

“Working Together For Student Success”

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Adele Wright	Guidance/Attendance Secretary
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2022-2023 HANDBOOK

First day for Staff (no students)	Aug. 9
Scheduled PD Day (no students)	Aug. 10
First day for Students	Aug. 11
Labor Day (no school)	Sept. 5
Scheduled PD Day (no students)	Sept. 21
End of 1st 9 Weeks	Oct. 11
Parent/Teacher Conferences (no students)	Oct. 12
Fall Break (no school)	Oct. 19-21
Thanksgiving (no school)	Nov. 23-25
End of First Semester	Dec. 21
Christmas Break (no school)	Dec. 22- Jan. 2
Students return to school	Jan. 3
Martin Luther King Jr. Day (no school)	Jan. 16
Scheduled PD Day (no students)	Feb. 6
Presidents' Day (no school)(Flex Day)	Feb. 20
End of 3rd 9 Weeks	March 10
Snow Make-up Days (no students) (Flex Day)	March 20-23
Spring Break (no school)	Mar 24-Mar 31
Scheduled eLearning Day	Apr. 21
End of Second Semester for students	May 26
Memorial Day (no school)	May 29
Staff Day (no students)	May 30
Graduation	June 3
Make-Up Days (if needed)	TBA as needed

*Note: Ends of grading periods subject to change due to school cancellations/delays

TIPTON HIGH SCHOOL PRIDE

P-PERSONAL BEST

R-RESPECT

I-INTEGRITY

D-DEPENDABILITY

E-ENTHUSIASM

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TIPTON HIGH SCHOOL

Welcome

Welcome to Tipton High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. 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.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the Tipton High School Office.

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the High School Administration, who you will find listed in the Staff Directory section of the handbook. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the 2015-16 school year. If any of the policies or administrative guidelines referenced herein are revised after the 2015-16 school year, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

The faculty and staff of Tipton High School are committed to preparing our students to be productive and successful citizens.

We strive to provide an atmosphere conducive to learning, an enthusiastic staff dedicated to high academic standards, and a curriculum which addresses the needs of all students.

As educators we furnish valuable experiences, foster critical thinking, promote self-esteem and respect for others, **and stimulate students' desire for lifelong learning.**

Foreword

This handbook is designed to provide students and parents with pertinent information about Tipton High School. The information should help answer questions you now have or questions that may arise during the school year. The staff of Tipton High School is committed to providing the finest educational opportunities possible for each student. Through the cooperative efforts of the student, parents, school administrators, teachers, and staff, each student can gain the maximum benefit from these opportunities. Should you have further questions about any of the procedures or policies of Tipton High School, please contact anyone on our staff. We look forward to working with you.

Mission Statement

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

Equal Education Opportunity

It is the policy of the Tipton Community School Corporation not to discriminate on the basis of race, color, gender, religion, national origin, age, disability, or limited English proficiency in its educational programs, or activities, or employment practices, as required by Title VI and VII (Civil Rights Act of 1964), Title IX (Education Amendments of 1972), Section 504(Rehabilitation Act of 1973), Americans with Disabilities Act, and the Indiana Civil Rights Act. If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to any of the Tipton Community Schools compliance officers listed below. For staff and students: 504 and ADA Compliance officers, Director of Student Services(Corporation level), 675-2147 Elementary Level, Principal, 675-7397, Middle School Principal 675-7521, High School 675-7431.

Regular Class Schedule

We are excited to announce that Tipton High School's Daily schedule will be different this year and moving forward. THS hopes that student engagement and learning will benefit from this change. We will be operating on a Block 8 schedule where Blue and White days will alternate. Mondays will have all 8 classes meet and then alternate with Blue and White the rest of the week. For example, the first full week will be Silver Day Monday, then Blue Days Tuesday and Thursday, with White Days being Wednesday and Friday. The only change to this schedule will be on days where there is an even number of school days in the week. In that case we will not have a Silver Day that week. Advisory Period will take place every day except Silver Days. Please review the daily schedule below, along with the two-hour delay schedule.

Daily Schedule:

	Tuesday (Blue)	Wednesday (White)	Thursday (Blue)	Friday (White)
Block 1	8:00-9:20	8:00-9:20	8:00-9:20	8:00-9:20
Block 2	9:25-10:45	9:25-10:45	9:25-10:45	9:25-10:45
Lunch	10:45-11:20	10:45-11:20	10:45-11:20	10:45-11:20
Advisory	10:45-11:30	10:45-11:30	10:45-11:30	10:45-11:30
Lunch	11:35-12:10	11:35-12:10	11:35-12:10	11:35-12:10
Advisory	11:25-12:10	11:25-12:10	11:25-12:10	11:25-12:10
Block 4	12:15-1:35	12:15-1:35	12:15-1:35	12:15-1:35
Block 5	1:40-3:00	1:40-3:00	1:40-3:00	1:40-3:00

Silver Day Schedule:

Block 1	8:00-8:44
Block 2	8:49-9:33
Block 6	9:38-10:22
Block 7	10:27-11:11
Lunch Block 4	11:11-11:46 11:51-12:35
Block 4 Lunch	11:16-12:00 12:00-12:35
Block 5	12:40-1:22
Block 8	1:27-2:11
Block 9	2:16-3:00

Section 1 - General Procedures

VISITOR POLICY

Parents and patrons of Tipton Community School Corporation are welcome and encouraged to visit the high school at any time. We request all visitors sign in at the office upon entering the building.

Visitors other than parents and patrons are not permitted unless special advance permission has been received from the office. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Protocol for Entering the Building for Parents and Guests

1. All parents and guests are to enter the building using the school's main entrance (Entrance B).
2. At the entrance there is a buzzer that is to be pushed.
3. Through the intercom, office personnel will ask, "How may I help you?" Upon a response the visitor may be allowed to enter the building.
4. The visitor will hear a click and may then enter the building.
5. Parents and guests are to report directly to the office personnel.
6. All visitors/parents/guardians entering any Tipton school during the school day (7:30am-4:00pm) will have their ID scanned through the Raptor system.
7. If the parent is picking up their child, they may be asked for state identification and asked to sign the child out. The secretary will call for the student to come to the office to meet their parent(s).
8. If the parent is dropping off something for their child, the secretary will call for the student to come to the office to pick the item up.
9. When a parent needs to talk with a teacher during the school day, they should call the school in advance and make an appointment.
10. If the parent/guest needs to go to a location in the building, they will be given a visitor's badge and then they will either
 - a. Have the person they are meeting come down to 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. Pickups for after school Fine Arts activities will be at Entrance A. Students involved in other activities; sports, tutoring, clubs, etc., should be picked up at Entrance B.
 13. 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.

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.

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. Powerschool will contain our student information and Google Classroom will contain our classroom information. 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 Powerschool (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. School Messenger and Powerschool 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 Powerschool account, please contact your child's school. Google

Classroom (our learning management system) contains information about classroom activities and assignments.

SCHOOL CLOSING

There may be times that it will be necessary to close school or to dismiss early due to inclement weather conditions or some unforeseen emergency situations. If it becomes necessary to close schools, every effort will be made to provide as much notice as possible to staff, students and parents. All parents will be notified of school closings, early dismissals or delays through the Thrillshare system.

School closings, for any reason, will also be announced on local radio and television stations and updated on the school's web site:

At times when weather conditions are questionable, please listen to any of the above listed stations for information. PLEASE DO NOT CALL THE SCHOOL OR THE MEDIA STATIONS as that may only impede officials in the emergency situation.

RIGHTS OF NON-CUSTODIAL PARENTS

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.

Section 2 - Medical Information

HEALTH CLINIC PROCEDURES

The purpose of the Health Clinic is to provide care to students who are ill or injured. Except for emergencies, students must have a pass from their teacher to go to the Health Clinic. During passing periods, students must get a pass from their next period teacher to come to the Health Clinic. Minor illnesses and injuries will be expediently treated and the student is returned to class. Students who are deemed to be more seriously ill or injured will be kept in the office area until a parent/guardian can pick them up. ALL STUDENTS LEAVING THE BUILDING MUST SIGN OUT IN THE ATTENDANCE OFFICE.

MEDICATION POLICY

Prescription medication that is to be taken by a student during school hours must be delivered to the school office by a parent or guardian, labeled with the name of the student, the medication, and dosage. It must be accompanied by a written and dated physician's prescription (or statement) or the pharmacy label provided by the parent. A written and dated consent statement from the child's parent, giving consent to administer, must also accompany the medication.

If the medication is to be terminated prior to the date on the prescription, written and dated consent or withdrawal of consent of the parent is required.

Over the counter medication must also be delivered to the school office, labeled with the name of the student, the medication, and dosage. A written statement from the child's parent, giving consent to administer, must accompany the medication. Under no circumstances should students take medication at school without the knowledge of school officials.

Medication will not be administered without the above permission statements. A student's medication is only for that student. If a student gives ANY medication to another student, then disciplinary action will follow. A student with acute or critical illness may possess and self-administer medication if that medication has been approved by the school administration. Any questions concerning this policy, please ask the school nurse or building administrators.

Injuries and Illnesses

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 office. The office 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.

Immunization Policy

All students must have an updated immunization record provided by a medical professional to the school as stated by School Board Policy 5320 before admittance to the school. For more information, please contact the school nurse or reference School Board policy 5320.

Section 3 - Enrollment/Withdraw

Student Records and Directories

Educational records and student directories are governed by federal and state laws and regulations. Student information is confidential and may be disclosed only as provided by School Board policy 8330. A parent or eligible student may object to disclosure of any of the categories of directory information by submitting the proper form to the principal no later than fourteen (14) calendar days from the enrollment date.

Student Withdrawal

Students can only withdraw from THS if they are in good standing or as allowed by school administration. A student cannot withdraw to avoid administrative discipline, e.g. to avoid expulsion or suspension of driver's license. Students are responsible for returning all textbooks and laptops given by the school to the student. If the school does not receive the student laptop within five business days after withdrawal, then theft charges will be filed with law enforcement.

Student Transfer

If a student plans to transfer from [the 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 Tipton High School Attendance Secretary for specific details.

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.

Section 4 - Facilities

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.

LOST AND FOUND

All articles found should be taken to the main office. Inquiries about lost items should be made in the main office.

CAFETERIA

The school cafeteria works hard at providing nutritious meals for all of our students. If you are unsure if you qualify for our Free/Reduced Lunch Program map apply in the principal's office.

1. All food and beverages must stay in the cafeteria.
2. Students are to remain in the immediate cafeteria area, the courtyard, or student lounge during lunch, or as directed by the administration.
3. Trays, silverware, paper, and plastic refuse should be removed from the tables and placed in the appropriate receptacles.
4. No one may bring restaurant food into the cafeteria.

Food and drink

No restaurant food or drinks may be brought into the school after 8 am. Any outside food or drink must be consumed in the cafeteria. Students also may not have restaurant food or drinks delivered to them on school grounds.

PEST CONTROL POLICY

Pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. If you wish to have advanced notice of pesticide use, contact the office at 675-7431 X 100.

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

The corporation will:

1. Annually inform parents and staff members of the corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the student handbook.

2. Provide the name and phone number of the person to contact for information regarding pest control.

3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.

4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.

5. Provide notice of all pesticide applications to school nurses.

6. Maintain 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 for more information.

USE OF SCHOOL FACILITIES

School and community groups are allowed to make use of the facilities at the high school. To ensure that the facilities are available and in proper condition, any use of high school facilities must be scheduled in advance with a high school 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 a staff member or other properly authorized adult.

LOCKERS

Book bags will not be used during the school day. Students will need to use the lockers assigned to them by the school to store their materials, books, supplies and other belongings.

1. Lockers are made available to students for their convenience and for the security of their possessions. This service is not required by law, but the fact that the corporation makes the lockers available in no way can be determined to diminish the control and authority of the Board of School Trustees over the lockers. The corporation's right of ownership includes all lockers located on the school's premises regardless of the use made of the locker by the students.
2. It shall be the responsibility of the building principal, or his representative, to advise the students of that building of the corporation's ownership rights

including the right through its agents, the principal or his representative, to examine both the locker and its contents.

3. The intent of this policy is to insure the safety and best interests of all students and to provide for the use of the lockers in the manner and for the purpose for which the corporation makes lockers available to students.

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/or face disciplinary action. This includes ANY school issued device. The condition of each textbook will be checked and recorded before assigning the books to students. It becomes the responsibility of each student to maintain the condition of any school issued property in his/her possession through the school year. At the end of the year, books will be collected and checked for damages. Students found to have damages 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 drastic deterioration in the condition of the textbook. This is to be done immediately after the damage has taken place. Lost or damaged property items not paid will be placed on the student's fee as part of their financial obligations for the next school year.

STUDENT SALES

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

Section 5 - Academics

CURRICULUM

THS strives to provide a variety of curricula to meet each student's needs and interests. Currently, college-bound students can achieve college credit through our AP/ACP program, while students preparing for the workforce can enjoy a plethora of vocational courses at THS or JHCC.

GRADUATION REQUIREMENTS

Beginning with students who enter high school in 2007-2008, the completion of Core 40 becomes an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

CORE 40 DIPLOMA

1. **Credit Requirements:** Minimum of 50 credits. A credit is given for satisfactory completion of one semester's work in a "solid" academic course. Some courses give only 1/2 credit per quarter. The course description guide lists the credit value for each course. The student must maintain at least a 2.0 GPA.
2. **Subject Area Requirements:**

English

9,10,11,12 reg. or honors

8 credits

Math	Algebra I, Geometry, Algebra II	6 credits
Science	Biology, ICP, Chem I, Env. Sc.	6 credits
Social Studies	Gov. and U.S.History	4 credits
	Geog/His. Of the World	2 credits
	Economics	1 credits
Physical Ed.		2 credits
Health		1 credit
Preparing for College and Career		1 credit
Electives		14 credits
Directed Electives from	World Languages, Fine Arts and/or Career/Technical	5 credits

- 3. Enrollment Requirement:** A student must have been enrolled and attended high school (grades 9-12) for a minimum of six (6) semesters.
- 4. Principal's Recommendation:** State law requires the principal to certify that every student has fulfilled all state and local requirements and recommend to the superintendent that the student be accepted for graduation.

CORE 40 with technical honors diploma

- Complete all requirements for Core 40
- Minimum 56 credits
- Complete a career-technical program (6 or more credits via John Hinds Career Center) AND one of the following:
 - Pathway designated industry-based certification or credential, OR
 - Pathway dual credits from the approved dual credit list (found in Guidance Office) resulting in 6 transcribed college credits
- The student must earn a "C" or better in their required classes and must earn a minimum overall GPA of 3.0.
- Complete one of the following:
 - Earn minimum scores on WorkKeys, Accuplacer, OR Compass Exam
 - Complete ONE of the requirements (G) of the Academic Honors Diploma listed below
 - Core 40 with Academic Honors Requirements listed below.

Core 40 with Academic Honors Diploma

The state of Indiana recognizes students who have met established standards that go beyond the requirements for a Core 40 diploma. For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Minimum of 56 credits
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count towards the diploma and have a grade point average of a 3.0 or better.

G Complete one of the following:

- Complete AP courses (4 credits) and corresponding exams
- Earn a combined score of 1250 or higher on the SAT English and Math, with Math minimum being 560 and the English minimum being 590.
- Score a 26 or higher composite on the ACT
- Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)
- Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit course(s) from the Core Transfer Library (3 transferable college credits)

General Diploma

- Minimum 50 credits

English	9,10,11,12 reg. or honors	8 credits
Math	Algebra plus another math class	4 credits
Science	Biology plus another science class	4 credits
Social Studies	Gov. and U.S.History	4 credits
Physical Ed.		2 credits
Health		1 credit
Technology Competency		1 credit
Electives		26 credits

- Minimum of 7 semesters
- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

Students and parents/guardians should see the guidance department of THS for more information.

EARLY GRADUATION

Students have the option of graduating after their 6th or 7th semester as long as they have fulfilled all requirements listed above; however, these students will not be eligible for Top Ten Honors or Valedictorian/Salutatorian honors.

INDIANA GRADUATION PATHWAYS (FOR STUDENTS IN CLASS 2023 AND BEYOND)

Students in the graduating class of 2023 and beyond must satisfy all three components of the Graduation Pathway Requirements. The requirements are:

- 1) Earn the necessary credits for a high school diploma.
- 2) Learn and demonstrate employability skills by completing a program that is project-based, service-based, or work-based.
- 3) Demonstrate postsecondary readiness by completing one of the defined competencies.

More detailed information can be found under the "School Counseling" link on the THS website.

HINDS CAREER CENTER

Hinds Career Center is a vocational school that is an extension of the regular THS curricular offerings. Students are expected to provide their own transportation or sign up for school transport to and from JHCC. They are also expected to follow all THS and JHCC rules. Students may only drive him/herself if the student's vehicle is registered with THS. Students may not "carpool." If THS is on a shortened daily schedule for any reason or delayed due to inclement weather, you will be required to finish your schedule at THS and then report to JHCC. If THS is closed due to inclement weather, you must call JHCC to have an excused absence, if they are in session. If THS is closed for any other reason or if holidays are in conflict, you are expected to report to JHCC.

Once enrolled in vocational school, a student must remain throughout the semester and hopefully, to the completion of his/her chosen program. If excluded from vocational school for discipline, attendance, traffic violation, etc., you may not be allowed to continue at THS for the duration of the exclusion, not to exceed the remainder of the current school year.

A waiver of liability signed by the parent and student and a copy of your insurance policy will be required prior to attending Hinds Career Center.

Students will be released at 11:05am each day and expected to meet at the required time at Hinds Career Center.

GRADUATION AND COMMENCEMENT

Tipton High School students must meet the following standards and criteria for graduation and commencement exercises:

1. All students must earn 50 credits;
2. Pass the ISTEP+ or;
3. Fulfill a Graduation Pathway;
4. Complete Core 40 classes with a "C" average in all directed and elective Core 40 courses, as certified by the principal or;
5. Qualify through the appeal process and
6. Be in good standing.

Students who meet all the credit requirements for Tipton High School graduation but have not successfully passed the ISTEP+ and do not qualify for the waiver, may be issued a Certificate of Completion and be allowed to participate in commencement exercises if they meet all other state and local requirements and are in good standing. A student in good standing is defined as a student who

follows all student handbook and behavioral rules. If a student is under expulsion, then that student cannot participate in the graduation ceremony.

Foreign Exchange Students will be issued an Honorary Diploma and will participate in commencement if they satisfy all rules and regulations and are in good standing as outlined by their sponsoring organization. Foreign exchange students MAY participate in the graduation ceremony.

VALEDICTORIAN SELECTION CRITERIA

1. Weighted grades will be used to determine GPA. (All Honors level courses will carry a .33 weight.)
2. Grades will be based on an eight (8) semester GPA.
3. To be considered for top of the class honors, a student must have taken at least half of the offered honors courses.
4. Must achieve an Academic Honors Diploma and/or a Technical Honors Diploma.
5. The next highest GPA(s) will be salutatorian(s).
6. Confirmation and selection will be determined by committee.

GRADING SCALE

A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	60-63%
F	0-59%

Any deviation to this grading scale in a classroom will be clearly stated in the classroom guidelines/rules/syllabus.

REPORT CARDS

There are two nine week grading periods per semester. Grade reports are available approximately one week after the close of a grading period (generally on the first Friday following the end of the first three quarters). Grade cards for the 4th quarter may be picked up at the high school main office approximately one week after the close of the grading period. Grade Cards are posted to Powerschool. GRADE-IN-PROGRESS REPORTS should be reviewed by the student/parent via Powerschool.

INCOMPLETE GRADES

All incomplete grades are indicated by the letter “I” on the grade card. An incomplete grade is issued only in the case of illness or other excused absence. It must be removed within the time frame established by the teacher and/or the Guidance Department. An incomplete grade is not considered a passing grade in determining an athlete’s eligibility. An incomplete grade will be recorded as an “F” if these requirements are not met.

SEX EDUCATION STATEMENT

The school shall make available for inspection by the parent of a student any instructional materials, including teachers’ manuals, curricular materials, films or other video materials, tapes, and other materials, used in connection with instruction on human sexuality. Before providing instruction on human sexuality, the Corporation shall comply with State law requirements to provide a written request for consent of instruction to a parent of a student or the student, if the student is an adult or an emancipated minor.

SCHEDULE CHANGES

Students should take great care in selecting their courses. A student’s schedule cannot be changed after 10 school days have taken place within a grading period and must have a teacher recommendation. Course changes initiated by the student will be accepted during the student/parent review period. Changes will be granted **ONLY** for extenuating circumstances (such as a funeral or loss of a family member, a prolonged medical absence like a surgery or a pregnancy, etc.) that necessitate the change. Please refer to schedule change forms in the Guidance Office.

GUIDANCE INFORMATION

The Guidance Department is available to assist the students in academic, social/emotional, and college/career guidance. THS’s counselors personally meet with each student at least once each school year to address these needs. If a student requires additional assistance in any of these areas, they are able to meet with the counselors throughout the school day.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Unless exempted, or any student in the class of 2023 and beyond, each student will be expected to pass the State-mandated 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.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

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

College entrance testing information can be obtained from the Guidance office.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Tipton High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

T.H.S. HONOR CODE

Tipton High School's mission statement declares that education fosters critical thinking, promotes self-esteem and respect for others, and stimulates students' desire for lifelong learning. Learning and scholarship depend on an atmosphere of trust based on a code of academic integrity. Cheating, plagiarism, and dishonesty violate this code and defeat the purposes of learning. These practices place the value of grades over learning and run counter to Tipton High School's philosophy and practice of promoting academic excellence. Cheating and plagiarism cannot be tolerated.

Cheating includes, but is not limited to the following examples:

- Taking, stealing and/or using an assignment from someone else to submit as his own.
- Allowing another to take and/or use an assignment to submit as his own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it.
- Representing as one's own work the words of a parent, siblings or someone else.
- Discussing a test or quiz with students who have not completed the assignment.
- Unauthorized use of teacher test materials, answer sheets, computer files or grading programs.
- Using any type of "crib notes" on your person, an object programmed within a graphing calculator, palm pilot, or other electronic device without teacher approval.

Plagiarism includes, but is not limited to, the following acts when performed without giving credit:

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of work.
- Presenting an idea, theory or formula originated by another person as their own original work.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work.

- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

Consequences of Cheating and Plagiarizing

First offense:

- A copy of THS' Honor Code will be given to the parents/guardians.
- Automatic zero for the assignment in question with no opportunity to make up that work in any way, including extra credit.
- A disciplinary referral will be completed by the teacher and will be placed in the student's file. Detention may be assigned by the teacher and/or the administrator.

Second offense within the same class:

- Automatic zero for the assignment in question with no opportunity to make up the work in any way, including extra credit.
- A disciplinary referral will be completed by the teacher and placed in the student's file. This could result in a W/F from the class.
- Teacher will exercise his/her discretion in assigning academic consequences according to the severity of the incident, such as lowering the student's grade. Friday or Saturday school may also be assigned.
- Sponsors and coaches of all extra curricular activities with which that student is involved will be notified by an administrator.

Third and subsequent offense in the same class:

- Punishments listed as above.
- Withdrawal from class with a grade of F.
- Students will be removed from extracurricular activities for a period of time to be determined by the administration.

Procedure:

When a teacher has reason to believe that cheating has occurred, the following steps will be taken:

- The teacher will investigate the matter and gather documentation regarding the violation.
- The teacher will confer either by phone or in person with the parents regarding the situation and request a conference after the second offense.
- The students/parents will have 3 school days to formally appeal the decision to the principal. A committee assigned by the principal will review the appeal.

Section 6 - Student Activities

STUDENT ACTIVITIES PROGRAM

Tipton High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

THS 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.

Extra-curricular 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, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Questions pertaining to eligibility should be directed to the school office.

Activities Policy

As of right now, THS' Activities Policy and Eligibility Requirements are being reviewed and discussed by the School Board. Please refer to Board Policy 2430 or contact a school administrator for guidance regarding eligibility for activities.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with Tipton High School rules and must provide equal opportunity to participate.

No non corporation-sponsored organization may use the name of the School or School mascot.

EXTRACURRICULAR ACTIVITIES/SCHOOL DANCES

Any student attending an extracurricular activity must abide by the same Code of Conduct as during school hours.

For all club or class sponsored activities, including dances, participants must be a student of Tipton High School, or, for certain specified activities, a guest of a student at Tipton High School. All school rules will apply to students and their guests.

All dances must be arranged in advance through the high school administration. Sponsoring organizations will be responsible for all expenses of the dance including custodial charges. Sponsors are also responsible for providing adequate chaperoning and security.

In order for a junior to attend the Junior/Senior Prom they must work a specified number of times as dictated by the guidelines. All juniors will be given the guidelines during a class meeting by the Junior Sponsors at the beginning of each school year. This applies to all students. Athletes, cheerleaders, band, drill team members, etc. are not exempt and will be required to fulfill their responsibilities to their class.

ATHLETIC HANDBOOK

An athletic handbook must be secured by each athlete with the proper forms signed and returned to school before he/she may participate in any athletic activity at Tipton High School.

Section 7 - Technology

INTERNET AGREEMENT- 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.

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.

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

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.

ACCESS TO CORPORATION TECHNOLOGY RESOURCE FROM PERSONAL COMMUNICATION DEVICES

Students may use their personal communication devices ("PCDs" to wirelessly access the Corporation's technology resources (guest or business networks, servers, projectors, printers, etc. while they are onsite

at any Corporation facility. Such access requires submission of the signed acceptable use agreement and is subject to the terms of that agreement.

Section 8 - Student Conduct

Attendance Policy

Being Absent From School

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

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

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

- A. **PARENT RESPONSIBILITY:** Parents and guardians are legally responsible for ensuring their children are on time and in school when it is in session. If a student is absent, a parent or legal guardian should call the school office attendance line to report the absence between 8:30 a.m. The school attendance line is open 24-hours per day. If the school does not receive a call, a phone call or home visit may occur to

verify the whereabouts of the student. School Attendance is based on semesters and “starts over” each semester.

B. GUIDELINES: Absences are classified as excused or unexcused

1. Unexcused Absences count toward the 10-day limit **per year**. An unexcused absence is any absence not covered under the definition of excused or exempt. The following absences will be considered unexcused regardless of parental knowledge or consent; they include, but are not limited to the following:
 - a. Student Illness **without** a medical verification
 - b. Family emergency
 - c. Medical or dental appointments without verification
 - d. Truancy
 - e. Employment
 - f. Leaving school without administrative or nurse permission
 - g. Babysitting or caring for a family member
 - h. Oversleeping and/or missing the school bus

2. Excused Absences: These do not count toward the 10-day limit per year (unexcused). This type of absence includes all required exempt absences as identified in I.C. 20-33-2. Verification is required for all certified absences.
 - a. Being ill with medical verification
 - b. Certificate of Incapacity (COI): Illnesses during which time the student is under the care of a physician. Verification required – The principal or designee may request a Certificate of Incapacity form to be completed and signed by a physician within six (6) days of demand to validate absences. (I.C. 20-33-2-18)
 - c. Having a medical or dental appointment with verification
 - d. A dangerous communicable disease or infestation with parasites transmittable through normal school contacts
 - e. Being absent from school because of an immediate family death
 - f. Visiting admissions office of a post high school educational institution
 - g. Absences related to military family events (e.g. deployment and return)
 - h. Attending church-sponsored religious holidays with verification

- i. Interviewing for employment
 - j. Taking a driving test at the license branch
 - k. Serving up to ten (10 days) active duty in the Indiana National Guard or up to five (5) days in the Civil Air Patrol
 - l. Other justifiable reasons as determined by the building principal. These may include a student who attends an educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course of curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the high school principal. (I.C. 20-33-2-17.5) *Administrative consideration may be given when extenuating circumstances deem it advisable.*
3. Excused/Exempt Absences – Under Indiana Code, a student is excused from attending school for:
 - a. PAGE: serving as a page or honoree of the General Assembly (I.C. 20-33-2-14)
 - b. ELECTION WORKER: serving as a poll worker on Election Day (I.C. 20-33-2-15)
 - c. LEGAL/COURT: absences due to legal appointments and court hearings (I.C.20-33-2-16)
 - d. MILITARY: ordered active duty with the IN National Guard – 10-day max/academic year (I.C. 20- 33-2-17)
 - e. MILITARY: participation in the IN wing of civil air patrol (I.C. 20-33-2-17.2)
 - f. INDIANA STATE FAIR: participation in the Indiana State Fair (I.C. 20-33-2-17.7)
4. Excused/Non-Absences includes the following attendance reason and is not considered an absence from school; In each of these Excused/Exempt or Excused/Non-exempt circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various

academic bowls, band trips or for attendance at a local, state or federal proceedings, or to hear various public speakers or performers.

- a. CLINIC: Student was in the school health clinic for a medical reason
 - b. TESTING: Student was conducting a standardized test during designated class period
 - c. FIELD TRIP: Student is at a school-authorized event on or off-campus for educational purposes
 - d. GUIDANCE: Student was in the guidance office during designated class period
 - e. IN-SCHOOL SUSPENSION: Student was placed in ISS for disciplinary reasons
 - f. Junior and Seniors are permitted two college/high learning visitations per semester. A college visitation form should be completed **at least 24 hours** prior to the visitation to be considered excused.
5. Procedures for notifying parents of student absences are outlined under the heading "Ten(10) Day Limit Per School Year".
6. The School Resource Officer will be involved with the enforcement of compulsory school attendance. Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism is defined as students absent from school for ten percent (10 percent) or more of a school year for any reason (I.C. 20-20-8-8)

C. PROCEDURE FOR REPORTING ABSENCE

1. On the morning of the absence, The parent/guardian is to call the high school at 675-7431 (ext. 106). A phone call should be made for **each day** of absence. Students are not permitted to call for themselves except in cases of emancipation.
2. In the event a phone call was not made on the day of the absence, upon returning to school, the student must have a parent make a phone call or bring a note from a parent to the attendance office within 48 hours. **Failure to do so within 48 hours will result in the student being marked unexcused and the student may not be allowed to make up work that was missed.** You may leave a message by calling the

guidance office at 675-7431 ext. 106. The answering service is available 24 hours a day.

3. **ARRIVING AT SCHOOL AFTER 8:00 a.m.:** Students arriving at school after 8:00 a.m. need to check in at the guidance office to sign-in. Students arriving between 8:00-8:40 will be marked as tardy. Students that arrive after 8:40 will be marked as absent for the entire 1st block period. Coming into the school without checking into the office will be a violation of the attendance policy.
4. **LEAVING SCHOOL DURING THE DAY:** Students leaving school during the day for any reason must have parent approval prior to leaving and must check out through the guidance office. Students who are not driving themselves should wait in the main office until a parent/guardian/custodial adult arrives. Students that do not sign out with the guidance office will be marked as truant, and will be subject to discipline as outlined in the student handbook.
5. **STUDENTS WHO ARE ILL MUST FIRST CHECK OUT THROUGH THE SCHOOL HEALTH CLINIC.** The school nurse will make the determination on whether the student is too ill to remain at school and will initiate the parent phone call. Ill students who do not follow check-out protocol through the health clinic will be in violation of the attendance policy.
6. **ATTENDANCE AND EXTRACURRICULAR ACTIVITIES:** Students shall be in school all day in order to participate in an athletic practice or an athletic contest that day. The exceptions to this rule will be excused absences accepted by the State Board of Education, also referred to as an excused absence. 'All day' is defined as five(5) class periods which Tipton High School holds each day.

TEN (10) DAY LIMIT PER SCHOOL YEAR

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

PROCEDURES FOR EXCESSIVE ABSENTEEISM FROM SCHOOL

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

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

TRUANCY/OUT OF ASSIGNED AREA

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

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

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

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

TARDIES

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

The following consequences listed below will result from accumulated tardies.

Tardies reset at the end of each 9-week period.

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

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

STUDENT CODE OF CONDUCT

Students attending Tipton High School are expected to show PRIDE:

Personal Best Respect Integrity Dependability Enthusiasm

Maintaining an effective and productive learning environment is the responsibility of the total school population. Proper student conduct will ensure each student an equal opportunity to become a responsible individual and develop to his/her fullest potential. To this aim, the following standards of proper conduct are expected of each student enrolled in Tipton High School, whether at school, while attending any school related or sponsored activity, or while traveling to or from school or any school activity.

The rules you are about to read in this code of conduct supplement are in addition to the broad, discretionary authority to maintain safety, order, and discipline inside to school zone. These rules support, but do not limit, this authority.

A. Students are expected to:

1. Obey rules, respect public and private property, and actively promote the general welfare of the school environment including standing for the National Anthem, pledge to flag and school song;
2. Maintain courteous relations with fellow students, teachers, and other school personnel;
3. Always be prepared for every class, begin work immediately, and work without disturbing others;
4. Establish and maintain an excellent attendance record by avoiding unnecessary absences or tardies;
5. Strive to make the best of themselves while in school.

B. Since all teachers have the right to teach and all students have the right to learn, a student shall not interfere with the educational process by:

1. Misbehaving in the classroom, library, restroom, hallways, cafeteria, or any other area of the school building or grounds before, during, or after school, or at a school related or sponsored activity or event;
2. Fighting or promoting a fight;
3. Engaging in speech or conduct, including the wearing of clothing, jewelry, or hairstyle/color which is profane, indecent, lewd, vulgar, offensive, or disruptive in any way to school purposes and the orderly routine of the school;
4. Committing an act of defiance against any school authority;
5. Failing to identify him/her to any school authority;
6. Engaging in public displays of affection;
7. Possessing, smoking, or using any tobacco product or look-alike on school grounds at any time;
- 7a. Possessing, using/being under the influence of any electronic cigarette devices or look a like item that is capable of providing an inhalable dose of nicotine or other chemicals that produce the same flavor or physical effect of nicotine substances, other tobacco or nicotine innovations by delivering a vaporized solution; before, during or after school or any school function is grounds for suspension and or expulsion.
8. Being truant from school, skipping school or classes or assisting others in skipping;
9. Being tardy to class or other assigned activity;
10. Being out of class during class time without a pass; loitering outside class during class time whether or not the student has a pass;
11. Loitering, yelling, or other disruption in the hallway;
12. Throwing snowballs or any other objects in and around any school building or when going to and from school;
13. Threatening another person;
14. Extortion (threatening another person with the intent of obtaining money or any other thing of value);
15. Forging, reproducing, falsifying, altering, or illegally possessing school forms or documents or using false notes or forms;
16. Failing to serve any assigned detention or makeup time assigned by a teacher or administrator;
17. Leaving school grounds without proper authorization;
18. Violating school driving/parking regulations, including being in a vehicle at any time during the school day without the permission of an administrator;
19. Carrying or using weapons, look alike weapons, or instruments designed or intended to do bodily harm to anyone. Possession of, carrying, or using a gun on school property will result in immediate suspension from school with a recommendation for expulsion for one year. The student will also be referred to the justice system;
20. Possessing and/or igniting explosives or incendiary devices of any type and the possession of ingredients to formulate a bomb are prohibited;
21. Defacing, damaging, or destroying private, personal, or school property or any other form of vandalism to or on school property;

22. Giving or setting false fire alarms, false bomb threats, or false smoke alarms, or tampering with fire equipment or emergency system;
23. Cheating, gambling, stealing, or possessing stolen property;
24. Knowingly possessing, using/being under the influence, transmitting, offering or soliciting purchases or use of, paraphernalia and/or consumption or ingestion of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, inhalants, intoxicant of any kind, or any substance that looks like or is represented to be any of the preceding before attending school, at school, or a school function or event; (NOTE: prescription drugs authorized by a physician must be left in the school office as discussed in the MEDICATION POLICY section of the handbook)
25. Providing to another person any pill or capsule, whether prescription or sold over the counter, on school grounds at any time or at any school sponsored activity at any location, and including a school bus;
26. Failing to observe reasonable and specific written or verbal directions of school authorities;
27. Engaging in unlawful activity on or off school grounds, including holidays, weekends, or summers, if the unlawful activity may cause or reasonably be considered to be an interference with school purposes or an educational function;
28. Students that continue to be written up for classroom misconduct and/or have multiple referrals to the office from any school personnel may be considered habitual offenders. Habitual offenders may be suspended and/or expelled for their behavior.
29. Use of unauthorized devices (flash drives, memory sticks, etc.) will result in disciplinary action by the school's administration;
30. Hazing/initiations of any sort;
31. Making/filing false reports or allegations;
32. Violating any provision of the Indiana Student Due Process Code (IC 20-33-8).

Expulsion Appeals

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.

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.

ELECTRONIC DEVICES

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

The following explains consequences for repeat offenders.

- 1st Offense: The classroom teacher will collect the device and document the offense in Powerschool. A parent email or phone call will be made. The device will be turned into the office. Students can pick-up the device at the end of the day.
- 2nd Offense: The classroom teacher will collect the device and document the offense in Powerschool. The device will be turned into the office, and a parent will be required to pick up the device. **The student will be assigned an after school detention.**
- 3rd Offense: The classroom teacher will collect the device and document the offense in Powerschool. The device will be turned into the office, and a parent will be required to pick up the device. **The student will be assigned Saturday School.**
- 4th offense: The classroom teacher will collect the device, and document the offense in Powerschool. The device will be turned into the office. **A meeting will be scheduled with parents and building administration** to discuss the behavior and develop a plan going forward.
- After 5 offenses, it is clear the student is not willing to abide by the expectations established by the school. A student will be suspended for each offense, and may be recommended for expulsion.

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

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.

VAPING/ELECTRONIC CIGARETTES

A growing concern in schools across the country is the smoking of vapes and the use of vaping products. Because of this growing concern, THS 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 for 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.

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 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).

THREATS IN THE SCHOOLS

Tipton Community School Corporation has no tolerance for behaviors or statements of a threatening nature in our schools or directed to the school and/or its students and staff.

Our schools have no tolerance for any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of students, staff, and others, and weapon possession. TCSC has an obligation to keep our schools safe and take any threat seriously. All potential safety concerns will be investigated thoroughly with appropriate actions taken, up to and including school discipline and criminal justice intervention. This is not an area for practical jokes or off-handed comments. Events in recent years have demonstrated the importance of investigating thoroughly any potential safety concerns. Parents are urged to talk with their children about the severity and consequences of making threats.

TCSC would like your help in keeping our schools safe for everyone. We ask for your assistance to identify any situations where a student, staff member, or any other person might present a threat to school safety. If you become aware of a threat situation, you must report it to one of the following:

1. a school administrator;
2. the Tipton City Police – 675-2152

SAFE SCHOOL ALERT REPORTING

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.

DISCIPLINE POLICY

Tipton High School recognizes the importance of maintaining the proper environment in which education can flourish. It is the goal of Tipton High School to help every student develop an appropriate and serious attitude toward school and education so that each student may have the opportunity to learn and develop to his/her fullest potential. In the event that inappropriate behavior occurs, we feel a responsibility to present the student with consequences that are consistent with the behavior and administered fairly and equally to all students. The goal shall always be to help each student assume responsibility for his/her actions and make appropriate adjustments in behavior as warranted. Student discipline will be administered in accordance with the Indiana Due Process Code (IC 20-33-8-14).

As teachers and students are brought together so that learning may take place in our classrooms, an environment which permits an orderly and efficient operation of the schools must be provided. This environment must come through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others. The responsibility for development and maintenance of this self-discipline comes from a combined effort of student, parent, teacher, administrator and community.

School officials have also been given the express statutory power to mandate parent participation in any action the school takes to correct a student's inappropriate behavior. (I.C. 20-33-8-26)

CLASSROOM DISCIPLINE

On the first day of class, the classroom teacher will communicate to each student course and behavior expectations (including but not limited to possession and consumption of food beverages in the classroom). Violations of the classroom discipline plan may result in:

- 1st occurrence: Warning from the teacher; (office/classroom referral will be emailed to parent/guardian)
- 2nd occurrence: Referral form sent to the office and teacher to contact parent/guardian; the teacher may also assign detention to be served with the teacher;
- 3rd occurrence: Student sent to the office with a referral form, will be recommended for a Behavior Modification Intervention, parent contacted by an administrator with warning that the next occurrence could result in removal from class with an "F";
- 4th occurrence: Student sent to the office with a referral form. Administrator will withdraw the student from the class with an "F" for the semester unless an alternate plan can be devised through a conference with a parent/guardian.

ADMINISTRATIVE DISCIPLINE

The high school administration reserves the right to waive any step, accelerate the discipline plan, or devise an alternative consequence based on the severity of the situation. The best interest of the school, the student, and the educational environment will be considered carefully. If a satisfactory plan to change the student's behavior cannot be devised, it may be recommended that the student be expelled.

A student may be disciplined for violating the code of conduct. The items listed in the code of conduct are not all inclusive. Other acts may be considered a breach of acceptable behavior and will be handled accordingly.

One or any combination of any of the following disciplinary techniques may be used by school officials in their efforts to assist a student in his/her efforts to improve his/her behavior or conduct:

counseling; parent conference; detention; Saturday School; probation; suspension: In-School, Out-Of-School, or school-community service; expulsion; exclusion; assignment of work which will benefit the student and/or the school; additional school work assignments; denial of participation in any school functions, activities, or ceremonies; other techniques as deemed necessary and reasonable by school officials.

SATURDAY SCHOOL

The purpose of Saturday School is to enable students, who would otherwise be suspended, to remain at school and improve their academic standing. It is the responsibility of the student to obtain class assignments from each teacher prior to attendance at Saturday School.

In addition to the rules established in the Tipton High School Policy Handbook, students will be expected to observe the following:

1. Saturday school will meet from 8:00 AM until 10:00 AM. The doors will open at 7:45 AM and be locked at 8:05. No students will be admitted after 8:05. It is suggested that the students be here at least ten (10) minutes early.
2. Failure to attend Saturday School for any reason other than a medical doctor documented excuse will be considered truancy and will result in a three -hour (8-11) Saturday School to be served at the next available Saturday School.
3. Students will not be allowed to leave the room except for a break as determined by the Saturday School Supervisor. The breaks will be five (5) minutes long and are to be contained to the Saturday School room and the nearest restroom.
4. Students will not be allowed to go to their lockers or use the telephone.
5. Students will bring all necessary materials to complete their school work - books, supplies, pens, pencils, papers, etc. NO radios, cards, magazines, or other recreational materials will be allowed in the room.
6. Students will NOT be allowed to put their heads down or sleep. Talking will be with the staff personnel only. The students are here to study.
7. NO food or beverages may be consumed during Saturday School. Get up in time to eat a good breakfast.
8. Tutoring in most subject areas will be available.

9. Inappropriate or uncooperative behavior from a student will result in additional assignments to Saturday School OR out-of-school suspension for up to three (3) days.

We feel fortunate to have the Saturday School as an alternative to suspension from school. It allows students to continue their education without interruption while offering extra time to improve their study habits and grades. We, at Tipton High School, hope that Saturday School will be a learning experience in which grades may improve and an improvement in behavior will occur.

COMMUNITY SERVICE PROGRAM

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

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

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

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.

DRUG TESTING POLICY

Tipton High School students are subject to Tipton's Drug Testing Policy if they take Driver Education, participate in extracurricular activities, John Hinds Vocational School, Ivy Tech, IUK, OJT or any other school-to-work related assignment or drive to school. Copies of the policy are available upon request.

Tipton High School will exercise the right to ask local law enforcement agencies to assist them in searches of the school grounds. "School grounds" includes but are not limited to: the parking lot, and any cars parked thereon; hallways; lockers;

classrooms; and any other rooms in the building used or occupied by students. Local agencies will be permitted to use canine units when necessary.

STUDENT RIGHTS OF EXPRESSION

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

- A. A material cannot be displayed or distributed if it:
1. is obscene to minors, libelous, indecent, or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends is intended to be insulting or harassing,
 4. intends tends to incite fighting-, or
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administration twenty-four (24) hours prior to display.

- B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/ or before or after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

CORPORATION 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.

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

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

- Bandanas, hats, or headgear may not be worn inside the building.
- Blankets are not used or carried at school.
- Costume or costume attire is prohibited during school unless pre approval is given from school administration.
- Clothing with lewd, suggestive, or vulgar language.

- Clothing that references drugs, alcohol, or advertise products illegal to minors.
- Clothing must be worn in a way that genitals, buttocks, breasts, and nipples are covered with opaque fabric.
- Dress is expected to be clean and free of ornamentation that could cause damage to school property

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

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

PUBLIC DISPLAY OF AFFECTION

Students should make sure that their public displays of affection are socially acceptable and do not draw undue attention to themselves, or disrupt the educational function or purpose of the school. Kissing and/or embracing with two hands are unacceptable and will not be tolerated.

Section 9 - Transportation

DRIVING REGULATIONS

Driving to school is a privilege granted by a student's parents and the school. This includes but is not limited to automobiles, trucks, motorcycles, mopeds and bicycles. Student drivers will accept all responsibility for damages to their vehicles or theft of articles within the vehicle while it is parked on school property. The school is not responsible for damages done to cars in the parking lot or on school grounds. All reports of damages will be referred to the Tipton Police Department. Those students choosing to ride the bus to school can access the Ride Guide from their bus drivers, at the beginning of the school year, or on the corporation website. The Ride Guide states the rules and policies associated with riding the bus.

- All students driving to school must park on school property. Students who are riding with their parents or a non-THS student are responsible for them knowing the driving rules.
- Students must turn in a vehicle registration form that has been signed by the student and his/her parent/guardian. Students must then purchase a parking tag from the office. This tag must be displayed on the rearview mirror at all times when the vehicle is on school property. Vehicles parked on school property without proper identification may be subject to tow at the owner's responsibility and expense.

- Only licensed and properly insured drivers may drive a vehicle on school property.
- Students should enter and exit the parking area from the north or west side of the building only.
- Student parking is in the north parking lot
- Students are not to park next to the building
- No reckless driving will be tolerated at any time on school property. The speed limit is 15 MPH.
- Upon arriving at school, students should park in the proper area and enter the building. Sitting in cars or loitering in the parking lot is not permitted. Students should not go to their cars during the school day unless permission has been granted from the office.
- Vehicles are not to be driven during the school day unless permission has been granted by an administrator.
- Students may leave the parking lot as soon as they desire after dismissal. Students are only to turn right when leaving the North parking lot after school is dismissed, and are to follow the instructions, verbal or hand motions, of personnel directing traffic flow: however, once the buses begin to leave, all vehicles are to wait until all buses are out of the parking lot.
- The privilege of bringing a student operated vehicle onto school premises is conditioned on written consent by the student driver, and his/her parent/guardian. This written consent permits school authorities to conduct a search of the vehicle under the regulations stated in the "Lockers" section of this handbook. Lack of cooperation to provide or permit access to a vehicle on school premises when there is reasonable cause for investigation shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto the school premises. The administration may request a law enforcement officer to search a motor vehicle on school premises.
- Driving to school is a privilege that will be withdrawn if the student does not abide by the rules as outlined in this handbook. When the driving privilege has been withdrawn, the vehicle listed may not be driven onto the school premises by anyone other than the parent/guardian of that student.

The following are the consequences for driving violations. These consequences can be carried over to the subsequent school year.

<i>1st offense</i>	written warning
<i>2nd offense</i>	loss of driving privileges - 15 school days
<i>3rd offense</i>	loss of driving privileges - semester or school year
<i>4th offense</i>	loss of driving privileges - school year

These consequences can be carried over to the subsequent school year.

- Drivers who fail to stop for a properly displayed bus stop arm will be subject to legal action.

BUS PROCEDURES:

Bus transportation is provided for the students. 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 page. Bus drivers will be able to answer any questions about your bus schedule.

Students should display good citizenship at all times in a school-supervised situation, which includes the school bus. Upon recommendation of the bus driver, school officials have the authority to deny riding privileges to students who do not conduct themselves in a civilized manner. In case the bus is late arriving to school, students should report to the office.

RULES FOR STUDENTS RIDING SCHOOL BUS:

School bus drivers are to have control of all school children conveyed going and returning between the homes of the children and the school. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his charge. School bus drivers shall assure that all pupil passengers observe the following regulations.

- Each student shall be located immediately upon entering the bus in the place assigned by the driver.
- No student shall stand or move from place to place during the trip.
- Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
- No windows or doors will be opened or closed except by permission of the driver.
- No student should enter or leave the bus until it has come to a full stop and the driver has opened the door.
- The child should be waiting at their boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at their station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the boarding station. If the school bus driver is already three minutes late, he need not wait at all.
- Upon notification of the parent, the bus driver may suspend a student from riding the bus for one day.
- Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the bus to any student who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.

BICYCLES, MOPEDS, SKATEBOARDS, AND SCOOTERS

The school is not responsible for the safety associated with or the safekeeping of bicycles, mopeds, skateboards, or scooters. Students that ride mopeds or scooters must have a permit. Students that ride bicycles to school must park them in the racks provided. Mopeds or scooters must be parked beside the

bicycle racks in an orderly fashion. Skateboards are not to be ridden in the building and must be stored in the student's locker. Students who demonstrate disregard for the law and use unsafe riding methods may be asked not to ride any of the above items to school.