

Proposed Handbook Changes for the 2022-2023 school year

We will adjust dates for the current year, and proofread before printing. Below are the proposed changes to the handbook; which includes new verbiage and procedures.

Attendance revisions: (Replacing pages 19-21)

Attendance Policy:

Being Absent From School

The Faculty, Staff, and Administration believe the following about the importance of regular attendance at Tipton High School:

1. Through the combined effort of the students, parents, and the school, the goals of self-discipline and responsibility become major priorities in developing life skills and appropriate attitudes as well as preparing students for entry into the adult world.
2. It is difficult for students to learn, and receive the maximum benefit for the educational offerings when they are not in attendance.
3. There are reasonable, legitimate reasons for a student to miss school, as outlined in this section.
4. When a student is not in attendance, students are responsible for the day they have missed.
5. Based on Indiana Code, it is the school's responsibility to set limits of controllable absences and number of absences, as well as track students' attendance.
6. Missing any part of the school day will be recorded and will accumulate to account for total days and individual periods toward the attendance policy.

**COMPULSORY ATTENDANCE I.C. 20-33-2 (1-47) State Compulsory Attendance Law is in effect for every child from age 7 to 18 and requires every student to attend a public, private, or parochial school. Parents or legal guardians are responsible for having their children in regular school attendance and for supplying the materials for instruction. Any student who is at least 16, has not reached his/her 18th birthday, or graduated from high school may drop out of school after an exit interview with the principal or designee. The only eligible reasons for dropping out must be financial hardship or a medical reason.**

- A. PARENT RESPONSIBILITY: Parents and guardians are legally responsible for ensuring their children are on time and in school when it is in session. If a student is absent, a parent or legal guardian should call the school office attendance line to report the absence between 8:30 a.m. The school attendance line is open 24-hours per day. If the school does not receive a call, a phone call or home visit may occur to verify the whereabouts of the student. School Attendance is based on semesters and "starts over" each semester.
- B. GUIDELINES: Absences are classified as excused or unexcused
  1. Unexcused Absences count toward the 10-day limit **per year**. An unexcused absence is any absence not covered under the definition of excused or exempt.

The following absences will be considered unexcused regardless of parental knowledge or consent; they include, but are not limited to the following:

- a. Student Illness **without** a medical verification
- b. Family emergency
- c. Medical or dental appointments without verification
- d. Truancy
- e. Employment
- f. Leaving school without administrative or nurse permission
- g. Babysitting or caring for a family member
- h. Oversleeping and/or missing the school bus

2. Excused Absences: These do not count toward the 10-day limit per year (unexcused). This type of absence includes all required exempt absences as identified in I.C. 20-33-2. Verification is required for all certified absences.

- a. Being ill with medical verification
- b. Certificate of Incapacity (COI): Illnesses during which time the student is under the care of a physician. Verification required – The principal or designee may request a Certificate of Incapacity form to be completed and signed by a physician within six (6) days of demand to validate absences. (I.C. 20-33-2-18)
- c. Having a medical or dental appointment with verification
- d. A dangerous communicable disease or infestation with parasites transmittable through normal school contacts
- e. Being absent from school because of an immediate family death
- f. Visiting admissions office of a post high school educational institution
- g. Absences related to military family events (e.g. deployment and return)
- h. Attending church-sponsored religious holidays with verification
- i. Interviewing for employment
- j. Taking a driving test at the license branch
- k. Serving up to ten (10 days) active duty in the Indiana National Guard or up to five (5) days in the Civil Air Patrol
- l. Other justifiable reasons as determined by the building principal. These may include a student who attends an educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course of curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the high school principal. (I.C. 20-33-2-17.5) *Administrative consideration may be given when extenuating circumstances deem it advisable.*

3. Excused/Exempt Absences – Under Indiana Code, a student is excused from attending school for:

- a. PAGE: serving as a page or honoree of the General Assembly (I.C. 20-33-2-14)
  - b. ELECTION WORKER: serving as a poll worker on Election Day (I.C. 20-33-2-15)
  - c. LEGAL/COURT: absences due to legal appointments and court hearings (I.C.20-33-2-16)
  - d. MILITARY: ordered active duty with the IN National Guard – 10-day max/academic year (I.C. 20- 33-2-17)
  - e. MILITARY: participation in the IN wing of civil air patrol (I.C. 20-33-2-17.2)
  - f. INDIANA STATE FAIR: participation in the Indiana State Fair (I.C. 20-33-2-17.7)
4. Excused/Non-Absences includes the following attendance reason and is not considered an absence from school; In each of these Excused/Exempt or Excused/Non-exempt circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band trips or for attendance at a local, state or federal proceedings, or to hear various public speakers or performers.
- a. CLINIC: Student was in the school health clinic for a medical reason
  - b. TESTING: Student was conducting a standardized test during designated class period
  - c. FIELD TRIP: Student is at a school-authorized event on or off-campus for educational purposes
  - d. GUIDANCE: Student was in the guidance office during designated class period
  - e. IN-SCHOOL SUSPENSION: Student was placed in ISS for disciplinary reasons
  - f. Junior and Seniors are permitted two college/high learning visitations per semester. A college visitation form should be completed **at least 24 hours** prior to the visitation to be considered excused.
5. Procedures for notifying parents of student absences are outlined under the heading “Ten(10) Day Limit Per School Year”.
6. The School Resource Officer will be involved with the enforcement of compulsory school attendance. Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism is defined as students absent from school for ten percent (10 percent) or more of a school year for any reason (I.C. 20-20-8-8)

### C. PROCEDURE FOR REPORTING ABSENCE

1. On the morning of the absence, The parent/guardian is to call the high school at 675-7431 (ext. 106). A phone call should be made for **each day** of absence. Students are not permitted to call for themselves except in cases of emancipation.
2. In the event a phone call was not made on the day of the absence, upon returning to school, the student must have a parent make a phone call or bring a note from a parent to the attendance office within 48 hours. **Failure to do so within 48 hours will result in the student being marked unexcused and the student may not be allowed to make up work that was missed.** You may leave a message by calling the guidance office at 675-7431 ext. 106. The answering service is available 24 hours a day.
3. ARRIVING AT SCHOOL AFTER 8:00 a.m.: Students arriving at school after 8:00 a.m. need to check in at the guidance office to sign-in. Students arriving between 8:00-8:40 will be marked as tardy. Students that arrive after 8:40 will be marked as absent for the entire 1st block period. Coming into the school without checking into the office will be a violation of the attendance policy.
4. LEAVING SCHOOL DURING THE DAY: Students leaving school during the day for any reason must have parent approval prior to leaving and must check out through the guidance office. Students who are not driving themselves should wait in the main office until a parent/guardian/custodial adult arrives. Students that do not sign out with the guidance office will be marked as truant, and will be subject to discipline as outlined in the student handbook.
5. STUDENTS WHO ARE ILL MUST FIRST CHECK OUT THROUGH THE SCHOOL HEALTH CLINIC. The school nurse will make the determination on whether the student is too ill to remain at school and will initiate the parent phone call. Ill students who do not follow check-out protocol through the health clinic will be in violation of the attendance policy.
6. ATTENDANCE AND EXTRACURRICULAR ACTIVITIES: Students shall be in school all day in order to participate in an athletic practice or an athletic contest that day. The exceptions to this rule will be excused absences accepted by the State Board of Education, also referred to as an excused absence. 'All day' is defined as five(5) class periods which Tipton High School holds each day.

#### TEN (10) DAY LIMIT PER SCHOOL YEAR

Under Indiana Code, the maximum number of student unexcused absences per year is ten (10), and is considered "excessive absenteeism". This does not include excused absences as defined previously. Tipton High School feels it is important to keep parents and guardians up-to-date on a student's attendance. Students and parents/guardians may check a student's attendance using Powerschool 24 hours a day.

#### PROCEDURES FOR EXCESSIVE ABSENTEEISM FROM SCHOOL

- On the fifth (5) unexcused absence, a parent/guardian will receive notification stating the attendance policy.

- On the seventh (7) unexcused absence a notification will be sent to parent/guardian requesting parental contact with building administration to discuss the absences and the attendance policy.
- On the tenth (10) unexcused absence, a student will be suspended on the eleventh (11) day pending an immediate Attendance Review Conference. The conference will be held to review the student's attendance and devise a plan for improvement. This conference may include any or all of the following: the student, the student's parent/guardian, high school administrator, and the student's teacher(s). **Failure to schedule a meeting with administration will result in a recommendation for expulsion.** Absenteeism may also be reported to the Department of Child Services (IC 20-33-2-25).

#### TRUANCY/OUT OF ASSIGNED AREA

Truancy is the absence of a student without the consent of a parent/guardian and without the approval of a teacher or high school administrator. "Skipping school" (or class) or being out of an assigned area is a serious violation of school rules and presents a situation that disrupts the school environment and could be harmful to the student. The following consequences will therefore be accumulated throughout the entire school year. (This means any truancy from semester 1 will be counted in semester 2)

Truancy from school assigned discipline will also count towards the discipline below, as well as the discipline being reassigned. (If a student skips Saturday School, it will be reassigned and the student will receive 5 hours of community service)

1st Offense	1 Saturday School or 5 hours Community Service
2nd Offense	1 Saturday School AND 5 hours Community Service
3rd Offense	Out-of-School Suspension pending an immediate parent conference and recommendations for a Behavior Modification Intervention
4th Offense	10 Day Suspension with a recommendation for expulsion

A student that is expelled for truancies and re-enters school the next semester may not have an additional truancy. Students are placed on a behavior contract when they return from an expulsion. An additional truancy would be a violation of the behavior contract, and would result in a 10-day suspension with a recommendation for expulsion.

#### TARDIES

Tardiness is defined as not being in the assigned classroom (or seat - teacher's discretion) before the bell sounds. Teachers will mark tardies using Powerschool, and it is good practice for students to review their attendance periodically.

The following consequences listed below will result from accumulated tardies. Tardies reset at the end of each 9-week period.

- Tardy 1,2 - WARNING (documented in Powerschool)
- Tardy 3 - Lunch Detention
- Tardy 4 - Afterschool Detention
- Tardy 5 - Saturday School
- Tardy 6+ - Assignment of 1 community service hour per new tardy

In the event a student skips school-issued discipline, it will be marked as TRUANCY. For students that have reached 10 or more tardies in a 9-week period progressive discipline may be used.

#### RECORDINGS IN SCHOOL/DISSEMINATION POLICY (New Heading)

Video and/or audio recordings intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, presentations) will be permitted on school property, as approved by the classroom teacher or the building principal. However, the use of video and/or audio recordings to engage in non-education-related activities during the instructional day is expressly prohibited. Student shall not send, post, or possess electronic messages or videos that are considered abusive, obscene, threatening, harassing, illegal, or that causes a substantial disruption to the educational environment either on or off school property.

#### COMMUNITY SERVICE PROGRAM (New Heading)

Traditional disciplinary consequences involve excusing students from class (in-school suspension) or from attendance (out-of-school suspension), which directly impacts a student's access to their education.

Community service hours may be assigned by building administration, and are tracked throughout the school year. Students will be provided with a letter explaining the community service program, how to log hours, and how many hours they are being assigned. The assistant principal will log the hours as they are assigned and completed.

Students are expected to use the Tipton High School Community Service Documentation Form for **each day** of service. Community service hours must be completed before a student can graduate from Tipton High School. Community service hours will “rollover” each school year. (i.e. a freshman that gets assigned 4 community service hours will start their sophomore year with 4 community service hours if they do not complete them before the end of their freshman year)

#### CORPORATION DRESS AND APPEARANCE: (Update pg. 28)

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. There will be many functions and workplace requirements later in life dictating appropriate dress and appearance. Therefore, neatness, cleanliness, good grooming, and appropriate attire will be considered an important element of a student's education.

The statements below explain guidelines for dress as well as items that are not allowed during school hours (7:40 a.m.- 3:00 p.m.):

- Bandanas, hats, or headgear may not be worn inside the building.
- Blankets are not used or carried at school.
- Costume or costume attire is prohibited during school unless pre approval is given from school administration.
- Clothing with lewd, suggestive, or vulgar language.
- Clothing that references drugs, alcohol, or advertise products illegal to minors.
- Clothing must be worn in a way that genitals, buttocks, breasts, and nipples are covered with opaque fabric.
- Dress is expected to be clean and free of ornamentation that could cause damage to school property

Students found to be in violation of the dress and appearance requirement will meet with school officials and be required to change into more school appropriate attire. A failure to comply may result in disciplinary action. It is our goal that students lose minimal instructional time for dress and appearance issues. Habitual offenders may be subject to additional disciplinary consequences.

Because of the seemingly unlimited variety of student dress styles, it is nearly impossible to write rules to cover every possible dress situation. Therefore, objectionable clothing and/or appearance under these guidelines will be determined by the judgment of the administration.

#### ELECTRONIC DEVICES (Update pg. 21)

Any devices such as cell phones, games, cameras, video, headphone, and ear buds will not be allowed in the classroom. Devices should be powered off and out of sight during all instructional times (class periods and advisory). In the event a student has or uses a device during these times, a teacher may provide a verbal warning on the first offense. The discipline outlined below will be cumulative for the entire school year.

The following explains consequences for repeat offenders.

- 1st Offense: The classroom teacher will collect the device and document the offense in Powerschool. A parent email or phone call will be made. The device will be turned into the office. Students can pick-up the device at the end of the day.
- 2nd Offense: The classroom teacher will collect the device and document the offense in Powerschool. The device will be turned into the office, and a parent will be required to pick up the device. **The student will be assigned an after school detention.**
- 3rd Offense: The classroom teacher will collect the device and document the offense in Powerschool. The device will be turned into the office, and a parent will be required to pick up the device. **The student will be assigned Saturday School.**
- 4th offense: The classroom teacher will collect the device, and document the offense in Powerschool. The device will be turned into the office. **A meeting will be scheduled with parents and building administration** to discuss the behavior and develop a plan going forward.

- After 5 offenses, it is clear the student is not willing to abide by the expectations established by the school. A student will be suspended for each offense, and may be recommended for expulsion.

It is never the goal of Tipton High School to suspend students. However, we have identified that electronic devices are a significant enough disruption of the school environment to warrant such action. We envision our classrooms as an opportunity for students to disengage from personal electronic devices so they can focus on classroom instruction and curriculum.