

Tipton Elementary School

2020-2021 Student Handbook

1. Welcome

It is with pride and pleasure that you are welcomed to the Tipton Elementary School. This handbook is developed with the hope that essential information concerning the operation of the elementary school can be made available to those who need it. Please read carefully, share with your children, and keep it for future reference. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior. Students will be expected to sign and return the last page of this document to indicate that they have read and understand the provisions in the Handbook.

If you have a question that is not answered in the handbook, please feel free to call the school office: 675-7397. Visit the Tipton School Corporation website at <http://www.tcsc.k12.in.us>. You can reach the principals, counselor, or secretaries by email:

Lori Rayl, Principal lrayl@tcsc.k12.in.us

Caylie Dicken, Assistant Principal cdicken@tcsc.k12.in.us

Ben Friedle, TES Counselor bfriedle@tcsc.k12.in.us

Renee Mraz, secretary rmraz@tcsc.k12.in.us

Deb Kuhn, secretary dkuhn@tcsc.k12.in.us

To reach the Superintendent of Schools, please call 675-2147.

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the Principal, Mrs. Rayl or Assistant Principal, Mrs. Dicken, or the school counselor, Mr. Friedle, whose email you will find listed above. 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 students, but only reflects the current status of the Board's policies and the School's rules as of April 2017. If any of the policies or administrative guidelines referenced herein are revised after April 2017, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principals and on the Corporation's web site.

2. Vision/Mission

MISSION

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 in their future 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.

3. Equal Education Opportunity (see Policy 2260)

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the Corporation, a school, or any staff person has discriminated against a student on the basis of color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

4. General Procedures

SCHOOL DAY

Monday, Tuesday, Wednesday, Thursday, Friday - 8:00 a.m. to 3:00 p.m.

a. School Visitors (Policy 9150)

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. Please note that students are not allowed to go to their classrooms until 7:50 a.m. each day. We ask that you find other means of supervision for your child prior to this time. We do not have staff available to monitor children that arrive early. Your child's welfare is our main concern.

b. Protocol for Entering Building

1. All parents and guests are to enter the building using the school's main entrance.
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?" 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 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).
 - a. After School Arrangement

All students have a normal procedure that they follow at dismissal time. Any time that procedure must be changed, the classroom teacher is to receive a written statement from the parent explaining what the child is doing. In the absence of information from the parent, our usual procedure is to have the child go the way he/she normally goes. The responsibility for making any change rests with the parent. The safety of your child is at stake. **The school should be notified through a phone call by NOON of any changes to the student's dismissal plans. Please do not rely on last minute phone messages or email.**
 - b. DROP OFF/PICK UP Procedures

DROP OFF PROCEDURES

Morning drop off: Students may begin entering the building at 7:40 am. Pull all the way to the stop sign. After your child has exited the car, pull away. Do not stop in front of the entrance if there is a line of cars. **Please have children exit cars on the passenger side.**

PICK UP PROCEDURES

Afternoon school dismissal pick up: Pull all the way up to the stop sign to wait for your student. Stay with your car. Follow the directions of school personnel directing traffic. **Children should only enter cars from the passenger side.**

Students are expected to respect the rights of their fellow students and the staff.

Students will be expected to follow 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 will be expected to follow staff member's 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. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. 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.

c. 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.

d. School Closings

- e. 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.

f. Chaperone (Field Trips)

5. Medical Information

a. Health Clinic Procedures

A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The nurse/office staff 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.

b. Medication Policy

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.

c. injury/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.

d. Immunization (See changes)

IMMUNIZATIONS

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.

Indiana state law demands that the school have on file a written immunization statement indicating the month, day, and year that the student has received the required immunizations. The school cannot allow the student to attend school until the information is provided.

The minimum immunization requirements are:

Kindergarten-4th Grade

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hep A (Hepatitis A)

Grades 5th Grade:

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella

Vision Screenings are done in Grades K, 3, and 5

Hearing Screenings are done in Grades K, 1, and 4

6. 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 Out

TRANSFER OUT OF THE CORPORATION (POLICY 5131)

If a student plans to transfer from Tipton Elementary 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 building secretaries at 765-675-7397 for specific details.

Withdraw

Transfer In

Legal Settlement

Kindergarten Entrance (TES)

KINDERGARTEN PARENTS I.C. 20-8.1-3-17 Kindergarten Entrance Law

Even though it is not mandatory that parents enroll their child in kindergarten, once a child is enrolled in kindergarten, **the child is required to adhere to all state statutes, including attendance guidelines.**

Facilities

Use of Facilities

Student Valuable/Bring Things to School

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (for show and tell, for example). The students will assume responsibility for any items brought to school. Use of cell phones is prohibited during school hours. Items specifically not to be brought to school include electronic games, electronic devices (unless they support academic programs), skateboards, roller-shoes, or other equipment. In order to bring a pet or other animal to school the parent must notify the office several days

in advance what pet/animal is going to be brought. The animal must be up to date on vaccinations. The office will notify the parents of that classes' students the date of the animal visit. This notification is usually done by email. The school may not allow some animals to visit the building.

Deliveries

We do not allow deliveries to students. This includes balloons, flowers, and food from restaurants.

Meal Service: School Breakfast/Lunch

1. The school cafeteria serves a nutritious, Type A breakfast/lunch following the guidelines set by the School Lunch Division of the Department of Education.
2. Parents wishing to apply for free or reduced-price breakfast/lunches may obtain applications from the principal's office. If a family's financial situation changes, they should obtain another application.

3. Any checks or monies being turned in should be placed in a sealed envelope with the student's name, teacher's name, and amount on the outside. If any checks are returned from the bank marked "insufficient funds" the school will no longer accept checks from the payer.

4. **Make sure to check the account slips sent home periodically in order to keep your child's breakfast/lunch account current. A student with a negative balance will receive an alternate meal with milk until the balance is paid in full.**

5. We understand a parent's desire to have lunch with his/her child, and we invite parents to eat with them at school.

6. No lunches from any fast food and/or restaurant are allowed. Students may bring sack lunches from home. However, soft drinks are not permitted.

VISITING SCHOOL/STUDY TRIPS/EATING AT SCHOOL

Parents are always welcome to visit the school and observe their child's learning situation. For the safety of all students, parents must check in at the office and provide photo ID before proceeding to the classroom. You are asked to inform the teacher ahead of time of your intentions. Parents and grandparents are also invited to come and have lunch with their child. Please notify the school in advance so that you can be included in the daily lunch count on trips.

Lost & Found

Care of School Property (use common language, ie THS)

CARE OF SCHOOL PROPERTY

Students are responsible for maintaining proper care of all furniture, books, etc. supplied by the school. Students who vandalize school properties will be required to pay for the damage and face suspension or expulsion. The condition of each textbook will be checked and recorded before assigning the books to students. It becomes the responsibility of the student to maintain the condition of each text in his/her possession throughout the school year. At the end of the year, the books will be collected and checked for damages. Students found to have damaged books beyond normal wear and tear will be assessed a fine. It is the responsibility of the student to notify the issuing teacher if there is a drastic deterioration in the condition of the textbook. 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.

STUDENT DESKS/STORAGE AREAS

All desks/storage areas made available for student use on the school premises are the property of the school corporation. These desks/storage areas are made available for student use for storing school supplies and personal items necessary for use at school. The desks/storage areas are not to be used to store items which may cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a desk/storage area or its contents. The student's use of the desk/storage area does not diminish the school corporation's ownership or control of the desk/storage area. The school corporation retains the right to inspect the desk/storage area and its contents to ensure that the desk/storage area is being used in

accordance with its intended purpose, to eliminate fires and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent the use of the desk/storage area to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

Lockers (TMS-THS) /Student Desk (TES)

Bookbags

Pest Control

Pest 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. If you wish to have advanced notice of pesticide use, contact the office at 675-7431 X 100.

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 circumstances they may pose a hazard to children. Therefore pest 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.

The corporation will:

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 a 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 all 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 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 for more information.

Student Sales

Students are not allowed to bring anything to school to sell to other students or staff members.

Recess (TES)

All students receive recess each day. Generally speaking, this is outdoor activity. Precipitation, wind chill, and/or temperatures below 15 degrees are about the only reason we have for staying inside. Parents must assume responsibility for being certain that their children are dressed appropriately so that they can enjoy their recess time. This includes hats, boots, and gloves in the winter or layers in the spring and fall. On days when we cannot go outside, the students remain in their classrooms for recess. Classroom games and quiet activities are supervised by the recess personnel on duty. Generally we take the position that if a child is well enough to attend school, he/she is well enough to go outside for recess. Due to health reasons, a child may stay inside for recess for three consecutive days on a parent's note. For a child to stay inside due to health reasons for more than three consecutive days, a doctor's note is required.

Student safety is our top priority. In order to maintain a safe atmosphere on the playground, all students must follow the rules, play fair, and be good sports at all times. If a student chooses not to follow the rules they will face the appropriate consequences. Consequences at TES include: talking to recess teacher, writing sentences, being sent to the principal, loss of recess, and suspension from school. We are confident that all students can and will have a successful

and fun time on the playground. Recess procedures are for everyone's safety. Please make sure that your child knows and understands these procedures. Read to your child the following rules:

- When heading out to recess, students need to walk out to the playground in an orderly fashion.
- During recess, students must respect each other and abide by the rules of the games they are playing.
- We expect:
All students to play fairly with one another
All students to be good sports
All students to keep their hands to themselves. We do not allow pushing, tackling, shoving, or hitting of any kind.
All students to play properly on playground equipment. We do not allow tag to be played on the equipment.
- When the whistle is blown at the end of recess, all students are to line up quietly with their class.

Academics

Curriculum

Tipton Elementary Schools are responsible for teaching basic skills in reading, composition, listening, speaking, and computation that provide the foundation for all later learning. The basic curriculum is composed of a common body of knowledge with continuing emphasis placed on increased mastery of skills and achievement. The following subjects are presently taught in the elementary school:

Basic Curriculum:

- Reading, Language, Spelling, Writing
- Mathematics
- Science
- Health
- Social Studies
- Art
- Music
- Physical Education

Compute

Special Classes

- Title I Skills Lab
- ALPHA - Accelerated Learning Program for High Achievers
- Special Education Services

Health

With the increased attention about health matters in our society, the school will continue to evaluate and expand instruction in matters of personal and public health. Students will receive instructions by teachers and community professionals (doctors, nurses, technicians) dealing with tobacco abuse, alcohol abuse, AIDS education, and sex education during their elementary schooling. If you have concerns about your children being exposed to these topics, you need to express that concern to school officials. This is a required state curriculum. Efforts will be made to keep parents informed of these health programs

John Hinds Center
Schedule Changes
Graduation requirements (THS)/Promotion or Retention (TMS-TES)
Graduation and Commencement
Valedictorian Selection
Grading System/Scale
Report Cards/Progress Reports

REPORT CARDS

Report cards will be issued to each student following the end of each nine-week grading period. The report cards will be e-mailed to parents. If no email address is on file for the student, a hard copy will be sent home. Parents should know when to expect report cards and then discuss with the student the evaluation of his/her progress.

We encourage conferences between parents and teachers in order to discuss any problem which 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 the problem. Please do not hesitate to contact the school on any matter in which you have a concern.

PROGRESS REPORTS

These reports will be issued at the middle 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 sent home with the student

RETENTION

Some children may benefit from the opportunity to continue in the same grade for another year. Because of this, our teachers have developed criteria to assist in the decision. Much of it is based on data, but the teacher's knowledge of what the child can really do is the key factor in the decision. Below are the criteria we use:

Light Retention Scale	NWEA
Developmental Reading Assessment	Grade Level Reading
Tests Excessive Absenteeism	ILEARN Grades 3-5
Teacher Input (most important)	Word Wall Words
Age of Student	mClass/Dibels
IREAD 3	

Our purpose for establishing the following guidelines is to help ensure that all students pass the ILEARN. These guidelines will be taken into account for retention.

- Excessive Absences - missing at least 10 days of school (95%)
- Failure to pass ILEARN (Grades 3-5)
- Fails repeatedly to turn assignments in on time
- Parents will be asked to come to school for a conference with their child's teacher.
- Parents will be notified if retention is a concern.

After this meeting and/or additional meetings, the child's teacher and the child's parents will make a recommendation to the principal for a final decision on promotion or retention. It is our intention to have parents fully involved and informed regarding retention. We are hopeful that parents, the teacher, and the principal will be in agreement regarding this important decision.

HONOR ROLL

Honor roll is awarded to students in Grades K, 1, 2, 3, 4, & 5 with A's and B's in all subject areas, including citizenship.

STUDENT FEES AND CHARGES

Each school runs its own book rental program. Fees paid by the student cover use of non-consumable books and consumable materials used by the student at his/her particular grade level. Student fees will be prorated according to enrollment or withdrawal. Effort is made to see that current materials are available in sufficient numbers. All non-consumable books are adopted for a six-year period. It is essential that this fee be paid for every student in order for the school to meet its financial obligations. Parents who meet the income guidelines may apply for Textbook Assistance. Blank applications, directions to online applications, and information can be obtained from the office.

COUNSELING PROGRAM

An elementary counseling program has been established by the Tipton Community School Corporation. A full-time counselor is available to serve the needs of the students in the elementary school. Students may be referred to the counselor by the teacher, the principal, the parents, or the child himself/herself. Parents will be notified at such a point as the counselor deems necessary.

STUDENT ASSESSMENT

(Policy 2623, AG 2623, and AG 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 ISTEP 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.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. The School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Title One Parent Involvement Guidelines

Tipton Elementary School intends to follow the parental guidelines in accordance with the NO Child Left Behind (NCLB) Act of 2001. Tipton Elementary School will distribute the guidelines to parents of students participating in the Title One program and parents will be updated as warranted.

Guidelines

An annual meeting will be held early in the school year to inform, discuss, and explain the Title One program with parents. Meetings will include review and explanation of the identification process, the curriculum, the proficiency levels students are expected to achieve and maintain, and how progress monitoring will be shared with parents. Alternate meeting times will be offered to meet the needs of the parents such as in the morning or evening if the scheduled meeting occurs during the school day.

Parents will receive the requirements and the rights of the parents to be involved. Parents will be involved in an organized and timely manner to plan, review, and improve programs. A Title One Council comprised of participating students' parents, community members, Title One staff, program administrators, and principals will provide guidance on the parent policy, school-parent compacts, and other pertinent decisions having implications for program improvement. Appropriate changes will be made based upon the Council's recommendations. The Title One Council will meet at least once a year and act as a liaison between the parent and program when appropriate.

Parents of participating students will receive information regarding the program. Parents may request regular meetings to discuss suggestions and participate in decisions (as appropriate) related to the education of their children and how the school will respond in a timely manner.

Ensure to the extent possible that information sent home is in a language the parents can understand. For parent-teacher conferences, an interpreter will be provided when possible for those parents who speak Spanish only.

grade The curriculum for instruction is anchored to the Indiana State Standards for Math and English/Language Arts/Common Core State Standards. The program goal for students is appropriate grade level reading proficiency which includes phonemic awareness, phonics, vocabulary, fluency, and comprehension. The program for mathematics is appropriate level proficiency.

Academic assessment used to measure student progress include Performance Series, Class, Star Math, Fountas and Pinnell Benchmark Assessment System, Dibels, and/or reading and math success in the classroom.

The school will develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, parents, and the student for academic improvement and the means by which the school and parents will build and develop a partnership to help children achieve the high standards established by our state and school corporation.

In order to build the schools' and parents' capacity for strong parental involvement, educators, with the assistance of parents, will learn the value and utility of contributions of parents and how to reach out to:

- communicate with, and work with parents as equal partners.
- implement and coordinate parent programs
- build ties between parents and the school.

The school will coordinate parent involvement programs and activities with Head Start, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschools, and conduct other activities that encourage and support parents in more fully participating in the education of their children.

Materials on how parents can improve their child's achievement will be available through monthly newsletters, semester Title One Family Nights, and any reasonable needs requested by the parents of the Title One staff, school administrators, the program administrator, or the Parent Council.

Information related to parent and school programs, meetings, and other activities are sent to parents of participating children in a format and to the extent practical, in a language the parents can understand .

Timely responses will be given to parental questions, concerns, and recommendations. All written comments indicating parents' dissatisfaction with the Tipton Elementary Title One Program will be collected and submitted along with the Title One Application for Grant to the Indiana Division of Compensatory Education.

Dyslexia (TES)

Student Activities

STUDENT ACTIVITIES / SCHOOL SPONSORED CLUBS AND ACTIVITIES

(Policy 2430 and AG2430)

The 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. Authorized groups at TES include:

K- Kids, 5th Grade Intramurals, 4th & 5th Grade Choirs (including Circle the State Choir and Honor Choir) Extracurricular 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, music, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Non-School Sponsored Clubs(PO 5730)

Athletics

Extra-Curricular Activities

Co-Curricular Activities

School Dances

Work Permit (TMS/THS)

Technology

Student Acceptable Use Policy

Computer Usage

Personal Devices

Security

Network Etiquette (Digital Citizenship)

Student Conduct

ATTENDANCE

According to Indiana Code 20-33-2-27: It is unlawful for a parent to fail to ensure that his child attends school. Parents are legally liable to see that the child attends school.

No Child Left Behind (NCLB) requires an attendance rate of at least 95%. Regular daily attendance is a major concern for all educators. It is only through regular attendance that the student can expect to receive the fullest educational value that the school can offer. However, students should be **24** hours fever free and/or no vomiting before returning to school. After 3 consecutive days absence, a doctor note should be obtained for any additional consecutive days missed. The student must accept the responsibility and dedication to those tasks associated with the total school experience. We have two types of absences: excused/documented and unexcused/undocumented. We will use the following criteria to determine your child's absence.

Attendance Policy (Policy 5200)

Reporting Absences

Whenever a child is absent, parents need to call the school office before 9:00 a.m. Please notify the school by calling 675-7397 (PLEASE PRESS 3 FOR ATTENDANCE) to leave a message. All absences are required to bring a written excuse from parents or guardians. Students must present a written excuse to their classroom teacher upon returning to school after each absence. All notes from home should include the child's first and last name, the date of absence, reason for absence, and the parent's signature.

The office will keep all written excuses on file. Students who are absent from school due to illness on the day of a scheduled extra-curricular activity will not be permitted on any school function. Students will be given one

(1) day to make up work for each day absent.

Absences

Off Campus Attendance

(When possible, these absences should be pre-approved)

Students will be considered present at school for the following activities with proper documentation:

1. Any required court appearance
2. Exhibiting at the Indiana State Fair
3. Participating in Honor Choir

These absences will be considered appropriate and excusable by the office personnel. While student's records will still reflect their absence from school they will not result in disciplinary action by the administration. These types of absences include (but may not be limited to) :

1. Doctor's excused student illness
2. Death - to attend a funeral
3. Exclusion because of exposure to contagious disease
4. Required religious observance

5. Medical or dental appointments with a signed medical slip
6. School sanctioned activities
7. Approved pre arranged absences (No prearranged absences will be allowed during state testing)
8. After a significant amount of parent call-in absences, the principal will discuss with the parent strategies to help the child attend school.

Pre-Arranged Absences

PREARRANGED ABSENCES/FAMILY VACATIONS/TRIPS

1. The school must be notified five (5) school days prior to the absence by the parent/guardian. Application forms for prearranged absences are available in the school office.
2. The absences should not cause the student to exceed the maximum number of days as indicated in the following chart.
3. The student's approved form will be given to his/her teacher to notify them of the upcoming absence.
4. Homework and assignments must be worked out with the student and teacher as to work they have missed and when it can be made up.
5. If the absence is a family vacation, the student must be accompanied by his/her parent or guardian. Special consideration should be directed to an administrator.
6. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household. The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, must be approved in writing by the principal, and it may not exceed five (5) days.

Tardies

TARDY

Any student arriving in the classroom after the 8:00 a.m. bell will be considered tardy. Being punctual to school is very important to each child's educational well-being. Excessive tardies will be handled in the same manner as excessive absences.

FIELD TRIPS

Please realize that parents/visitors on study trips are required to follow School Board policy for drugs and alcohol. Because a parent on a field trip can be responsible for students other than their own, we ask that no siblings or school age friends accompany them on the trip. Adults attending a field trip must have a limited background check processed by the school office in order to go. 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 from future field trips in addition to other disciplinary actions taken for the misconduct.

INJURY / 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 clinic. The nurse/office staff 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.

Section I - General Information

EARLY DISMISSAL / APPOINTMENTS

For the safety of each child, when it becomes essential that a student be dismissed early from his/her daily schedule, the parent must visit the office to sign out the student. We will not release any student to anyone other than parents or legal guardians without express written permission from parents. Parents need to sign in students who arrive late. Please try to schedule appointments at the end of the day. It is to the student's disadvantage to come late in the morning.

TRANSFER OUT OF THE CORPORATION (POLICY 5131)

If a student plans to transfer from Tipton Elementary 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 building secretaries at 765-675-7397 for specific details.

IMMUNIZATIONS

Indiana state law demands that the school have on file a written immunization statement indicating the month, day, and year that the student has received the required immunizations. The school cannot allow the student to attend school until the information is provided.

The minimum immunization requirements are:

Kindergarten-4th Grade

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hep A (Hepatitis A)

Grades 5th Grade:

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR

- 2 Varicella

Vision Screenings are done in Grades K, 3, and 5

Hearing Screenings are done in Grades K, 1, and 4

MEDICATION POLICY

Prescription medication that is to be taken by a student during school hours must be delivered to the office by the 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 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 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. Medications without the above permission statements will not be administered. Over-the-counter medications cannot be shared by students.

In accordance with Indiana State Law Senate Bill 376, children in grades K-8 MAY NOT take any medication home from school. The parent must pick up the medication and take it home.

STUDENT RECORDS AND 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.

STUDENT FEES AND CHARGES

Each school runs its own book rental program. Fees paid by the student cover use of non-consumable books and consumable materials used by the student at his/her particular grade level. Student fees will be prorated according to enrollment or withdrawal. Effort is made to see that current materials are available in sufficient numbers.

All non-consumable books are adopted for a six-year period. It is essential that this fee be paid for every student in order for the school to meet its financial obligations. Parents who meet the income guidelines may apply for Textbook Assistance. Blank applications, directions to online applications, and information can be obtained from the office.

STUDENT VALUABLES/BRINGING THINGS TO SCHOOL

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (for show and tell, for example). The students will assume responsibility for any items brought to school. Use of cell phones is prohibited during school hours. Items specifically not to be brought to school include electronic games, electronic devices (unless they support academic programs), skateboards, roller-shoes, or other equipment.

CELL PHONES, ELECTRONIC DEVICES AND PERSONAL ITEMS:

The use of cell phones/electronic items is prohibited during school hours. Cell phones are to be left in the backpack, turned off until 3:05 p.m. Items that are not considered a part of the educational process will be confiscated. 1st offense, the student will be allowed to pick up phone/electronic device at the end of the day. After the second offense parents will have to pick up the device/phone and other consequences will apply. Students who violate the cell phone policy will also be given a consequence for that action. Habitual problems may receive further disciplinary action. Sports equipment should also be left at home. Such belongings can be lost or broken at school presenting a liability issue for our school. We would appreciate your help in keeping toys and equipment at home.

MEAL SERVICE: SCHOOL BREAKFAST / LUNCH

1. The school cafeteria serves a nutritious, Type A breakfast/lunch following the guidelines set by the School Lunch Division of the Department of Education.
2. Parents wishing to apply for free or reduced-price breakfast/lunches may obtain applications from the principal's office. If a family's financial situation changes, they should obtain another application.
3. Any checks or monies being turned in should be placed in a sealed envelope with the student's name, teacher's name, and amount on the outside. If any checks are returned from the bank marked "insufficient funds" the school will no longer accept checks from the payer.
4. **Make sure to check the account slips sent home periodically in order to keep your child's breakfast/lunch account current. A student with a negative balance will receive an alternate meal with milk until the balance is paid in full.**
5. We understand a parent's desire to have lunch with his/her child, and we invite parents to eat with them at school.
6. No lunches from any fast food and/or restaurant are allowed. Students may bring sack lunches from home. However, soft drinks are not permitted.

VISITING SCHOOL/STUDY TRIPS/EATING AT SCHOOL

Parents are always welcome to visit the school and observe their child's learning situation. For the safety of all students, parents must check in at the office and provide photo ID before proceeding to the classroom. You are asked to inform the teacher ahead of time of your intentions. Parents and grandparents are also invited to come and have lunch with their child. Please notify the school in advance so that you can be included in the daily lunch count on trips.

SCHOOL CLOSINGS

All parents will be notified of school closings, early dismissal or delays through the Thrillshare, on major radio stations, the corporation website (<http://www.tcsc.k12.in.us>) , and the school phone system (675-7397). Unscheduled closings due to equipment failure or weather may also occur. **Each child should know where to go if an emergency arises and school is dismissed early.**

Radio WSHW.....99.7 FM Frankfort	WRTV Channel
6 Radio WERK.....101.7 FM Elwood	WTHR Channel

13 Radio WIOU.....1350 AM Kokomo WISH Channel 8
Radio WWKI.....100.5 FM Kokomo

VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in and wearing a pass shall be reported to the principals. **If a person wishes to confer with a member of the staff, they 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 for Parents and Guests

1. All parents and guests are to enter the building using the school's main entrance (Entrance S).
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?" 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. Everyone entering must show a picture I.D to be allowed any further than the office.
6. 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.
7. 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.
8. When a parent needs to talk with a teacher during the school day, they should call the school in advance and make an appointment.
9. If the parent/guest needs to go to a location in the building, they will be given a visitor's badge and then they will either
 - Have the person they are meeting come down to the office and meet them,
 - Be provided direction and their destination will be notified that they are on their way, or
 - Be provided an escort to their location.
10. 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.
11. (TMS) 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.
12. (TMS) 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).
13. (TES) For after school activities taking place in the Community Room, students must report immediately to that room upon dismissal. Parents will pick their children up outside the Community Room (Entrance V). For all other after school activities, parents will pick students up at the Main Entrance (Entrance S).
14. (THS) Pickups for after school Fine Arts activities will be at Entrance A. Students involved in other activities; sports, tutoring, clubs and etc. should be picked up at Entrance B.

CARE OF SCHOOL PROPERTY

Students are responsible for maintaining proper care of all furniture, books, etc. supplied by the school. Students who vandalize school properties will be required to pay for the damage and face suspension or expulsion. The condition of each textbook will be checked and recorded before assigning the books to students. It becomes the responsibility of the student to maintain the condition of each text in his/her possession throughout the school year. At the end of the year, the books will be collected and checked for damages. Students found to have damaged books beyond normal wear and tear will be assessed a fine. It is the responsibility of the student to notify the issuing teacher if there is a drastic deterioration in the condition of the textbook. 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.

STUDENT DESKS/STORAGE AREAS

All desks/storage areas made available for student use on the school premises are the property of the school corporation. These desks/storage areas are made available for student use for storing school supplies and personal items necessary for use at school. The desks/storage areas are not to be used to store items which may cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a desk/storage area or its contents. The student's use of the desk/storage area does not diminish the school corporation's ownership or control of the desk/storage area. The school corporation retains the right to inspect the desk/storage area and its contents to ensure that the desk/storage area is being used in accordance with its intended purpose, to eliminate fires and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent the use of the desk/storage area to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

STUDENT SALES

Students are not allowed to bring anything to school to sell to other students or staff members.

RECESS

All students receive recess each day. Generally speaking, this is outdoor activity. Precipitation, wind chill, and/or temperatures below 15 degrees are about the only reason we have for staying inside. Parents must assume responsibility for being certain that their children are dressed appropriately so that they can enjoy their recess time. This includes hats, boots, and gloves in the winter or layers in the spring and fall. On days when we cannot go outside, the students remain in their classrooms for recess. Classroom games and quiet activities are supervised by the recess personnel on duty. Generally we take the position that if a child is well enough to attend school, he/she is well enough to go outside for recess. Due to health reasons, a child may stay inside for recess for three consecutive days on a parent's note. For a child to stay inside due to health reasons for more than three consecutive days, a doctor's note is required.

Student safety is our top priority. In order to maintain a safe atmosphere on the playground, all students must follow the rules, play fair, and be good sports at all times. If a student chooses not to follow the rules they will face the appropriate consequences. Consequences at TES include: talking to recess teacher, writing sentences, being sent to the principal, loss of recess, and suspension from school. We are confident that all students can and will have a successful and fun time on the playground.

Recess procedures are for everyone's safety. Please make sure that your child knows and understands these procedures. Read to your child the following rules:

- When heading out to recess, students need to walk out to the playground in an orderly fashion.
- During recess, students must respect each other and abide by the rules of the games they are playing.
- We expect:
 - All students to play fairly with one another
 - All students to be good sports
 - All students to keep their hands to themselves. We do not allow pushing, tackling, shoving, or hitting of any kind.
 - All students to play properly on playground equipment. We do not allow tag to be played on the equipment.
- When the whistle is blown at the end of recess, all students are to line up quietly with their class.

COUNSELING PROGRAM

An elementary counseling program has been established by the Tipton Community School Corporation. A full-time counselor is available to serve the needs of the students in the elementary school. Students may be referred to the counselor by the teacher, the principal, the parents, or the child himself/herself. Parents will be notified at such a point as the counselor deems necessary.

DELIVERIES

We do not allow deliveries to students. This includes balloons, flowers, and food from restaurants.

SECTION II - ACADEMICS

CURRICULUM

Tipton Elementary Schools are responsible for teaching basic skills in reading, composition, listening, speaking, and computation that provide the foundation for all later learning. The basic curriculum is composed of a common body of knowledge with continuing emphasis placed on increased mastery of skills and achievement. The following subjects are presently taught in the elementary school:

Basic Curriculum:

- Reading, Language, Spelling, Writing
- Mathematics
- Science

- Health
- Social Studies
- Art
- Music
- Physical Education
- Computer
- Special Programs
- Title I Skills Lab
- ALPHA - Accelerated Learning Program for High Achievers
- Special Education Services

HEALTH CURRICULUM

With the increased attention about health matters in our society, the school will continue to evaluate and expand instruction in matters of personal and public health. Students will receive instructions by teachers and community professionals (doctors, nurses, technicians) dealing with tobacco abuse, alcohol abuse, AIDS education, and sex education during their elementary schooling. If you have concerns about your children being exposed to these topics, you need to express that concern to school officials. This is a required state curriculum. Efforts will be made to keep parents informed of these health programs

TIPTON ELEMENTARY SCHOOLS GRADING SCALE

S+ 90%-100 %, S 89%-80%, S- 79%-70%, U 69%-0%

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 59%-0%		

Pass 100%-60% Fail 59%-0%

REPORT CARDS

Report cards will be issued to each student following the end of each nine-week grading period. The report cards will be e-mailed to parents. If no email address is on file for the student, a hard copy will be sent home. Parents should know when to expect report cards and then discuss with the student the evaluation of his/her progress.

We encourage conferences between parents and teachers in order to discuss any problem which 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 the problem. Please do not hesitate to contact the school on any matter in which you have a concern.

PROGRESS REPORTS

These reports will be issued at the middle 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 sent home with the student

RETENTION

Some children may benefit from the opportunity to continue in the same grade for another year. Because of this, our teachers have developed criteria to assist in the decision. Much of it is based on data, but the teacher’s knowledge of what the child can really do is the key factor in the decision. Below are the criteria we use:

Light Retention Scale	Performance Series
Developmental Reading Assessment	Grade Level Reading
Tests Excessive Absenteeism	ILEARN Grades 3-5
Teacher Input (most important)	Word Wall Words
Age of Student	mClass/Dibels
IREAD 3	

Our purpose for establishing the following guidelines is to help ensure that all students pass the ILEARN. These guidelines will be taken into account for retention.

- Excessive Absences - missing at least 10 days of school (95%)
- Failure to pass ILEARN (Grades 3-5)
- Fails repeatedly to turn assignments in on time
- Parents will be asked to come to school for a conference with their child’s teacher.
- Parents will be notified if retention is a concern.

After this meeting and/or additional meetings, the child’s teacher and the child’s parents will make a recommendation to the principal for a final decision on promotion or retention. It is our intention to have parents fully involved and informed regarding retention. We are hopeful that parents, the teacher, and the principal will be in agreement regarding this important decision.

HONOR ROLL

Honor roll is awarded to students in Grades K, 1, 2, 3, 4, & 5 with A’s and B’s in all subject areas, including citizenship.

ASSIGNMENTS: THE STUDENT’S RESPONSIBILITY

The student is responsible for completing on time those tasks and assignments given by his/her teachers. Teachers will continue to stress the importance of this responsibility and expect all assignments to be completed on time. Incomplete assignments or work that is not turned in on time will be graded accordingly. Parents can help by communicating with your child and the

teacher. You can also provide a definite time and a quiet place for your child to work at home. Budgeting time is important.

Teachers will assign appropriate work when children are taken out of school for vacations not on the school calendar. Parents can check to see that the work is assigned, completed, and turned in quickly. Parents need to check to make sure papers and newsletters are coming home regularly. Teachers will notify the parent when a pattern of neglected or incomplete homework arises.

FIELD TRIPS

Please realize that parents/visitors on study trips are required to follow School Board policy for drugs and alcohol. Because a parent on a field trip can be responsible for students other than their own, we ask that no siblings or school age friends accompany them on the trip. Adults attending a field trip must have a limited background check processed by the school office in order to go. 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 from future field trips in addition to other disciplinary actions taken for the misconduct.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance their school career by accessing and using the Corporation's computer resources, the student and the parent 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 email, 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", cyberbullying 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.

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.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY-[7540.03](#)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (that is, according to Board Policy [5136](#), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access to services through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material

considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or principal may approve temporary or permanent unblocking of access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The School Board designates the Superintendent and principal as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.

P.L. 106-554 (2000), Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777, 9134 (2003)

47 C.F.R. 54.500 - 54.523

STUDENT ASSESSMENT

(Policy 2623, AG 2623, and AG 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 ISTEP 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.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

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

SECTION III - STUDENT ACTIVITIES / SCHOOL SPONSORED CLUBS AND ACTIVITIES

(Policy 2430 and AG2430)

The 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.

Authorized groups at TES include:

MEGA Kids, 5th Grade Intramurals, 4th & 5th Grade Choirs (including Circle the State Choir and Honor Choir) Extracurricular 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, music, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

ADA, 504, TITLE IX & TITLE VI COMPLIANCE

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 (Educational 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.

504 and ADA Compliance Officers

Shayne Clark, Director of Student Services 675-2147

Rik Stillson, High School Principal 675-7431

Melissa Kikta, Middle School Principal 675-7521

Lori Rayl, Elementary Principal 675-7397

Title IX Compliance Officer/Title VI Compliance Officer

Scott Wessel, Director of Operations 675-2147

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 #400.18. 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.

Title One Parent Involvement Guidelines

Tipton Elementary School intends to follow the parental guidelines in accordance with the NO Child Left Behind (NCLB) Act of 2001. Tipton Elementary School will distribute the guidelines to parents of students participating in the Title One program and parents will be updated as warranted.

Guidelines

An annual meeting will be held early in the school year to inform, discuss, and explain the Title One program with parents. Meetings will include review and explanation of the identification process, the curriculum, the proficiency levels students are expected to achieve and maintain, and how progress monitoring will be shared with parents. Alternate meeting times will be offered to meet the needs of the parents such as in the morning or evening if the scheduled meeting occurs during the school day.

Parents will receive the requirements and the rights of the parents to be involved. Parents will be involved in an organized and timely manner to plan, review, and improve programs. A Title One Council comprised of participating students' parents, community members, Title One staff, program administrators, and principals will provide guidance on the parent policy, school-parent compacts, and other pertinent decisions having implications for program improvement. Appropriate changes will be made based upon the Council's recommendations. The Title One Council will meet at least once a year and act as a liaison between the parent and program when appropriate.

Parents of participating students will receive information regarding the program. Parents may request regular meetings to discuss suggestions and participate in decisions (as appropriate) related to the education of their children and how the school will respond in a timely manner.

Ensure to the extent possible that information sent home is in a language the parents can understand. For parent-teacher conferences, an interpreter will be provided when possible for those parents who speak Spanish only.

The curriculum for instruction is anchored to the Indiana State Standards for Math and English/Language Arts/Common Core State Standards. The program goal for students is appropriate grade level reading proficiency which includes phonemic awareness, phonics, vocabulary, fluency, and comprehension. The program for mathematics is appropriate grade level proficiency.

Academic assessment used to measure student progress include Performance Series, Class, Star Math, Fountas and Pinnell Benchmark Assessment System, Dibels, and/or reading and math success in the classroom.

The school will develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, parents, and the student for academic improvement and the means by which the school and parents will build and develop a partnership to help children achieve the high standards established by our state and school corporation.

In order to build the schools' and parents' capacity for strong parental involvement, educators, with the assistance of parents, will learn the value and utility of contributions of parents and how to reach out to:

- communicate with, and work with parents as equal partners.
- implement and coordinate parent programs
- build ties between parents and the school.

The school will coordinate parent involvement programs and activities with Head Start, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschools, and conduct other activities that encourage and support parents in more fully participating in the education of their children.

Materials on how parents can improve their child's achievement will be available through monthly newsletters, semester Title One Family Nights, and any reasonable needs requested by the parents of the Title One staff, school administrators, the program administrator, or the Parent Council.

Information related to parent and school programs, meetings, and other activities are sent to parents of participating children in a format and to the extent practical, in a language the parents can understand .

Timely responses will be given to parental questions, concerns, and recommendations. All written comments indicating parents' dissatisfaction with the Tipton Elementary Title One Program will be collected and submitted along with the Title One Application for Grant to the Indiana Division of Compensatory Education.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

According to Indiana Code 20-33-2-27: It is unlawful for a parent to fail to ensure that his child attends school. Parents are legally liable to see that the child attends school.

KINDERGARTEN PARENTS I.C. 20-8.1-3-17 Kindergarten Entrance Law

Even though it is not mandatory that parents enroll their child in kindergarten, once a child is enrolled in kindergarten, **the child is required to adhere to all state statutes, including attendance guidelines.**

No Child Left Behind (NCLB) requires an attendance rate of at least 95%.

Regular daily attendance is a major concern for all educators. It is only through regular attendance that the student can expect to receive the fullest educational value that the school can offer. However, students should be **24** hours fever free and/or no vomiting before returning to school. After 3 consecutive days absence, a

doctor note should be obtained for any additional consecutive days missed. The student must accept the responsibility and dedication to those tasks associated with the total school experience. We have two types of absences: excused/documented and unexcused/undocumented. We will use the following criteria to determine your child's absence.

EXCUSED/DOCUMENTED

Off Campus Attendance

(When possible, these absences should be pre-approved)

Students will be considered present at school for the following activities with proper documentation:

1. Any required court appearance
2. Exhibiting at the Indiana State Fair
3. Participating in Honor Choir

These absences will be considered appropriate and excusable by the office personnel. While student's records will still reflect their absence from school they will not result in disciplinary action by the administration. These

types of absences include (but may not be limited to) :

1. Doctor's excused student illness
2. Death - to attend a funeral
3. Exclusion because of exposure to contagious disease
4. Required religious observance
5. Medical or dental appointments with a signed medical slip
6. School sanctioned activities
7. Approved pre arranged absences (No prearranged absences will be allowed during state testing)
8. After a significant amount of parent call-in absences, the principal will discuss with the parent strategies to help the child attend school.

Whenever a child is absent, parents need to call the school office before 9:00 a.m. Please notify the school by calling 675-7397 (press 1 for Primary grades and 3 for Intermediate grades) to leave a message. All absences are required to bring a written excuse from parents or guardians. Students must present a written excuse to their classroom teacher upon returning to school after each absence. All notes from home should include the child's first and last name, the date of absence, reason for absence, and the parent's signature.

The office will keep all written excuses on file. Students who are absent from school due to illness on the day of a scheduled extra-curricular activity will not be permitted on any school function. Students will be given one

- (1) day to make up work for each day absent.

UNEXCUSED/UNDOCUMENTED

These absences are not excused in any way. They will be reflected on students' records and will subject students to disciplinary action according to the list below. These types of absences include (but may not be limited to):

1. Truancy (willfully absent from school)
2. No excusable reason
3. Family vacations if they have not been approved by the principal

TARDY

Any student arriving in the classroom after the 8:00 a.m. bell will be considered tardy. Being punctual to school is very important to each child's educational well-being. Excessive tardies will be handled in the same manner as excessive absences.

PREARRANGED ABSENCES/FAMILY VACATIONS/TRIPS

These types of absences will be handled in the following way:

1. The school must be notified five (5) school days prior to the absence by the parent/guardian. Application forms for prearranged absences are available in the school office.
2. The absences should not cause the student to exceed the maximum number of days as indicated in the following chart.
3. The student's approved form will be given to his/her teacher to notify them of the upcoming absence.
4. Homework and assignments must be worked out with the student and teacher as to work they have missed and when it can be made up.
5. If the absence is a family vacation, the student must be accompanied by his/her parent or guardian. Special consideration should be directed to an administrator.
6. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household. The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, must be approved in writing by the principal, and it may not exceed five (5) days.

Consequences for Excessive Unexcused/Excused Absences

- 10 days excused/unexcused absences/tardies - parent notified by letter
- 15 days excused/unexcused absences/tardies - parent notified by letter, parents will be requested to have appointment with principal, letter sent to Prosecutor, Dept. of Child Services, and Probation Dept.

Parent notes/excuses are accepted up to a point at the discretion of the administrator.

GENERAL RULES OF CONDUCT

Students are encouraged to show integrity, initiative, flexibility, perseverance, organization, a sense of humor, common sense, responsibility, patience, friendship, curiosity, cooperation, caring, and courage. Students who violate the rules of the school, the classroom, or the student misconduct and/or student disobedience, as defined by the Indiana code, can expect disciplinary measures to be taken. These measures may include:

- Parents called in for a conference.
- Depriving the student of recess, eating with classmates, or other special activities.
- In-school suspension from class.
- Suspension from school.
- Students may be required to pay for the replacement of damaged property.

Students are expected to be courteous to all faculty, substitute teachers, educational assistants, student teachers, recess assistants, secretaries, and visitors. Good sportsmanship is expected from fans as well as participating students. Support your athletic teams with spirit and encouragement. Derogatory remarks toward any contestant, team, or official will not be permitted.

THREAT ASSESSMENT STATEMENT

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 Tipton City Police – 675-2152
3. the Tipton County Sheriff's Department – 675-2111; or
4. the corporation's anonymous tip line

<https://asp.schoolmessenger.com/Tipton/quickt看ip/>

HARASSMENT

Indiana Code 20-33-8 defines bullying or harassment as overt, repeated acts or gestures, including:

- a. Verbal or written communications transmitted
- b. Physical acts committed or
- c. Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student. Such conduct is detrimental to the educational process and is prohibited at Tipton Elementary School.

Acts of bullying or harassment shall be reported to the elementary school administration. The administration will promptly investigate the allegation and communicate with the students and their parents. Students determined to have bullied will face disciplinary action up to and including suspension and expulsion by the Building Administrator who will serve as the

anti-harassment complaint coordinator. The administration also has the latitude to include an educational component as part of the disposition.

It is the policy of the Tipton Community School Corporation to maintain a learning and working 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 held.

Gang Activity Policy (Policy 5840)

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 require as a condition of membership or continued membership in 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. 35-42-2-1).

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 off-handed 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 Tipton City Police – 675-2152
3. the Tipton County Sheriff's Department – 675-2111; or the corporation's anonymous tip line <https://asp.schoolmessenger.com/Tipton/quicktip/>

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 two school days if the student is assigned regular or additional work to be completed in another school setting.
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 five 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 ten 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 listed under the Grounds for Suspension and Expulsion.

GROUND'S FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in section A below apply when a student is:

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

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience.

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:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. 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.
 - c. Setting fire to or damaging any school building or property.
 - d. 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.
 - e. 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 devices.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. 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.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from that person.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. 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.
8. Possessing, using, transmitting or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, 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.
 - a. Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
9. 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.
 - a. Students may not huff any chemical legal/illegal. Students may not possess materials that would be used for huffing.
 - b. 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.
10. 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.
11. 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.

12. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
14. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
15. 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, including, but not limited to:
 - a. Engaging in sexual behavior on school property.
 - b. Disobedience of administrative authority.
 - c. Willful absence or tardiness of students.
 - d. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - e. Failing to tell the truth about any matter under investigation by school personnel.
 - f. Possessing or using a laser pointer or similar device.
16. Possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
17. No student shall possess, handle or transmit any pyrotechnic devices such as, but not limited to firecrackers, smoke bombs, and poppers on school property.

B. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - b. The frame or receiver of any weapon described above.
 - c. Any firearm muffler or firearm silencer.
 - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device.
 - e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half inch in diameter.
 - f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - g. An antique firearm.
 - h. A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, a destructive device is:
 - a. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, missile

having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.

b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; or

c. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to ten days and 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.

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

C. Possessing a Deadly Weapon

1. No students 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:

a. A weapon, tasers 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.

b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. The penalty for possession of a deadly weapon: up to ten days suspension and expulsion from school for a period of up to one calendar year.

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

D. Unlawful Activity

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.

E. 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.

SUSPENSION PROCEDURES

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

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

- a. A written or oral statement of charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. the student will be provided an opportunity to explain their conduct.
2. 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.
3. 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, describes the student's misconduct, and the action taken by the principal.
4. A suspended student will be permitted to make up all homework and classwork. 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 parents.

RIGHT TO APPEAL

If a student is recommended for expulsion, the superintendent or his designee shall review the recommendation and appoint an expulsion examiner if warranted. A determination related to implementation of a recommendation for expulsion will be made by the expulsion examiner in accordance with the Indiana Student Due Process Code.

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.

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, such action including such matters as:

1. Counseling with a student or group of students;
2. Conferences with a parent or group of parents;
3. Assigning students additional work;
4. Rearranging class schedules;
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling;
6. Restriction of extracurricular activity;
7. Removal from school-provided transportation;
8. Maximum of 120 hours of community service;
9. Referral to court.

STUDENTS RE-ADMITTED FROM AN EXPULSION

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

POSSESSION AND/OR USE OF ALCOHOL, TOBACCO, AND DRUGS

The TCSC and staff are committed to providing a safe educational environment for all. In order to ensure this, the use, possession, or sale of alcohol, tobacco, and drugs (or any item that looks like or is represented to be one of these substances) will not be tolerated in Tipton Elementary School. If a student is caught possessing, using, or selling any of these substances, his or her parents will be called immediately. The student will face immediate suspension. If caught possessing, using, or selling drugs at school, or within 1000 feet of the school, the local and state authorities will be notified.

SEARCH AND SEIZURE UNDER USE AND/OR POSSESSION OF ALCOHOL, TOBACCO, AND DRUGS

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent.

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. 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/is intended to be insulting or harassing,
4. Intends/tends 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.

B. 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.

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 has 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, and appropriate dress will be considered an important element in students' education. Students have considerable choice in individual style of dress and appearance. Bandanas, hats, or headgear may NOT be worn in the school building during the school hours, which is the opening of school in the a.m. until 4:00 p.m. Clothing with lewd, vulgar, or suggestive language is not permitted. Students may not wear clothing which advertises products that are illegal for them to possess. All shirts and blouses must have sleeves (with the exception of elementary-aged children). Tank tops of any kind will not be permitted. Clothing which permits, at any time, bare midriff and/or bare back is inappropriate. Shorts will be permitted if they are of proper length (mid-thigh or longer). Dress is expected to be clean and free of ornamentation that could cause damage to school property. Body piercing is prohibited as school attire (pierced ears are acceptable). Distracting hair coloring is unacceptable. Objectionable clothing and/or appearance under these guidelines will be determined by the judgement of the school officials.

SECTION V - TRANSPORTATION

BUS SAFETY AND RULES FOR BUS RIDERS

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 site. Bus transportation is provided for the students. Your bus driver will direct you and will be able to answer any questions about your bus schedule. You should display good citizenship at all times in a school-supervised situation which includes

the school bus. In case the bus is late arriving to school, students should report to the office. **School bus drivers are to have control of all school children going and returning between the homes of the children and the school building.** The driver shall keep order, maintain discipline among the children while on the bus or along the route, treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers.

- a. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
- b. No pupil shall stand or move from place to place during the trip.
- c. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- d. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
- e. No windows or doors will be opened or closed except by permission of the driver.
- f. No pupil should enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- g. Students will not be permitted to eat or drink on buses.
- h. Upon recommendation of the bus driver, school authorities will deny for more than one day the privilege of riding on the bus to any pupil who refuses to conduct himself or herself in a respectable manner. Drivers may deny riding privilege to a student for one day following notifications to the parent/guardian.

BICYCLES

Students in second, third, fourth, and fifth grades may ride their bikes to school on good weather days.

Students should park the bikes in the bicycle racks provided at each building. Our concern will always be for the safety of the child. With this in mind it is recommended that this activity be for grades 2-5 only. A child who disregards the bicycle rules and safety procedures may be asked to quit riding his/her bicycle to school. A note from parents giving their children permission to ride bicycles must be sent to school at the start of the year. This will be kept on file for the entire year.

SECTION VI - SCHOOL FACILITIES

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 circumstances that may pose a hazard to children.

Therefore, pest 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. The corporation will:

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 a provision of 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 all 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 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 for more information.

Reviewed by the Board of Trustees.

THIS HANDBOOK WAS RECEIVED AND REVIEWED BY

TEAR OUT AND RETURN THIS SECTION WITH SIGNATURE

Parent Signature

OF _____ GRADE _____ TEACHER _____
Student name

DATE _____