the student denies the charges, a summary of the evidence against the student will be presented; and the student will be provided an opportunity to explain their conduct.
3. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by administration.

A suspended student will be permitted to make up all homework and class work. It is the student's responsibility to make arrangements for make up work.

## **EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel;
  - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

IC 20-33-8-3. Other disciplinary actions - Participation by persons having care of dependent student.

**The superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions (suspension, expulsion, exclusion) specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith.**

### **EXPULSION APPEALS**

By School Board action in February, 2009, the determination of the expulsion examiner will be final and binding and the School Board will not hear expulsion appeals.

### **STUDENTS RE-ADMITTED FROM AN EXPULSION**

Students and parents/guardians of students returning to school from an expulsion will be required to sign a behavior contract. This contract will address attendance, discipline, grades and guidance requirements. A copy of the contract is available upon request.

### **NOTIFICATION OF THE BUREAU OF MOTOR VEHICLES**

P.L. 121-1989 prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who:

1. Is under at least a second suspension from school for the school year.
2. Is under an expulsion from school.
3. Is under exclusion from school due to misconduct.
4. When threatened with a second suspension or expulsion withdraws from school or withdraws from school for a reason other than financial hardship.
5. Is classified as habitually truant. This includes students who have been truant for a second time under the truancy guidelines or a student who has been absent 8 or more days under the attendance guidelines.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

The Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is identified as a habitual truant until the student turns 18. A student identified as a habitual truant is entitled to a review of the student's attendance record at least once a year to determine if the student's attendance has improved so that the student may become eligible for a driver's license or permit.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit re-validated upon the earliest of one of the following events:

1. The student turns 18.
2. 120 days after a second suspension, expulsion or exclusion due to misconduct.
3. The suspension, expulsion or exclusion is reversed by a hearing conducted under I.C. 20-33-8-18. and the student returns in good standing.

The law requires school officials to report to the Bureau of Motor Vehicles when a student has been suspended twice, expelled, excluded due to misconduct or classified as a habitual truant.

## Section X: Transportation

### **BUS PROCEDURES**

Bus transportation is provided for students. The corporation's Ride Guide, a booklet outlining various bus rules and procedures, is passed out to bus riders at the beginning of the school year. It is also available at the corporation's web page. Bus drivers will be able to answer any questions about your bus schedule. Students should display good citizenship at all times in a school-supervised situation, which includes the school bus. Upon recommendation of the bus driver, school officials have the authority to deny riding privileges to students who do not conduct themselves in a civilized manner. In case the bus is late arriving to school, students should report to the office.

### **RULES FOR STUDENTS RIDING SCHOOL BUS**

School bus drivers are to have control of all school children conveyed going and returning between the homes of the children and the school. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his charge. School bus drivers shall assure that all pupil passengers observe the following regulations.

- Each student shall be located immediately upon entering the bus in the place assigned by the driver.
- No student shall stand or move from place to place during the trip.
- Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
- No windows or doors will be opened or closed except by permission of the driver.
- No student should enter or leave the bus until it has come to a full stop and the driver has opened the door.
- The child should be waiting at their boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at their station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival

at the boarding station. If the school bus driver is already three minutes late, he need not wait at all.

- Upon notification of the parent, the bus driver may suspend a student from riding the bus for one day.
- Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the bus to any student who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.

### **BICYCLES, MOPEDS, SKATEBOARDS, AND SCOOTERS**

The school is not responsible for the safety associated with or the safekeeping of bicycles, mopeds, skateboards, or scooters. Students that ride mopeds or scooters must have a permit. Students that ride bicycles to school must park them in the racks provided. Mopeds or scooters must be parked beside the bicycle racks in an orderly fashion. Skateboards are not to be ridden in the building and must be stored in the student's locker. Students who demonstrate disregard for the law and use unsafe riding methods may be asked not to ride any of the above items to school.

## MEDICATION PERMISSION

Student's Name: Date: Grade: Name of medication:

Dosage of medication:

Time to be given at school:

Other directions for giving this medication:

I give permission to the designated school personnel to give my child the above-mentioned medication at school.

Parent signature



DEAR PARENTS,

This handbook has been designed to help our students. It is our hope that it has answered many questions that will help them become better members of our student body. We also believe it will answer your questions and help you understand our school program. Please take a few minutes to read the handbook. If you have any further questions, please telephone the office. After you have read the handbook, please sign your name at the bottom of this paper so that your child can return it to school.

Sincerely, Melissa Kikta, Principal

PLEASE SIGN AND RETURN TO SCHOOL

I have read the middle school handbook, including the Internet Agreement  
Parent's Signature    Parent/Guardian Name (printed)    Date

Student's Signature    Student Name    Date

## BOOK RENTAL

I understand that I am financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extra curricular activities, fundraising and tuition. I shall also be responsible for all reasonable costs of the collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

Parent's signature Date