

# **TIPTON HIGH SCHOOL**

## **FACULTY HANDBOOK**

## BOARD POLICY

It is the responsibility of employees to be aware of existing Board Policy. Board Policy can be found on the corporation website.

## DISCRIMINATION STATEMENT

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 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 675-2147

THS Principal 675-7431

Title IX Compliance Officer

Director of Operations 675-2147

Title VI Compliance Officer

Director of Operations 675-2147

## MISSION STATEMENT

### **Tipton Community School Corporation**

Working Together for Student Success

### **Tipton High School**

We, the students, parents, teacher, patrons, and school community, are providing a quality education in a safe environment for each student.

## GOALS

### **Tipton Community School Corporation**

1. Develop an integrated plan for technology that will enhance the use of technology by staff and students for learning.
2. Develop a marketing plan that will enhance internal and external communication to better inform all stakeholders and promote TCSC.

3. Meet the instructional needs of all students through differentiated instruction and opportunities for vocational, technical, and alternative education.
4. Maintain financial stability to best meet the goals and objectives of the school corporation.

### **Tipton High School**

1. At least 40% of the 10th grade students at Tipton High School will meet the Math Standard of the State Mandated Assessments.
2. The attendance rate at Tipton High School will meet or exceed the State of Indiana's yearly average attendance rates.
3. Graduation Rate will consistently be above 90%.

## **ANNOUNCEMENTS**

If you would like an item placed in the announcements over the PA, please email the announcement to the principal's secretary. Please email by 7:45 a.m. with the specific wording you like to have announced.

## **ATTENDANCE/ABSENCES**

### **School Day for Students**

Tipton High School doors open to admit students at 7:30 am on a regularly scheduled school day. Classes begin at 8:00 am. Students are dismissed from school at 3:05 pm. When a 2-hour delay is in effect, school doors will open at 9:30 am. Students will have the same 3:05 pm dismissal time on a 2-hour delay schedule.

Teachers are expected to be ready for work from 7:45am until 3:15pm. In the event of a 2hr delay teachers are expected to be ready by 9:45am. The dismissal time will remain 3:15pm.

### **Time and Effort**

If an employee works on multiple activities or cost objectives, a distribution of the employee's salary and wages must be supported by a Time and Effort Log or equivalent documentation. Refer to Board Policy 6116 for more information. A copy of the Time and Effort Log is attached to this handbook.

### **Teacher Absences**

Staff planning to be absent from school will enter their absence as soon as possible using the WillSub system. If a staff member becomes ill, the absence is to be recorded in WillSub prior to 6:00 a.m. If an emergency arises after 6:00 a.m., please text or email the school's secretary.

### **Accessing WillSub**

1. Login to WillSub at willsub.com(the corporation will create an account for the teacher)
2. Click on the "Requests" tab at the top/left of the page and select "New"
3. Click on "regular request"
4. Fill out the details on the form
5. Field trips are "Corporation Business"/ Professional Development workshops are "Prof Dev"
6. Make sure the "substitute required" field is "yes" unless a substitute will not be needed.
7. If the absence is a field trip or workshop include where the trip/workshop will be going/held and the nature of the workshop/field trip in the "notes to the administration" section.
8. If the absence is bereavement then include the relationship of the bereavement in the "notes to the administration" section.

### **Staff Leaving School/Campus**

If it is necessary for a teacher to leave the premises during the school day, that teacher should sign out and in (upon arrival) in the office or using the online google form. Please inform the secretary or the principal verbally that you are leaving.

Teachers are expected to remain in the building until 3:15 P.M. in the event that patrons call or visit. If at any time it is necessary for you to leave earlier, please notify the office beforehand.

## **SUPERVISION**

### **Arrival/Dismissal/School Day**

Teachers need to be in hallways/doorways of their classrooms by 7:50 A.M. or ten minutes prior to the start of school. Teachers should be in hallways/doorways between classes to monitor student behavior. Teachers need to be in hallways/doorways of their classrooms until 3:15pm or ten minutes after dismissal.

If a teacher is assigned a supervision that teacher is expected to be at their post at or before their designated time. If a teacher cannot be at their supervision area they are expected to make arrangements to ensure their supervisory duty is covered.

## **PROFESSIONALISM**

We are all representatives of a proud profession. Our acts and words should always work toward enhancing the dignity of ourselves and of our profession. We are primarily responsible for the opinion that the public has of the educational process. Everything we do or say either strengthens or weakens our position. The responsibility is ours. It is expected that we treat others in a positive and respectful manner.

### **Staff Ethics (BOARD POLICY 3210)**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Board expects all professional staff members to maintain high standards in their working relationships. Professional staff members in the performance of their professional duties will:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence all student related information unless such information needs to be shared in the discharge of their professional responsibilities;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. refrain from using their position of public property, or permitting another person to use an employee's position or public property for partisan political or sectarian religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen;
- I. treat staff, students, parents and patrons with respect;
- J. address the public in a polite, courteous, business-like manner.

### **Staff Dress And Grooming (BOARD POLICY 3216)**

The School Board believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. All professional staff members shall, when assigned to Corporation duty:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities (business casual);
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to Corporation property;
- E. be groomed in such a way that their hairstyle or dress does not disrupt the educational process nor cause a health or safety hazard.

## **Lesson Plans/Instruction**

When you walk into a teacher's classroom, what are five things you look for to indicate whether s/he understands the principles of high-quality instruction? If you observed a sample lesson from that teacher, what kinds of indicators would you look for in determining his/her level of instructional rigor?

When walking into a classroom where principles of high-quality instruction is evident, the administration would expect the lesson to be well-planned in advance of the class. The classroom should be well managed where students know the expectations and behave accordingly to allow for smooth transitions. Students should be engaged in the lesson through active participation. When appropriate for the lesson, student engagement should be seen through collaboration with the teacher and their peers. Instruction and activities should be clear and concise. Higher level thinking skills and differentiated practices should be used regularly along with the use of checks for understanding.

For classroom instruction to be effective for students, the administration would expect that all teachers demonstrate the following:

- Classroom management that is effective and well established which would allow smooth transitions in classroom activities.
- Classroom rules and procedures are communicated to parents, students, and principal.
- Classroom lessons are well-planned and implemented for students to be actively engaged in the learning process. The objectives of each lesson should be clearly communicated to the students.
- Classroom instruction is adjusted as needed based on the teacher checking for understanding, assessment results, and differentiation.

Teachers should also have lesson plans developed on days they are absent. It is best practice to have a sub folder with lesson plans, a class roster, and supervision duties listed in it. Be very detailed and specific with instructions for the substitute teacher.

## **Professional Development**

Professional development is an important part of maintaining an effective school teaching staff. At Tipton Community School Corporation we encourage ongoing professional development at a local level as well as meeting training requirements mandated by the state of Indiana. Professional development topics should reflect and enhance the school and corporation goals.

## **Local**

Tipton High School will have 4 elearning days during the school year. Those days will be used for corporation wide professional development. Teachers are expected to provide students with their elearning assignments by 3pm the previous school day. Teachers will receive a schedule of activities for the day. That will include times to check on students and times for professional development activities.

## **Workshops/Conferences**

If a staff member would like to attend a workshop or conference that staff member should make a request to their building administrator. If approved by that administrator the teacher will then

go to Script (schools.scriptapp.com), login, and fill out a requisition. Once the teacher has a Purchase Order number they may register for that conference. Priority will be given to workshops most closely aligned with the school and corporation goals and is dependent on budget availability. Staff members that attend a workshop/conference are expected to present that information to fellow staff members so that all staff may benefit from the information/skills gained.

### **State Required Training**

The state of Indiana has several training areas that are required of school staff members. Those can be accessed through the SafeSchools Training website (tcsc-in.safeschools.com). The corporation office will create an account that will give an individual staff member access to the site. Once logged in staff members will complete the videos in the required menu. Once completed that training area will have a date of completion. Training will need to be completed by the given deadline.

### **Staff Meetings**

Teacher meetings will be planned so problems and topics of interest or concern to the entire staff can be discussed. Administrative announcements will be e-mailed. Teacher meetings are usually once a month, on the third Thursday after school. Please suggest topics which you feel will be of value for staff discussion.

### **Staff Children at Work**

Teacher workdays, and days worked when school is not in session, are considered regular workdays, with regular work hours. For teachers this would be a regular 7:45 to 3:15. For administrative personnel, this would be an 8-hour workday. Support staff, or hourly employees, will work their regular schedule. In addition, during teacher workdays, and days worked when school is not in session, these are work days where the employees are expected to work. Employees' children and/or pets are not to be brought in on these days. In such cases, the employee should be sent home and the day's pay will be docked.

## **REPORTING AND RECORDS**

### **Attendance**

Attendance will be taken each period on Harmony. Taking attendance is mandatory.

1. Login to Harmony (<https://harmony.tcsc.k12.in.us/student.nsf/login.xsp>)
2. Click on the "Classroom" tab
3. Find the current class and click on "Take Attendance" on the far right
4. Click once on the picture of the student to mark them absent (textbox will be highlighted in blue), twice to mark them tardy (textbox will be filled in yellow), a third time to clear the student in case they were marked incorrectly.
5. If there are no absences click in the "No Absences" box just under the date.

## **Harmony**

Teachers are to keep accurate records for attendance, student progress, discipline, and parent contacts. These items are to be recorded in Harmony. All other items related to the classroom such as, but not limited to, lesson plans, classroom activities, assignments, assessments, and/or other requirements are to be communicated through Google Classroom. If teachers use an additional site for classroom instruction, a link accessing that site should be located on Google Classroom. Teachers are to have all items in Google Classroom updated at least three days in advance for parents and students. Each teacher is to establish emergency plans in the event a substitute needs to teach the class at the last minute.

## **Grade/Progress Reporting**

Report cards will be done on Harmony. Gradebooks should be finalized on the Harmony program by the deadline established for each grading period. Report cards will be sent out on the second day after the end of the grading period.

The primary method of informing parents about student progress will be Harmony. Grades on Harmony are to be updated weekly except for longer assignments/projects. Grades on Harmony are to be fully updated every week of each nine week grading period. Parents who indicate that they have no way of accessing Harmony will receive a printed progress report at the 3rd and 6th week of each grading period. Teachers will contact by email, letter, or phone parents whose child's grade is below a C- at the 3rd and/or 6th week of each grading period.

## **Permanent Records**

Each teacher is responsible for keeping the permanent record of each of his/her students current, including the address. Records are to be kept on file in the school office except when the teacher is working on them. Do not leave them in your room overnight. Records are not to leave the building. Volunteers and/or students are not to handle permanent records.

## **FERPA**

FERPA is a federal law that requires confidentiality of student information by telling schools what information it may share, and when & who they may share such information with. It also gives parents the right to consent to the disclosure of their child's personally identifiable information ("PII"). Under FERPA, you cannot share non-directory, PII information without parental consent. Generally, you can share directory information without parental consent, unless parents have told the school otherwise. Directory information is educational records that are generally not considered harmful to students if publicly released, such as name, age, address, and grade level. Non-directory information is educational records that are more sensitive than directory information, such as social security & student ID numbers, grades, disciplinary history, and attendance record.

## **Student Privacy and Parental Access to Information (BOARD POLICY 2416)**

TCSC respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the corporation's curriculum, without prior written consent of the



student or his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information about that student. Please refer to Board Policy 2416 for more information.

### **Accidents**

Anyone injured on the job must report this injury immediately. You have only seven days from the date of injury to report such to Workman's Compensation. Accident reports and Workman's Compensation forms are available in the school office. If injured, please fill out a report as completely as possible and return to the office. The office will then forward it to the Superintendent's office. If the accident requires treatment, you are to go to Tipton Hospital, tell them you are there because of an accident at work and it is under Workman's Compensation. If these procedures are not met, Workman's Compensation may disallow any claim, which would have the employee responsible for medical bills and also enforce a fine on the school corporation.

Injured students should be sent or taken to the office immediately. If the student should not be moved (or if it is not clear whether or not the student should be moved) please notify the office immediately. DO NOT leave the student. If you send a student to the office who has been injured intentionally or in a fight, please advise the office of this. Do not make the injured student responsible for conveying this information. In the event that a student is injured in an accident on the school grounds, the adult who was supervising is required to complete an accident form and leave it with the principal before leaving school that day. A duplicate copy will be made. Forms are available in the office.

### **Reporting Child Abuse and Neglect (BOARD POLICY 8462)**

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this School Corporation and will cooperate in the identification and reporting of cases of suspected child abuse or neglect in accordance with law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. If a staff member has reason to believe a child is a victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 or the Tipton Police Department. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS or the police. The building administrator shall document the report and, if unable to confirm the date and time it was made and/or the identity of the person to whom the report was made, shall contact DCS or the police to ensure that they have received the report and an investigation has begun.

The building administrator shall secure prompt medical attention for any such injuries reported. Information concerning alleged abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration, DCS, the local prosecutor, or the police. Unless the parent is the subject of the investigation, the Corporation shall notify the parents that a report was made.

Failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 180 days in jail and a \$1,000 fine.

A staff member who violates this policy in any way may be subject to disciplinary action, up to and including termination.

## **PROGRAMS**

Updated policies, procedures, and more details can be found in the TCSC Staff Documents drive. Those pertaining specifically to THS can be found in the Tipton High School shared drive.

## **UDL**

Universal Design for Learning (UDL) is an approach to teaching aimed at meeting the needs of every student in a classroom. UDL is the adopted framework for the Tipton Community School Corporation. Classrooms should include the following UDL elements:

1. **Posted Lesson Goals**  
Having goals helps students know what they're working to achieve. That's why goals are always made apparent in a UDL classroom. Each lesson should have a learning goal posted.
2. **Assignment Options**  
In a traditional classroom, there may be only one way for a student to complete an assignment. With UDL, there are multiple options. For instance, students may be able to create a podcast or a video to show what they know. Assignments should focus on allowing students to meet the lesson goal.
3. **Flexible Workspaces**  
UDL promotes flexibility in the learning environment. A UDL classroom should include flexible work spaces for students. This includes spaces for quiet individual work, small and large group work, and group instruction.
4. **Regular Feedback**  
With UDL, students should get feedback, often every day, on how they're doing. At the end of a lesson, teachers may talk with individual students about lesson goals. Students are encouraged to reflect on the choices they made in class and whether they met the goals.
5. **Access for All Students**  
UDL recognizes that if students can't access information, they can't learn it. In a UDL classroom, materials are accessible for all types of learners. Accommodations should be made for all students to ensure their success in the classroom.

## **Academics**

Each teacher is expected to provide the parents and students in their class a course syllabus. The course syllabus should include class expectations, grading policy, late work policy, classroom discipline procedures, and other necessary classroom guidelines. It is the

expectation that students will be actively engaged in critical thinking and problem solving. All work should be meaningful in the classroom.

### **THS Departments**

Agriculture    Art    Band/Choir    Business    Foreign Language  
Family and Consumer Science    Technical Education    Language Arts    Math  
Physical Education/Health    Science    Social Studies    Special Education

### **Textbook Adoption Cycle**

2019-20 Language Arts/ Foreign Language

2020-21 Social Studies

2021-22 Math

2022-23 Science and Health

2023-24 IT/Business/Ag/Music/Band/FACS

2024-25 Language Arts/ Foreign Language

### **Counseling**

The American School Counseling Association defines a comprehensive counseling program as one that benefits students, parents, teachers, administrators and the overall community. They also state that school counseling programs should be an integral part of students' daily educational environments, and school counselors should be partners in student achievement.

### **Special Education**

The special education teachers and instructional aides will provide assistance to students in their general education classrooms. They will also track student goals and academic growth. They will manage a resource period and homeroom designed for student support.

Tipton High School Staff will follow all state and federal guidelines in supporting students with disabilities achieve their goals.

There are times when the schools will have a student enrolled that requires personal, intimate attention. These students have disabilities that require adult assistance in taking care of their personal needs, such as using the restroom or bathing. To assist these students, staff members must be properly trained to ensure the safety of the student.

This training will consist of at minimum:

- Before any training begins, the parents will be directly contacted (telephone or in person) by the building principal and/or the Teacher of Record to discuss the training being proposed.
- Whenever possible, the parents will be invited to be involved with the training.
- The purpose of the training is to ensure the proper moving of the student to protect the student and the adult from any possible injuries and to establish the techniques in helping the student with the prescribed function(s).
- Every effort will be made by the TCSC staff to protect, as much as possible, student's rights and modesty.

## **PRIDE**

PRIDE is our positive behavior incentive program to promote behavior that will allow students to be successful at Tipton High School. Classroom rules should reflect the values promoted by PRIDE. Staff members will provide students with PRIDE tickets when students are meeting the PRIDE expectations.

### **PRIDE Expectations**

Personal Best

Respect

Integrity

Dependability

Enthusiasm

## **FIELD TRIPS (BOARD POLICY 2340)**

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Please refer to Board Policy 2340 for more information.

### **Procedures**

All field trips should be discussed with the building principal before the field trip request is submitted. All field trip requests should be made through Script.

1. Log on to [schools.scriptapp.com](https://schools.scriptapp.com) Contact the Central Office for username and password.
2. Click on "School Links"
3. Click on "Start New Submission" to the right of Transportation Request Form
4. Click on "Start"
5. Complete the fields on the form and click "Submit" at the top of the page.

Teachers should email the staff the names of the students going on the field trip.

Special care should be given to inform the Cafeteria Manager and the Attendance Secretary. All field trip requests are to be submitted at least two weeks prior to the trip date. Students are expected to behave according to the Student Code of Conduct and teachers should have a copy of each student's Emergency Medical Authorization Form and Field Trip Permission Form in their possession.

### **Overnight/Out of State Trips**

The Board shall approve those field trips and other Corporation-sponsored trips which take students out of State and/or keep students out of the Corporation overnight or longer. Requests shall be presented to the building administrator with all important information included such as, number of students participating, location of trip, itinerary, number of chaperones, and purpose. The building

administrator shall submit a recommendation to the Superintendent prior to an upcoming Board Meeting.

### **Chaperones**

All chaperones must complete and pass a background check before being allowed to go on any field trip. Please allow sufficient time to complete this requirement before the scheduled field trip departure date. Chaperones must also be at least 25 years old to supervise students in grades 9-12.

Chaperones may not:

1. Use, sell, provide, possess, or be under the influence of drugs or alcohol
2. Use tobacco in the presence of, or within the sight of, students
3. Possess any weapon
4. Administer any medication, prescription or non prescription, to students
5. Sleep in the same room as students on overnight trips
6. Be alone with a student

Students must be supervised at all times while on the trip. Chaperones should account for all participants regularly and before changing activities. Chaperones are expected to model appropriate behavior and enforce school rules while on the trip.

### **Silent Sustained Reading (SSR)**

At Tipton High School we believe it is important to develop a love of reading in our student body. In order to effectively create a habit of reading in our students we devote the first 20 minutes of the day to reading. Students are expected to read from 8:00am-8:20am daily. This should be a pleasure reading in nature. Students should not be working on homework or engaged in watching videos during reading time. Teachers should redirect students that are not engaged in reading some type of literature.

### **Resource**

The purpose of having a 35 minute resource class is

1. To allow time for students to study
2. To allow students the opportunity to get one-on-one instruction
3. To allow the student who has experienced an illness/injury time to make up work
4. To allow the student who moves in to our district time to progress academically and to catch up with his/her class's progression

Do's

1. Allow students the opportunity to obtain assistance with another teacher
2. Assist students in making up work
3. Allow students the opportunity to do homework
4. Set high expectations for 35 minutes of ACADEMIC TIME ONLY!

Don'ts

1. Allow students to listen to music or socialize on their electronic devices
2. Talk with friends rather than study

3. Allow students to habitually visit other staff members
4. Be out of the room for long periods of time
5. Arbitrarily allow students to change resource for more than 2-3 days

## TECHNOLOGY

### **Setting up a Google Classroom**

Learning Management Systems are basically online classrooms. They allow teachers to create a classroom web presence and will greatly enhance accessibility to the curriculum. 1 to 1 is not just about what happens in the classroom but creating a mobile environment to enhance learning with 24/7 access. An LMS will improve classroom organization, help students when they miss class, inherently build digital literacy, and add many more benefits. Tipton Community School Corporation supports and provides training for Google Classroom as it's the official LMS.

1. Bring up the Google browser page
2. Click on the waffle (grid) on the upper right hand side of the page.
3. Find the "Classroom" icon and click on it
4. Click on the "plus" icon on the top right of the page and select create a new class
5. Fill in the information for the class and click "create"
6. To add students either share the class code with the students or add them individually by clicking on the "people" tab at the top of the page and then clicking on the "people +" icon.

### **Acceptable Use Policy**

A good AUP is critical because it will support teachers with guidelines for appropriate technology use. Teachers will set up their classroom guidelines to supplement the efforts of the official Tipton Schools AUP. Teachers will include guidelines concerning when it is and is not acceptable for students to be on their device. Teacher guidelines will be for the purpose of keeping the classroom dynamic but still manage it the best way that works for the teacher while promoting student success.

### **Use and Care of Equipment**

Staff should handle and use their school equipment in the same manner as specified in the 1:1 Handbook provided in the staff documents.

### **Technology Support**

Teachers will have a contingency plan ready when the Internet is down. This contingency plan will continue with the planned objectives for the day being addressed in a different format. This will hopefully be a rare occurrence, but having a contingency plan ready will make these occurrences much less frustrating for the teachers and the students. Teachers that have technology issues should contact the building tech support person (ext 118). If that person is

unavailable, contact the corporation technology director (ext 119). For assistance in using technology in the classroom for instructional purposes contact a building tech integration specialist. For a list of those individuals, please see the building administrator.

## **Digital Citizenship**

Digital citizenship will be a regular component of the classroom. No matter what the subject area, there will be an opportunity to promote proper and meaningful use. One of the roles of the teacher will be to guide students toward becoming skilled and capable citizens with an appreciation for knowledge. Please see Common Sense Media ([commonsensemedia.org](http://commonsensemedia.org)) for more information and resources.

## **One-To-One Computing**

Teachers should be familiar with the 1:1 Handbook and expect students to abide by its guidelines.

*Teachers should plan their lessons and instructional strategies to monitor students while the devices are in use. If teachers are instructing and students are not to be on their device, then teachers should instruct that lids be down and ear buds off so that students are not able to use their device. It is suggested that students use their device only as an educational tool while at school. Teachers may have the option of allowing certain privileges with the device within reason at their discretion, but must realize that these privileges may be difficult to monitor.*

Issues involving computer damage will be handled as discussed in the 1:1 Handbook. The following guidelines will address proper computer usage and conduct.

- Violations of proper computer usage and/or computer conduct are considered behavior violations and may result in the following:
  1. First, issues should be handled within the classroom setting with classroom consequences and documented as a classroom discipline referral (unless it violates major behavior expectations). The teacher is to make a parent contact if this becomes a habitual problem prior to sending the problem to the office.
  2. Issues referred to the office are to be documented as an office discipline referral.
  3. The student may be sent to the office for the remainder of the class period.  
Consequences will be assigned according to the infraction and the number of infractions that have occurred. Consequences will include those used for behavior issues including out-of-school suspensions or expulsion.
- A student who is expelled from school will be required to turn in their computer for the duration of the expulsion and will still be responsible for any computer damages or fees.

## **eLearning**

When an eLearning day is scheduled or called by the Corporation Office it is the teacher's responsibility to provide the students instruction online. If an elearning day is planned ahead then lessons and assignments must be posted for students by 3pm the day before the

scheduled elearning day. If an elearning day is called on that day then lessons and assignments must be posted for students by 9am that morning. More guidelines on eLearning Days can be found in the eLearning Plan.

### **Social Media Guidelines**

These Social Media Guidelines are not intended to be considered policy, but merely serve to provide guidance regarding recommended best practices for professional social media use & electronic communications vs personal social media use & electronic communications. Where applicable, the current Board Policy is clearly stated.

As a corporation that promotes the use of technology as an accelerator of learning, Tipton Community School Corporation recognizes the value of teacher inquiry, investigation, and innovation using new technology tools to enhance the learning experience. TCSC also recognizes its obligation to teach and ensure responsible and safe use of these technologies. These guidelines address employees' use of professional social media networks. Staff members have an influence over society by virtue of your position.

## **SCHOOL FINANCES**

### **Supplies**

Teachers in need of supplies should contact their Department Head. Instructional budget is used for items used by the teacher for direct instruction. That budget will be given to Department Heads at the end of January. The Fees budget which is for the school year will be given to Department Heads at the end of August. Any other materials needed should be requested on proper requisition forms and submitted to the principal for approval.

### **Requests Through the Office**

All supply purchases should be made through the department head. The department head will place the order through Spendbridge.

1. Log into [app.spendbridge.co](http://app.spendbridge.co) (see building treasurer for username and password)
2. Choose the "Shop" tab at the top left
3. Click on "Shopping Lists"
4. Click on your department faculty shopping lists
5. Add the items to the cart that is needed by your department
  - a. Don't forget to choose the correct amount of each item since it is specified on the the printout and not on the online shopping lists
6. Once you have added everything needed into the shopping cart along with amounts, click on your shopping cart in the top right corner
7. Check your items to make sure everything has been added correctly
8. Click the account code drop down box for each item that is coming from instructional money to add the instructional code (this should be the only code available)



9. Check your total at the bottom to make sure you are within your budgeted amount
10. Click the "Print Cart" option on the top right. Make sure you have a copy for your requisition
11. Choose "Checkout" button
12. Put your name or department in the box under "Ship To"
13. The "Initial Request Note" is only seen by approval. You can type "instructional" or "fees" so the office knows which account your items are to come out of
  - a. You can put the instructional and fees items in the same cart as long as you specify in this box as to which items come out of which account
14. Click on "Next Step" button at the top right
15. Check all of your information before choosing the "Submit Request" button
16. Once you have clicked the "Submit Request" button, your order will go to the building treasurer, building principal, and Central Office for approvals

### **Purchasing Policy**

Purchases made with money allocated from corporation funds should be submitted on a requisition form complete with all the necessary information to the building principal. After the purchase is approved by the principal, a purchase order with the proper account number will be typed. Purchase order will then be sent to the central office. After approval by the central office, the pink copy will be returned to the middle school office. When you have received all the items on the order you need to let the secretary know everything is in and ready to be paid. The principal will then sign the pink copy, and it will be returned to the central office. It should be noted on both the requisition form and the purchase order if someone is to retrieve it. Otherwise it will be mailed from the central office after approval. No reimbursements will be made to the faculty or staff. You must make prior arrangements for purchases with the treasurer with requisition approval.

### **Purchasing Guidelines**

1. The budget year runs from January 1 to December 31.
2. Purchasing must be done through the proper channels.
  - a. First a requisition is created. This is the process to seek approval for the purchase.
  - b. If the requisition is approved, a purchase order is then issued.
  - c. This process applies to the use of credit cards as well.
3. Online purchases must follow the same procedure above and have pre-approval before ordering.
4. Schools are strongly encouraged to use the K-12 Purchasing through WVEC to get the best prices.
5. Reimbursements to individuals is not permitted.
6. The corporation cannot and will not pay sales tax. Any purchases made where sales tax is included, the payment of the sales tax will be the responsibility of the individual making the purchase.

7. The corporation has accounts established with local merchants (Needlers, ACE, NAPA, etc.). When using these accounts, the purchases must be pre-approved through the corporation's business office.
8. The corporation maintains a limited number of credit card accounts (VISA, WalMart, Lowes). The use of these credit cards are discouraged, but when needed:
  - a. Credit cards must be checked out at the business office.
  - b. Credit cards must be returned promptly to the corporate office with a copy of the receipt. Receipts must show the items purchased in detail.
9. Purchase orders need to be processed quickly in order to keep track of current obligations. Do not substitute other items in place of the original requisition.
10. If a purchase is made prior to approval, the individual will be responsible for that purchase.
11. Purchase Orders must be submitted by the following dates:
  - a. Fall Semester - October 15.
  - b. Spring Semester - April 15.
12. POs issued in the spring must be closed out no later than September 15. If items have not been received by that time, a new requisition may be submitted.
13. POs issued in the fall, and any other outstanding POs, will be closed with the end of the calendar year. If items have not been received by that time, a new requisition may be submitted with the new budget.
14. New budget money is available in January.

### **Using Amazon**

1. Contact your building treasurer to set up an Amazon Business Account
2. Once the account is set up, you are ready to shop. Find the items you wish to purchase and place them into your shopping cart
3. When your shopping cart is complete, proceed to checkout
4. The purchase order (PO) number may be left blank
5. Enter the name of the account you wish to use (ex. Instructional supplies, fees, equipment, etc) and any other information you would like to send to your approver
6. Continue to shipping options
7. Enter the name of the person the order is to be delivered to and select the appropriate address
8. Choose a delivery option
9. Choose a payment option (you may only choose credit card)
10. Review your order and check that no sales tax was applied to your item. We are set up as tax exempt, but some third party vendors still charge sales tax. If there is sales tax, try to find another vendor
11. Once your order is complete, click "Submit order for approval". This sends the order to your building treasurer
12. Create a purchase order requisition through Script for approval, as you normally would. You do not need to print your order. Simply enter the order number on your requisition

## **Supplies vs Fees**

There is a substantial difference between a supply and a fee. Some requisitions are blending the two. A fee, collected from a student, should be applied to materials or equipment that goes with the students. As a parent, if I am given a bill for a fee, I am entitled to ask specifically what that fee is for and it must be supplied. When submitting fees for textbook book rental costs, the request must be documented with what the fee is specifically to be used for. Fees should not be used to purchase what is classified as classroom supplies.

FROM THE SBOA - Any dues collected for the support of classes or social organizations shall be receipted to the extra-curricular fund for that organization to support the activities. If a student in a vocational (shop, home economics, etc.) class, voluntarily begins a project for which special materials are necessary and which will result in a product which the student will take home for personal use, an amount equal to the actual cost of the special materials may be collected from the student and receipted to a fund in the extracurricular account for the specific purpose of providing the special materials. Any extracurricular fund established for this purpose should contain no balance at the end of the school year since the collections from students equals the expenditures for the materials.

## **Requisitions**

Complete Corporation purchase order request through Script.

- a. Log on to [schools.scriptapp.com](https://schools.scriptapp.com) Contact the Central Office for username and password.
- b. Click on "School Links"
- c. Click on "Start New Submission" to the right of Corporation Requisition Form
- d. Click on "Start"
- e. Complete the fields on the form and attach any supporting documents, such as a quote or printout of your shopping cart.
- f. click "Submit" at the top of the page.

Once you have completed the requisition and submitted it, the treasurer or secretary will enter it for approval by the corporation office. Keep in mind that this can take several days, depending on the availability of the Corporation Treasurer and Superintendent. Please give yourself plenty of time when ordering items for your classroom.

Once the purchase order is approved, the order processor will place the order for you. If, for some reason, you prefer to place the order yourself, please notate this on your requisition and the purchase order will be sent to you for ordering.

Pink copies- the pink copy of the purchase order is the "receiving copy". Once you have received your products or service, and the invoice is ready to be paid, please see your building Treasurer or Secretary to sign the pink copy. This will then be sent to the Corporation office and the invoice will be processed for payment. If your purchase order is for a conference that needs to be paid before attending, you can go ahead and sign the pink copy, indicating that it needs to be paid.

Invoices- if you receive an invoice for your order in the mail or via email, please forward to the Corporation office. Please do not assume that we received one also.

**VERY IMPORTANT- All requests MUST be approved before ordering. Failure to comply may render you personally and financially responsible.**

## **ECA Accounts**

When requesting money from an extracurricular account please fill out the requisition form (in the treasurer's office) attaching any supporting documentation and turn in to the principal for approval. All requisitions are to be approved by the principal before any order is placed. Once your requisition is approved the treasurer will process and print your check and place in your mailbox along with a yellow copy of the PO which is yours to keep and the pink copy of the PO which you must sign in the lower left corner and return to the treasurer.

## **Collecting Money From Students**

Teachers should see the building treasurer for the correct forms for collecting money from students. The treasurer has a Field Trip Cash Received Form for use in collecting money for field trips. Deposit forms must be filled out when depositing money in Extra Curricular Accounts. Always attach a new Fundraiser Cash Received Form or Field Trip Cash Received Form to the Deposit Form each time you deposit. The money from a fundraiser or field trip must be deposited as you collect the money. **Do Not Hold The Money Until The Fundraiser Is Complete Or Until The Day Of The Field Trip.** You could be responsible for lost or stolen funds. Do not pay for anyone or buy anything with money collected. Deposit all money and have a check written by the building treasurer. Events that charge admission, such as a dance or concert, must issue a ticket to the purchaser. All tickets must be documented on Form SA-4, reconciled with receipts, and submitted with the proper SA-8 Form.

## **Money in the Classroom**

At various times during the school year, it will be necessary for teachers to deposit with the school treasurer money which they have collected from the students for different reasons. Strict accounting is a must. The following procedure is to be obeyed at all times:

All money must be turned in to the treasurer on the day it is collected. A deposit form (available in the treasurer's office) is to be filled out completely and the money is to be counted, placed in an envelope and turned in to her. The money will be counted by the treasurer, and if her count agrees with the amount which has been written on the deposit form, a receipt will be written for that amount and place it in your mailbox. You will be contacted if the amount does not agree. Do not ask to leave uncounted money in the safe. Do not leave money in your rooms. A complete financial record will be kept by the treasurer for each account.

## **Fundraisers**

1. Fill out the Request for Fundraiser Form with the Assistant Principal. He or she will approve the fundraiser and the time frame. A fundraiser may not last more than 30 days per State Board of Accounts
2. When distributing fundraiser items to sell, fill out the Sign-Out Form. You will turn this in at the end of the fundraiser
3. When you collect money, fill out the Cash Received Form. This should be turned in with your deposit to the ECA Treasurer. This amount should balance with the amount you put on the deposit form (SA-8) you get from the treasurer. You should turn in a new Cash Received Form each time you make a deposit. If you need more copies, see the treasurer or copy more of the form
4. The final report is the Follow-up Report. Fill out this form and turn it in to the treasurer. You will also turn in your sig-Out Form. If you are doing a camp as a fundraiser, you will need to turn in a roster of participants and a copy of the flyer or newspaper advertising the camp. The Cash Received Form will already be turned in with your deposits.

## **Grants (BOARD POLICY 7230)**

The School Board is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

All gifts, grants, or bequests having a value of more than \$200 shall be accepted by the Board.

The Superintendent may accept for the Board gifts of lesser value.

All accepted gifts, grants, or bequests shall be acknowledged by the Board.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the Corporation as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment purchased by an organization for use in the school or at a Corporation-related event shall be submitted to the Board, prior to purchase, so it can determine if the Corporation would incur any liability by its use.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or Corporation employees.

## **Crowdfunding (BOARD POLICY 6605)**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the School Corporation – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity.

“Crowdfunding” is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific

cause approved by the Corporation. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent. All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Corporation policies and administrative guidelines and applicable State and Federal law, including FERPA and IDEA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the Corporation or school. Cash or equivalent payment to Corporation personnel is prohibited. All fiscal transactions shall comply with appropriate Corporation policies.

All crowdfunding activities are subject to this policy and other applicable Board policies including, but not limited to, Policy 5830 – Student Fundraising, Policy 9211 – Corporation-Support Organizations, and Policy 9700 – Relations with Special Interest Groups as well as any administrative guidelines approved by the Superintendent to implement this policy.

## STUDENT DISCIPLINE

### **Discipline ( BOARD POLICY 5600)**

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of the students. Please refer to Board Policy 5600 for more information.

### **Classroom Rules**

A. Basic classroom rules are as follows:

1. 1. Come to class prepared, having done your own work.
2. 2. Be respectful to yourself and others.
3. 3. Have your books, laptop, paper, pens, and/or pencils.
4. 4. Stay in your seat, no moving around unless given permission.
5. 5. Be on time for class.

B. Inappropriate language, defiant, disrespectful or insubordinate behavior will immediately be sent to the Office and a discipline referral will be submitted to the office.

C. Teachers will determine discipline procedures in accordance with handbook guidelines.

D. Use the discipline referral form on Harmony when referring a student to the office.

E. List the rules.

1. Have rules available to students and parents.
2. Review rules and procedures with all classes.

3. Teachers providing lab activities are to establish lab rules and provide a copy of those rules for students to sign. Teachers are to keep the signed rules. These rules will become part of the classroom rules.

## **Consequences**

- A. Choose consequences with which you can work.
- B. Always be as fair and consistent as possible.
- C. Always document every incident -- date, time, details.  
Determine Positive Reinforcement
- A. Negative consequences stop inappropriate behavior, positive consequences change behavior.
- B. Positive reinforcement guidelines.
  1. Establish responses with which you are comfortable.
  2. Should be something students like.
  3. Students should be informed of the positive reinforcements they will receive.
  4. Provide positive responses as often as possible.
  5. Plan ahead of time which specific appropriate behavior merits reinforcement.
- C. Set various criteria for various reinforcements.
- D. List rewards as you would rules and consequences.

## **Office Referrals**

Students sent to the office for disciplinary action should be sent only when the teacher feels the problem becomes severe. A student who is sent to the office for discipline should have a discipline referral filled out on Harmony .

To complete a referral on Harmony,

1. Login to Harmony.
2. Open your gradebook and find the student. (if the student is not in your class then look them up under the "Student" tab)
3. Click on the gray arrow to the left of the student's name.
4. Click on the discipline icon (picture of two people together).
5. Click on "Office" at the top of the form. (The default is classroom which will not send the referral to the office.)
6. The teacher's name should go under reported by and make sure the date is correct.
7. Select the infraction by clicking on the magnifying glass and the subsequent drop down menu.
8. Fill in pertinent information in the comment section.
9. Click "Save" to submit the form

## **In-School Suspension**

Students should not be sent directly to ISS. Students should be sent to the office. If a student is assigned ISS it is the teacher's responsibility to provide assignments for that student. Those assignments should be given to the ISS Supervisor to be distributed to the student. If the assignment is available digitally the ISS Supervisor should be informed of the assignment and the directions so they can monitor the student. All assignments should be forwarded to the ISS Supervisor before 8am the day of the assigned detention.

Remember, the type of classroom atmosphere a teacher develops is generally determined during the first few weeks of school. We will operate on a policy that promotes an atmosphere conducive to learning. Teachers are reminded that their authority exists anywhere on the school premises, not just in the classroom. The best time to call attention to a discipline problem in the corridor, on the school grounds or at extracurricular activities is when the action takes place rather than to report it and let someone else handle it later.

## **PBIS**

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.

## **HEALTH ISSUES**

### **Students Getting Ill at School**

If a student becomes ill after arriving at school, the student should be sent to the office. Teachers will be notified by phone or email if the student is sent home.

### **Possession of Medication**

All medications including over-the-counter medications must be delivered to the office labeled with the name of the student, the name of the medication, and the dosage. A written statement from the child's parent, giving consent to administer, must accompany the medication. In accordance with the new Indiana State Law (Senate Bill 376) any student with a chronic or acute medical condition may possess and self administer their medication on an emergency



basis. A written note from the parent giving the child consent to have the medication as well as note from the physician stating whether the condition is acute or chronic.

### **Dispensing Medication**

Under no circumstance should students take medication at school without the knowledge of school officials. Medications without a prescription will not be administered. Medication should be indicated on emergency cards kept in the nurse's station.

### **Dealing With Seizures**

1. Identify that a victim is having a seizure. If a person is having a seizure he or she will fall, cry out, shake or jerk and become unaware of what's going on around them.
2. Things to do for a seizure victim
  - a. Don't panic
  - b. Have someone notify the school nurse
  - c. Ease the person to the floor while not allowing their head to hit the floor
  - d. Turn the person onto one side to keep airway open
  - e. Clear the area around the person of anything hard or sharp such as desk/chairs
  - f. Put something soft and flat like a folded jacket under his or her head
  - g. Remove eye glasses
  - h. Loosen ties or anything around the neck that makes it hard to breathe
  - i. Time the seizure. **Call 911 if the seizure lasts longer than 5 minutes**
3. First aid for seizures
  - a. Stay with the person until the seizure ends and he/she is fully awake
  - b. After it ends, help the person sit in a safe place
  - c. Check to see if the person is wearing a medical bracelet or any other emergency information
  - d. Keep yourself and other people calm
4. Things not to do
  - a. Do not hold the person down or try to stop his or her movements
  - b. Do not put anything in the person's mouth ( a person having a seizure cannot swallow their own tongue)
  - c. Do not give mouth to mouth breaths. People usually start breathing on their own after a seizure
  - d. Do not offer the person food or water until they are fully alert

### **GENERAL RULES**

A teacher shall not seek to advance personal, political or religious views in the classroom. A teacher shall ensure that all material used will be appropriate to the maturity level and intellectual ability of the students.

Teachers shall not leave a class unattended and shall be responsible for the supervision of students on the school grounds as well as the school building.

Teachers shall be available at reasonable times for parent conferences and student help.

Teachers shall arrange for conferences with parents when it appears that better understanding or more cooperative support from the home is required for the student's success in the program.

Teachers shall have all reasonable freedom in the implementation of the curriculum in accordance with state standards including the right to select materials and to determine the class needs as they relate to the curriculum. However, this does not exclude the right and obligation of the principal to question, consult and direct whenever necessary.

### **Cell Phone Use**

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.

### **Duplicating/Copying Materials**

Please feel free to use all duplicating equipment as necessary. However, please use it judiciously. Teachers are encouraged to use technology when it is appropriate rather than paper and pencil. Please, be aware that you are not the only staff member that needs to use the copier. Break up long copying jobs when possible or allow those with smaller ones to go ahead of you. Please be considerate of their needs.

Staff members should use copyrighted works only to the extent that the law permits. It is important to remember that Federal law applies to public school corporations in regard to copyrighted materials. Please refer to Board Policy 2531 for more information.

## **COMMUNICATION**

### **Parent Contacts**

Be conscientious about grammar usage, spelling, appropriateness, neatness, etc. Be sure all "reflections" are positive ones. When written communication is necessary, aside from a daily handwritten note, please use your computer. Clean, accurate and professional looking letters and newsletters are how we are judged.

Please use "Harmony" or email to communicate with parents about classroom information and grades.

### **Administrator Contact**

Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications with fellow staff members. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your communication.

Make sure to follow proper chain of command when contacting the building and/or corporation administration.

Administration will use email as the primary form of communication with staff concerning school matters. It is the expectation for staff members that communication with the administration be returned in a prompt manner.

### **Peer Contact**

Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications with fellow staff members. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your communication. Remember to treat each other with respect and as equals. We are all on the same team.

### **Guidelines For Use of School EMail**

When using school email from school or your work location, or your home network, it is important to remember:

- You are using a school-owned computer,
- You are using a school-provided email account, and
- You are accessing email over a school corporation-owned network while at school.

These facts alone give school officials control of the equipment and the software being used to access email. Courts have ruled that public employees' email is generally considered discoverable under state public records laws, so it would be argued that employees have no expectation of privacy. The computer account can be opened and read. Both the messages sent and those received can be downloaded, all without the employee's knowledge.

A good rule for educators is that electronic communication with students should always be TAPed:

- Transparent – maintain openness, visibility, and accountability.
- Accessible – consider all electronic communication to be a matter of record.
- Professional – use correct grammar and tone, choose appropriate subject matter and choose words that are courteous.

If you're not sure if your communication or post is appropriate, ask yourself if you would show this to your employer. If they would have any concerns or problems with it, then so should you. Consider these guidelines for school computer/school email use:

- School computers are for school business.
- Do NOT let the computer automatically remember your email password. Enter it manually each time, eliminating student access to your email account.
- Do NOT use email to conduct personal business.
- Do NOT pass along jokes, humorous photos, or chain email.
- Do NOT send religious or political messages.
- Do NOT carry on a romance over email.
- Do NOT use inappropriate language in email.
- Avoid personal comments about students or school staff.
- It is acceptable to state your opinions about school policy, but don't be overly critical or sarcastic when stating your opinion.

- If you subscribe to a listserv, make sure you understand the proper way to reply to messages.
- Since anyone can forward a message you send, assume any electronic communication will be read by someone else.

TCSC Board Policy violations will be subject to disciplinary action, up to and including termination for cause in accordance with TCSC Board Policies, such as found in Policy 3213.

## **FERPA**

Be mindful of FERPA regulations when communicating about student or staff needs.

## **FACILITIES**

### **Custodial/Maintenance Requests**

Complete maintenance request through Script.

- g. Log on to schools.scriptapp.com Contact the Central Office for username and password.
- h. Click on "School Links"
- i. Click on "Start New Submission" to the right of Maintenance Request Form
- j. Click on "Start"
- k. Complete the fields on the form.
- l. click "Submit" at the top of the page.

### **Facility Usage Requests**

Use of the cafeteria, library, athletic facilities, or auditorium must be requested through a facility usage form. See the building secretary for the facility usage form. Approval must be given by the building principal for use of the facility. Make sure to plan well in advance as approval is granted on a first come, first served basis. Availability is difficult without advanced notice. Any fees or charges associated with the request, such as custodian fee or others, will be decided by the corporation office. You will be notified if any charges will be assessed

### **Appliances in the Classroom**

## **SCHOOL SAFETY**

The following guidelines are established for the protection of the students and staff of Tipton High School in the event of various possible disasters. It is extremely important that all staff members be familiar with the corporation safety plan and the plans that follow.

It is the responsibility of the classroom teachers to familiarize their students with the various plans for emergency preparedness. Drills will be held from time to time throughout the year to remain alert to the emergency plans. Always have a class roster with you so an accurate attendance can be taken.

## **Safety Basics**

During an emergency of any kind, teachers are responsible for the supervision of students who are in their class at that time or who may need to come under their supervision due to extenuating circumstances.

During any or all emergency situations, all students should remain quiet and orderly.

All announcements and instructions during an emergency will be given through the principal's office unless the emergency renders this method impossible.

All emergency situations detected by any school personnel should be reported directly to the principal's office. School personnel should contact 911 prior to reporting emergency situations to the office if the emergency warrants such a decision.

The school principal will make any necessary arrangements during an emergency unless the emergency dictates that the ALICE protocol be used.

In the event of injury during an emergency, the school clinic will serve as a central first aid area until arrangements can be made with the hospital to facilitate such cases as deemed necessary.

All emergency situations will be reported immediately upon detection to the local sheriff's department or other outside authority.

Two staff members will be designated to establish and maintain or make contact with outside sources during an emergency (school secretary and principal). One staff member will be designated to coordinate first aid activities during and after an emergency (school nurse or designee).

Distribution of food and water during any emergency situation which warrants such will be the responsibility of the school cafeteria manager.

In the event failure occurs with the intercom, instructions will be given by the office as the situation allows.

## **Safety Plan/Drills**

Updated copies and full details of the school's safety plan can be found in the TCSC Staff Document shared drive.

Each year, schools are required to conduct school safety drills. Detailed plans of these drills can be found in the Tipton High School shared drive.

## **School Guard 911**

Staff members will be invited to download the School Guard app on their mobile phones. In the event of extreme workplace violence featuring an armed intruder or active shooting, staff members press the panic button provided in the app. An alert is immediately sent to the mobile phones of all participating federal, state and local law enforcement officers, ON and OFF duty, in close proximity to the property.

The app simultaneously speed dials 911 and connects the staff member to emergency services. All other staff on the property with the app installed are also immediately alerted of the emergency, and a map of the location of the initial alert is displayed on their mobile phones. The map provides situational awareness to your staff, which allows them to react accordingly.

## **Building Security**

All teachers should have a key and key Fobs to the building and to their classroom. If you do not, please see the principal. If you do come into the building during non-school time, it is your responsibility to be sure all doors are locked when you leave the building. Please check all doors, not just those you opened and be sure to check from the outside that the door from which you left is securely shut. If you notice any "out of the ordinary" circumstances, notify the principal or any administrator immediately.

It is required that staff members wear an identification badge provided by the corporation.

In order to ensure the safety of our staff and students, all classroom doors are to remain locked and shut throughout the school day with the exception of passing periods.

Building security is a high priority. Please do not give out your keys to family members or friends to enter the building or classrooms for everyone's protection. If anything would happen liability falls on all of us for not following procedures.

## **Guests in the Building**

All visitors are required to sign in at the office and wear a visitor badge. If you see someone in our school without proper identification, please ask them to report to the office and follow them there. If they refuse, please notify the office immediately. Staff members should not have visitors during school hours unless it is an emergency.

## **Raptor System**

Raptor is our safety system for checking visitors for registered crimes. Office staff will be trained in the use of the Raptor system. All staff members should communicate to invited guests that the Raptor system is in place and will be used prior to the visitor being allowed into the building.

## **Safe Schools Alert System**

Tipton Community School Corporation is now using SafeSchools Alert, a tip reporting service 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>

You can also go to any of Tipton school's web page and find the link, Report Safety Incident, in the Menu options. You can easily report tips on bullying, harassment, drugs, vandalism, threats of violence, or any safety issue you're concerned about through Safe Schools Alert. When you submit a tip, be sure to use TCSC's identification code: 1927 in your communication.

Every tip SafeSchools Alert receives about our school is immediately logged in the system and our administration is notified so that they can investigate and take appropriate action. And, tips may also be submitted anonymously if you prefer.

## STAFF CONDUCT

### **ANTI-HARASSMENT (BOARD POLICY 3362)**

It is the policy of the School Board to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. For more information on this policy, please refer to Board Policy 3362.

The school's Safe School Alert reporting system can be used to report harassment of staff members. This is linked on the school website as Report Bullying/Safety Incident.

### **Staff Discipline (BOARD POLICY 3139)**

The Board believes that standards of conduct for professional employees are necessary to provide students with a positive example of adult behavior and an orderly instructional environment. To this end, the Board has adopted a policy of progressive discipline to be applied except in cases of gross misconduct. In instances of gross misconduct, the purpose of this policy is to consider if the misconduct warrants suspension without pay or termination. Please refer to Board Policy 3139 for more information.

### **Mandatory Reporting of Convictions and Arrests (BOARD POLICY 3121)**

During the course of his/her employment with the School Corporation, each professional employee and substitute teacher shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

### **Substance Abuse (BOARD POLICY 3170)**

The School Board recognizes alcoholism and drug abuse as treatable illnesses.

A professional staff member having an illness or other problem relating to the use/abuse of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a substance abuse problem rests with the professional staff member. Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board.

No professional staff member will have his/her job security or promotion opportunities jeopardized solely on the basis of his/her request for counseling or referral assistance. Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

### **Smoke Free Buildings (BOARD POLICY 3215)**

The School Board recognizes that the use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members in school buildings at all times. Such prohibition also applies on school grounds, on school buses and/or at any school-related event. For more information on this policy, please refer to Board Policy 3215.

### **Drug Free Workplace (BOARD POLICY 3122.01)**

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting, which is not tainted by the use or evidence of use of any controlled substance.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements but which also comply or do not interfere with collective bargaining agreements.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any member of the Corporation's professional staff at any time while on Corporation property or while involved in any Corporation-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.