

**Tipton Elementary School**  
**2023-2024 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.

If you have a question that is not answered in the handbook, please feel free to call the school office: 765-675-7397. 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)

Joel Larrison, Assistant Principal - [jlarrison@tcsc.k12.in.us](mailto:jlarrison@tcsc.k12.in.us)

Jennifer Cox, Secretary - [jcox@tcsc.k12.in.us](mailto:jcox@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 765-675-2147.

**Mission Statement**

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 - Scott Jaworski, Assistant Superintendent.

**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

## **SECTION I - GENERAL INFORMATION & PROCEDURES**

### **School Day**

Monday-Friday - 7:40 a.m. to 3:00 p.m.

Students who arrive at school after 8:10 a.m. will be counted as tardy.

### **Drop Off Procedures**

Morning drop off: Students may begin entering the building at 7:40 am. Pull up all the way to the front spot or to the vehicle directly in front of your vehicle. 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 front spot or to the vehicle directly in front of your vehicle. Stay with your car. Follow the directions of school personnel directing traffic. **Children should only enter cars from the passenger side.**

### **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.**

### **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 but are not limited to: talking to a recess aide, loss of recess time, being sent to the principal, 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.
- When the whistle is blown at the end of recess, all students are to line up quietly with their class.

### **School Communication**

The school relies on PowerSchool (our student management system) and BrightArrow to send emails to families that announce school events, send students' progress reports, report attendance concerns, or any number of other items. PowerSchool and BrightArrow both rely on the information that families provide in PowerSchool. Families have access to keep this information up to date, especially as a new school year begins. It is very important that families do this whenever there is a change of address, phone number, or email. If you have questions or need help with your PowerSchool 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 BrightArrow, the school messenger system. Families 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/Volunteering/Eating at School**

Parents are welcome to visit the school to observe their child's learning situation and/or volunteer in their child's classroom. **These visits must be scheduled with both the classroom teacher and approved by administration prior to the visit.** Parents and grandparents may also come and have lunch with their child. **The office must be notified at least one day in advance.** For the safety of all students, a volunteer background check will need to be completed and passed prior to any visit. The day of the visit, all visitors/volunteers will be required to check in at the office and provide photo ID before proceeding to the classroom or cafeteria.

## **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. 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.
7. When a parent needs to talk with a teacher during the school day, they should call the school in advance and make an appointment.

8. 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.
9. 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.
10. 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.

### **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. No lunches from any fast food and/or restaurant are allowed. Students may bring sack lunches from home; soft drinks are not permitted.

### **Field/Study Trips**

Parents/visitors on study trips are required to follow School Board policy for drugs and alcohol. Because a parent on a field/study trip can be responsible for students other than their own, we ask that no siblings or school-aged friends accompany them on the trip. Adults attending a field trip must have a completed and approved volunteer background check in order to go.

### **Shared Food/Treats from Home**

All food and treats brought into school from home to be shared with other students are to be store-bought and pre-packaged. We recommend speaking to the classroom teacher about any food allergies of students when planning to bring food/treats from home.

### **Deliveries**

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

### **Student Sales**

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

## **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)

#### **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

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State of Indiana.

### **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 electronic devices 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**

If it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled, the parent/guardian will be directed to complete the out-of-district transfer process.

## **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.

### **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.

### **Pest Control Policy**

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

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

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

## **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:

- English Language Arts (reading, writing)
- Mathematics
- Science
- Social Studies
- Art
- Music

- Physical Education
- STEM/Computer Science
- Health

### **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.

### **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.

### **Tipton Elementary 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>

### **Quarterly/Semester Grades**

Grades will be issued to each student following the end of each nine-week grading period. These grades will be available on PowerSchool. Parents should know when to expect these grades 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.

### **Academic Honor Roll**

Honor roll is awarded quarterly to students in Grades K-5 with A's (S+) and B's (S) in all subject areas. Citizenship will not be included in academic honor roll.

### **Citizenship Awards**

Citizenship awards will be separate from academic honor roll and awarded quarterly to students in Grades K-5 with A's (S+) and B's (S) in citizenship for behavior within their grade-level classroom. The special areas team will award two students per class a citizenship award at the end of the school year for their overall behavior in special areas. Citizenship grades and awards are based on our TES PRIDE expectations.

### **Bring Up Grades (B.U.G.) Awards**

At the end of the 2nd, 3rd & 4th grading periods, students who have brought up one or more grades without dropping any other grades will be recognized.

### **Retention**

Some children may benefit from the opportunity to continue in the same grade for another year. Because of this, we have developed criteria to assist in the decision. These decisions are based on data along with the teacher's knowledge of the student. Below assessments and information may be used in this decision:

Light Retention Scale

ILEARN (Grades 3-5)  
Teacher Input  
Age of Student

iReady Math & Reading Assessments  
Grade-level Assessments                      Attendance

IREAD-3 (Grade 3)  
Reading Benchmark/Level  
Social/Emotional Factors

If retention is a possibility, parents/guardians will be notified and will be asked to come to school for a conference with their child's teacher. 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, if a student does not pass the IREAD-3 assessment either during the spring or summer assessment window and is not eligible for a *Good Cause Exemption*, the student shall be considered for retention 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 3rd grader in the subsequent school year, and the student should receive 3rd 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 onto the next grade level. However, the student will continue to receive 3rd 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*.

### **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. 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 should check to make sure papers and newsletters are coming home regularly. Teachers will promptly notify the parent/guardian when a pattern of neglected or incomplete work arises.

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

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

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.

### **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.

### **Title I Program and Services**

Tipton Elementary School offers a school-wide Title I program, which means all students in grades K-5 are eligible to receive services through our Title I program and staff, if needed.

An annual meeting will be held early in the school year to inform, discuss, and explain the Title I program with parents. The meeting 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. They will be involved in an organized and timely manner to plan, review, and improve programs. Parents of participating students will receive information regarding the program. They 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.

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 weekly/monthly newsletters, semester Title I Family Nights, and any reasonable needs requested by the parents of the Title I staff, school administrators, or the program administrator.

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 I program will be collected and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education.

### **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.

## **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. Students 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.

## **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's 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**

Scott Jaworski, Assistant Superintendent 675-2147

Craig Leach, High School Principal 675-7431

John Ayars, Middle School Principal 675-7521

Brian Johnson, Elementary Principal 675-7397

## **SECTION IV - STUDENT CONDUCT**

### **Attendance**

One of the cornerstones of a successful education is the development of regular school attendance patterns. Every absence is a day lost in the classroom that can never be retrieved. While make-up assignments may be completed, the dialogue between the teacher and the students can never be effectively duplicated.

The State of Indiana places education at the top of its priorities, and the Indiana Compulsory Attendance Law requires students to attend school regularly in accordance with Indiana Code IC 20-33-2-27. Tipton Community School Corporation will use every reasonable measure to assist students in developing positive attendance habits. While the responsibility for a student being present in school rests with the student and their parents/guardians, the school will assist in this responsibility. This cooperation between the student, parents/guardians, and the school is essential in providing the fundamental foundation of regular school attendance.

## Kindergarten Families - 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.

Starting the 2023-2024 school year, Tipton Community School Corporation will no longer differentiate between excused or unexcused absences. Regardless of reason all absences will be counted the same with the exception of those absences the State of Indiana declares exempt.

### **Reporting Absences**

All absences should be reported to the office via the telephone, email, and/or a note from parents/guardians. To report any absence(s) for part of a day, for an entire day, or for several days, the parent/guardian must call (765-675-7397) or e-mail ([dkuhn@tcsc.k12.in.us](mailto:dkuhn@tcsc.k12.in.us) or [jcox@tcsc.k12.in.us](mailto:jcox@tcsc.k12.in.us)). The parent/guardian should leave a message stating who is absent and what grade the student is in, who the caller is, and telling why the student is absent from school. Parents/guardians should call before 9:00 a.m. The school assumes that a student who is unable to attend school will also be unable to work or attend school functions later the same day.

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

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

### **Progressive Absence Process: Attendance Conferences**

Absences will no longer be recorded as excused or unexcused. All absences will be counted the same except for the days exempted by Indiana Code IC 20-33-2-(14-17.7). At five absences, parents/guardians will be notified via phone or email.

On the 9th day of absence, building administration will contact the family to hold an Attendance Conference. The purpose of this conference is to review the circumstances surrounding the absences and support students and families in maintaining positive attendance habits. A variety of supports can be provided to families and students as part of Indiana Code 20-33-2 Chapter 2: Compulsory School Attendance.

Failure to attend an Attendance Conference may result in disciplinary action, up to and including expulsion. Furthermore, failure to comply with an outlined Attendance Behavior Plan at 15 days will result in disciplinary action, up to and including expulsion. Additionally, the Tipton County Prosecutor, Probation, and DCS offices may be notified if students are in violation of the school's attendance policy pursuant to Indiana Code IC 20-33-2-27 (It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter).

### **Exempt Absences**

Indiana Code IC 20-33-2-(14-17.7) allows school districts to exempt absences for the following reasons:

- documented absence
- attending activities under the sponsorship of the school
- death in the family/attendance at a family funeral
- religious observances (documentation required)
- witness in judicial proceeding
- educationally related non-classroom activity
- exhibiting or participating in state fair

### **Tardy**

Any student arriving at school after the 8:10 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.

### **Truancy**

A student is truant when neither the parent provides or school officials know the reason for a student's absence at the time of the absence or the "willful refusal to attend school in defiance of parental authority" (Indiana Court of Appeals: Simmons v. State of Indiana). Five or more minutes late to class; leaving or not attending class, other assigned areas or school without permission is an example of truancy. Truancy is cumulative for the whole year. If a student is truant, work will not be credited in the classes where the truancy occurred. Students may receive consequences for being truant to school.

### **Becoming Ill at School**

When a student becomes ill at school, he/she should report to the office. Any phone call related to an illness should be done in the office. Students are not to call parents from a classroom or on a cell phone to report an illness to a parent. Students should never leave due to an illness without notifying the office.

### **Makeup/Incomplete/Late/Missing Work**

Students are responsible for making up any schoolwork missed when absent. Students have as many days to make up for the work as they are absent. For example, if one is absent two days, then the student has two days to make up the work. If absent for more than one day, a student or parent may call the office and ask for schoolwork to be sent home. Calls need to be received by 9:00 A.M. and books may be picked-up in the office after 2:45 P.M.

Students are expected to complete assignments by the due date given by the teacher. However, students may make up any incomplete, missing, or late assignments at any time within the grading period without a grade penalty. Once the grading period has ended, any work assigned within that grading period can not be made up. Teachers will promptly notify the parent/guardian when a pattern of neglected or incomplete work arises.

## **Field/Study Trips**

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

All regular school rules are in effect during field trips and instructors may impose more stringent rules depending on the circumstances of the trip. Violation of these rules could mean an exclusion of the violating student from future field trips in addition to other disciplinary actions taken for the misconduct.

## **General Rules of Conduct**

Students are encouraged to demonstrate PRIDE (Personal Best, Respect, Integrity, Dependability, Enthusiasm) throughout the school. Students who violate the expectations 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, but are not limited to, the following:

- Parent phone calls
- Parent/teacher conference
- Student/administrator conference
- Parent/administrator conference
- Restricting the student from recess, eating with classmates, or other special activities
- In-school suspension
- Out-of-school suspension
- Parent/student responsible for payment of damaged property

## **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 traits 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.



# TES PRIDE



Area/Setting	Personal Best	Respect	Integrity	Dependability	Enthusiasm
Assembly	Come in and exit quietly	Pay attention to the speaker	Listen to learn	Stay in one spot	Use appropriate applause
Bathrooms	Report problems to an adult	Maintain personal space	Clean up your space	Go, flush, wash	Use time wisely
Bus	Follow directions from the bus driver	Be respectful to self, others, and property	Level 1 voices	Stay seated	Keep hands and feet to self
Cafeteria	Level 1 voices	Throw away your trash	Leave a clean table, chair, and floor	Listen to and follow directions	Eat first, then visit with friends
Classroom	Be ready to learn and give your best effort	Voice level appropriate to the learning activity	Demonstrate safe behavior and keep the classroom clean	Follow all directions of the learning activity	Encourage and celebrate yourself and others
Hallways	Level 0 voices	Keep hands and feet to yourself	Go directly to where you need to be	Stay in line	Walk slowly
Recess	Take turns and include everyone	Listen to and follow directions	Play safely and fairly	Report problems to an adult	Line up when you hear the whistle
Specials	Come in with level 0 voices	Follow directions from the teacher	Report problems to the teacher	Clean up your space before leaving	Use supplies appropriately

## 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/>

### **Bullying/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).

### **Grounds 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.



## **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-Cigarette 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 and Drugs (including over-the-counter 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.

### **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.**

### **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.

### **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 Readmitted 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.

### **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.

### **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.

## **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.

## **Student Dress and Appearance**

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

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

The following are guidelines for students:

1. Bandanas, hats, or headgear which includes hoods may NOT be worn in the school building during school hours, which is the opening of school in the AM until 4:00 PM.
2. Clothing with lewd, vulgar, or suggestive language is not permitted.
3. Students may not wear clothing, which advertises products that are illegal for them to

possess.

4. All shirts & blouses must cover the shoulders.
5. Clothing which permits, at any time, bare midriff and/or bare back is inappropriate.
6. Shorts and skirts will be permitted if they are of proper length. No bare skin should be viewable above the mid-thigh. This includes rips or tears in clothing.
7. Pants and shorts must be worn at the waistline.
9. Dress is expected to be clean and free of ornamentation that could cause damage to school property.
10. Objectionable clothing and/or appearance under these guidelines will be determined by the judgment of the school officials.
11. Earbuds, headphones, and other equipment that may interfere with a student's ability to hear announcements or direction should not be worn in the hallways.
12. Unless accompanied by a doctor's note, students are not to wear sunglasses in the school building.

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

## **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 at 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.