

## **Tipton Elementary School 2022-2023 Student Handbook**

### **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:

Brian Johnson, Principal [bjohnson@tcsc.k12.in.us](mailto:bjohnson@tcsc.k12.in.us)

Caylie Dicken, Assistant Principal [cdicken@tcsc.k12.in.us](mailto:cdicken@tcsc.k12.in.us)

Renee Mraz, secretary [rmraz@tcsc.k12.in.us](mailto:rmraz@tcsc.k12.in.us)

Deb Kuhn, secretary [dkuhn@tcsc.k12.in.us](mailto:dkuhn@tcsc.k12.in.us)

Rachele Carter, Counselor [rcarter@tcsc.k12.in.us](mailto:rcarter@tcsc.k12.in.us)

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

### **MISSION**

*Working together for student success*

### **VISION STATEMENT**

Growing empowered, future-ready students prepared for a lifetime of opportunity and success.

### **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:

## **General Procedures**

### **SCHOOL DAY**

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

### **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 7:40 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. Students being dropped off in the car rider line should remain in vehicles until 7:40 a.m. and staff will help supervise drop off.

### **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?" They may also require the visitor to present identification. Upon a response the visitor may be allowed to enter the building.
4. The visitor will hear a click and may then enter the building. Parents and guests are to report directly to the office personnel.
5. 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.
6. The visitor will hear a click and may then enter the building.
7. Parents and guests are to report directly to the office personnel.
8. If the parent is picking their child up, they will be asked for identification and asked to sign the child out. Office staff will call for the student to come to the office to meet their parents.
9. When a parent needs to talk with a teacher during the school day, they should call the school in advance and make an appointment.
10. If the parent/guest needs to go to a location in the building, they will be given a visitor's badge and they will either:
  - a. Have the person they are meeting come down to the office and meet them, or
  - b. Be provided direction and their destination will be notified that they are on their way, or
  - c. Be provided an escort to their location.

11. All doors will be locked at 4:00 PM. No one is to be in the building without school personnel supervision and only for an organized activity.
12. Entrance for practices after 4:00 and for evening activities will be entrance N (athletic entrance). The academic part of the building is to be off limits after 4:00 to students participating in these activities.
13. Pickups for activities after 4:00 will be Entrance N. All other activities such as band practices, tutoring, detention, and Friday School will be at the Main Entrance (Entrance W).
14. Club sponsors are responsible for the entering/exiting of members in and out of the school building, and arrangements must be done the day prior.

### **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.**

### **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.**

### **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 respect the rights of their fellow students and the staff. 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.

### **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.

### **School Closings**

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

### **Non-custodial parents' rights**

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.

### **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.

### **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.

**Medical Information****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.

**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. For more information, please contact the school nurse or reference School Board policy 5320.

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.

### **Enrollment/Withdrawal**

#### **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.

#### **TRANSFER IN/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.

#### **WITHDRAWING FROM SCHOOL**

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

#### **LEGAL SETTLEMENT**

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

#### **Facilities**

## USE OF SCHOOL FACILITIES

School and community groups are allowed to make use of the facilities at the school. To ensure that the facilities are available and in proper condition, any use of school facilities must be scheduled in advance with an administrator. Groups must fill out a Facility Usage Form and receive approval prior to scheduling. Students are not to be in any part of the school building outside of the regular school day without supervision by properly authorized adults.

## 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 apply online through PowerSchool. 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 via email 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; soft drinks are not permitted.

## 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.

## **MONEY AND VALUABLES**

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

## **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.**

## **PEST CONTROL POLICY**

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

1. Annually inform parents and staff members of the corporations pest control policy at the time of student registration by a separate memorandum or as provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.

3. Establish a registry of parents and staff members who want to receive advance notice of planned pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least 90 days of any pesticide applications.

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

## **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

<b>A+</b>	<b>100</b>	<b>D</b>	<b>67-64</b>
<b>A</b>	<b>99-94</b>	<b>D-</b>	<b>63-60</b>
<b>A-</b>	<b>95-90</b>	<b>F</b>	<b>59-0</b>
<b>B+</b>	<b>89-88</b>		
<b>B</b>	<b>87-84</b>		
<b>B-</b>	<b>83-80</b>	<b>“S” Grading Scale</b>	
<b>C+</b>	<b>79-78</b>	<b>S+</b>	<b>90-100</b>
<b>C</b>	<b>77-74</b>	<b>S</b>	<b>89-80</b>
<b>C-</b>	<b>73-70</b>	<b>S-</b>	<b>79-70</b>
<b>D+</b>	<b>69-68</b>	<b>U</b>	<b>69-0</b>

## 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	Fountas & Pinnell Benchmark
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. The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3).

Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment. and is not eligible for a "good cause exemption" outlined below, shall be considered for retention in third- grade

based on the student's overall academic performance in all subject areas. The school shall make one (1) of the following determinations:

A. Retention is necessary based on the overall academic performance of the student in all subject areas. The student should be reported to the State as a third- grader in the subsequent school year, and the student should receive third-grade instruction in all subject areas.

B. Retention is not necessarily based on the overall academic performance of the student in all subject areas. The student should move on to fourth- grade instruction in all subject areas. However, the student will continue to receive third- grade reading instruction during the subsequent school year and must retake the IREAD-3 assessment until the student passes the assessment or qualifies for a “good cause exemption”.

## **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.

## **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.

## Technology

### STUDENT ACCEPTABLE USE POLICY

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

Elementary students who bring personal communication devices to school from home are expected to keep devices off and stored in their backpacks during the school day.

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

#### Terms and Conditions

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

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

### **TECHNOLOGY AGREEMENT**

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

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

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

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

Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School or referral to law enforcement authorities. Intentional or excessive damage to school issued devices could result in being charged for the full value of the device.

**NETWORK ETIQUETTE**

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

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

**RECORDINGS IN SCHOOL/DISSEMINATION POLICY**

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.

**NO WARRANTIES**

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

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

**SECURITY**

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



**VANDALISM**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the school corporation, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism. The school corporation will use the legal system to seek restitution.

**CHARGES AND FEES**

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

**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:

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

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

Brian Johnson, Elementary Principal 675-7397

### **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.

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 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 Screening and Intervention**

The School Corporation shall provide dyslexia screening and intervention as required by State law. The following procedures shall be utilized in complying with State law.

#### **Screening Process:**

The Corporation's reading plan developed under 511 IAC 6.2-3.1 shall include indicators to screen for risk factors of dyslexia, using a screening tool approved by the Indiana Department of Education that screens for characteristics of dyslexia. The mandatory universal screener approved by the IDOE that includes indicators for dyslexia shall be reported in the Corporation's kindergarten through grade 2 reading plan. Until the IDOE approves the mandatory universal screener, the School Board directs the Superintendent to develop and utilize an appropriate screener. Students will be screened for risk factors annually in grades K, 1, and 2. Students in grades 3 and above may be tested if they exhibit struggles in phonemic awareness, phonics, decoding skills, sound-symbol recognition, rapid naming, or encoding skills.

If a student is determined to be at risk, or at some risk, for dyslexia after this screening, the Corporation shall administer a level I dyslexia screening of the student, as defined below. If the Corporation determines that a level II dyslexia screening should be administered, the Corporation may administer a level II dyslexia screening to the student, as defined below. A level II dyslexia screening shall be completed consistent with the Indiana dyslexia resource guide developed by the IDOE.

If a student is determined to be at risk, or at some risk, for dyslexia after this screening, the Corporation

shall administer a level I dyslexia screening of the student, as defined below. If the Corporation determines that a level II dyslexia screening should be administered, the Corporation may administer a level II dyslexia screening to the student, as defined below. A level II dyslexia screening shall be completed consistent with the Indiana dyslexia resource guide developed by the IDOE.

The level I dyslexia screening and the level II dyslexia screening of a student must include the following components, as developmentally appropriate:

- A. Phonological and phonemic awareness.
- B. Sound symbol recognition.
- C. Alphabet knowledge.
- D. Decoding skills.
- E. Rapid naming skills.
- F. Encoding skills.

If a universal screener, level I dyslexia screening, or level II dyslexia screening indicates that a student has characteristics of dyslexia, the Corporation shall use the response to intervention process to address the needs of the student.

Exceptions:

The Corporation is not required to administer a universal screener to a student if:

- A. the parent of the student objects to the screening; or
- B. the student is receiving intervention services for dyslexia.

Before the Corporation administers a level I dyslexia screening or level II dyslexia screening to a student, the parent of the student must consent to the screening.

Instructional Approaches:

If a student's level I dyslexia screening or level II dyslexia screening indicates the need for dyslexia intervention services for the student, the dyslexia intervention may include:

- A. explicit, direct instruction that is systematic, sequential, and cumulative and follows a logical plan of presenting the alphabetic principle that targets the specific needs of the student without presuming prior skills or knowledge of the student;
- B. individualized instruction to meet the specific needs of the student in a setting that uses intensive, highly concentrated instruction methods and materials that maximize student

engagement;

C. meaning based instruction directed at purposeful reading and writing with an emphasis on comprehension and composition;

D. instruction that incorporates the simultaneous use of two or more sensory pathways during teacher presentations and student practice; and

E. other instructional approaches as determined appropriate by the Corporation.

## 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 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 student's approved form will be given to his/her teacher to notify them of the upcoming absence.
3. 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.
4. 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.
5. 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.
- Restricting the student from 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.



**PBIS - PRIDE**

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

**STUDENT RIGHTS AND RESPONSIBILITIES**

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

**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. or the corporation's online reporting form  
<https://tcsc-in.safeschoolsalert.com/>

## **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).

## **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 FOR SUSPENSION OR EXPULSION**

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

1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event;
4. 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.

### **ILLEGAL SUBSTANCES**

#### **TOBACCO**

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

#### **VAPING/E-CIGARETTES POLICY**

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

- 1st Offense: The student will receive a full day of ISS where that student will be required to take a course on the effects of vaping.
- 2nd Offense: The student will receive three days of OSS. The student will also receive a ticket from the SRO.
- 3rd Offense: The student will receive 10 days of OSS pending expulsion.

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

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

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

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

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

#### **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:

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

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

Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by administration. A suspended student will be permitted to make up all homework and class work. It is the student's responsibility to make arrangements for make up work.



## EXPULSION PROCEDURES

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

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

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

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

## EXPULSION APPEALS

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

**STUDENTS RE-ADMITTED FROM AN EXPULSION**

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

**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.

**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.

**SECLUSION AND RESTRAINT**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to

him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

## **BULLYING/HARASSMENT**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

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

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

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

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

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

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

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

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

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

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

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

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

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

bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

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

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

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

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

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

### **LANGUAGE**

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

### **SEXUAL HARASSMENT POLICY**

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

### **STUDENT RIGHTS OF EXPRESSION**

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

- A. 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.
- B. 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.
- C. 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. Student 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). Spaghetti strap tank tops 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. Earbuds, headphones, and other equipment that may interfere with a student's ability to hear announcements or direction should not be worn in the hallways.

## **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.

Reviewed by the Board of Trustees.