

Tri-Township Schools



Student Handbook 2026-2027

Our vision is that all students will be college and career ready.

Our mission is to guarantee that every student achieves high levels of learning and development.

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Introduction

The purpose of this handbook is to acquaint Tri-Township students and parents with the rules and regulations that pertain to Tri-Township Schools and the expected conduct of its students. It is through these rules and policies found in this handbook that you will know what is expected of you. The rules and policies apply to our students from kindergarten through high school.

Core Values

COMMUNITY & CONNECTION

PERSONALIZED LEARNING

OPPORTUNITY & GROWTH

ACCOUNTABILITY &
EXCELLENCE

INNOVATION & READINESS

Attendance

Consistent attendance is essential for children to be successful in their educational endeavors. **Students are expected to attend school and be on time in order to derive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility.** Moreover, students who miss a day of class will never be able to completely retrieve information from that learning experience. The interaction with the teacher and fellow students can never be fully duplicated.

Parents or guardians are responsible for student attendance. The school corporation will enforce the State of Indiana Compulsory Attendance Laws. The State of Indiana defines chronic absenteeism as being absent from school for ten percent (10%) or more of a school year for any reason. The State defines habitual truancy as being absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school (Indiana Code 20-20-8-8).

Procedures:

A parent/guardian must contact the school by 8:30 a.m. every day their child is absent from school. A doctor's note should be sent in when the child returns to school specifying the reason for the student's absence if they were seen by a doctor. If a parent fails to call, the school corporation will call the parent/guardian asking for the reason for the child's absence. If no phone call is made or the school corporation is unable to contact the parent/guardian, the school corporation may call the student's emergency contacts. An absence that remains unverified will be unexcused. Parents may leave a voicemail message when the office is closed.

Categories of attendance are as follows:

Present

With proper documentation, in the following instances students are considered present:

- When the student is physically present at school
- When serving as a page or as an honoree of the general assembly (IC 20-33-2-14)
- When serving on a precinct election board or for political candidates on an election day (IC 20-33-2-15)
- When subpoenaed witness in judicial proceeding (IC 20-33-2-16)
- When serving duty with Indiana National Guard for up to 10 days per year (IC 20-33-2-17)
- When participating in a civil air patrol for up to 5 days per year (IC 20-33-2-17.2)
- When exhibiting or participating in the state fair for up to 5 days if the student is in good academic standing (IC 20-33-2-17.7)
- School sponsored field trips or other educationally related non classroom activity (IC 20-33-2-17.5)

Certified Absences

With proper documentation, certified absences do not count towards consequences and include the following:

- Death in the immediate family for up to 5 days
- Medical/Dental appointment (make every effort to schedule after school)
- Medical Absence or incapacitation requiring a physician's statement
- Court or other judicial hearings or meetings

Excused Absences

With proper documentation, excused absences still count towards consequences and include the following:

- Illness verified in writing by a parent or parent called the school to report the student ill. If ill more than 5 consecutive days, a doctor's excuse is required.
- Religious Observances
- Other absences verified by parent/guardian except those that are unexcused

Unexcused Absences

Unexcused absences count towards consequences and include the following:

- All other absences not specifically certified or verified.
- Working during school hours. This is a violation of child labor laws.
- Staying home to babysit or farm is considered working and is unexcused.
- Absent without a written note or phone call from parent/guardian.
- Truancy, which is student absence without knowledge of parent/guardian.

Excessive Absence Consequences

Combined Excused and Unexcused Absences per Year		Unexcused Absences per Year	Consequences
5	OR	3	Parent(s)/Guardian(s) will receive a phone call and registered letter from the school corporation that includes attendance documentation and letter of incapacity.
7	OR	5	Parent(s)/Guardian(s) will receive a phone call and receive via certified mail a letter from the school corporation that includes attendance documentation, a letter of incapacity, a copy of the school attendance policy, and an attendance agreement that the parent must sign in person at school. The parent/guardian and student will need to attend a meeting with a school authority to review attendance documentation, the attendance policy, and the attendance agreement. The school will also conduct an investigation of possible reasons for absences. For Grades K-6, anytime a student has 5 unexcused absences in a 10 week period, this meeting and agreement must happen.
8	OR	7	Parent(s)/Guardian(s) will receive a phone call and receive via certified mail a letter from the school corporation that includes attendance documentation and a letter of incapacity. The student/parents will be formally referred to Project Attend through the Juvenile Probation Officer.
10	OR	8	Parent(s)/Guardian(s) will receive a phone call and receive via certified mail a letter from the school corporation that includes attendance documentation and a letter of incapacity. Additionally, the Department of Child Services will be contacted regarding Educational Neglect.
11	OR	9	Parent(s)/Guardian(s) will receive a phone call and receive via certified mail a letter from the school corporation that includes attendance documentation and a letter of incapacity. Additionally, the student and parents will be referred to the LaPorte County Prosecutor for Educational Neglect.

Under Indiana Code 20-26-11-32, students who reside outside of Tri-Township School Corporation may also have the following consequences imposed if there proves to be a concern as to the number of verified and/or unexcused absences. The School Corporation may:

- Deny enrollment.
- Discontinue enrolment during a current or in a subsequent year.
- Establish terms and conditions for enrollment or continued enrollment in a subsequent year.

Pre-Arranged Absences, Vacations, and Family Trips

Family vacations or other family trips taken during school time are **STRONGLY DISCOURAGED**. When an absence is known in advance, a parent/guardian must notify school officials at least one week prior to the anticipated absence. Failure to do so will result in a student marked truant. These absences will be considered excused and count towards the excessive absence consequences. Students returning from vacation are expected to turn in assignments in the timeline indicated by the teacher(s). Students will receive a zero for any work not finished within that timeline. The classroom teacher may be able to provide a few of the assignments

that will be missed in advance to the student, however it is the student's and/or parent's responsibility to check Harmony for any missed homework that needs to be completed while they are absent from school.

Sign-In Procedures

After returning from any absence, full-day, partial-day, or vocational a student must check in at the office, sign in, and be issued a pass before going to any class. At that time the student should bring the following:

- 1) Note from doctor, dentist, etc. if the absence was for a medical appointment.
- 2) Note from parent or guardian stating the reason for the absence if no contact concerning the absence was made with the office.

No note is required if contact was made with a parent or guardian.

Sign-Out Procedures

Any student leaving the school grounds during the school day must have permission from their teacher or administration and must sign out in the office. Any student returning to school before the end of the day must also come to the office to sign in.

Should it become necessary to leave school for reasons of illness, the student will report to the office. The following procedures will occur:

1. Exam by school nurse or other designated school personnel.
2. Notification of parents/guardians by the office.

Tuancy

Tuancy is defined as:

1. Absence without parent/guardian or school knowledge.
2. Leaving school without obtaining prior approval from the principal or designee.
3. Absence from school without parent/guardian permission or in defiance of parent/guardian authority.
4. Absence from class or tardy more than 10 minutes to a class without a valid pass (even if the student is in the school building.)

Habitual Tuancy is defined as:

1. A student may be designated as a "habitual truant" if they are chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.
2. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
3. The student's principal is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
4. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.
5. A student who has been designated as a Habitual Truant will not be allowed to participate or continue to participate in extracurricular activities and/or co-curricular activities.

The consequences for JUNIOR HIGH and HIGH SCHOOL students who are truant are:

1. The first truancy will result in the student being assigned hour for hour detention. (Not less than three hours).
2. The second truancy will result in two days in-school suspension and a request for a parent/guardian conference at school.
3. The third truancy will result in two days in school suspension and the student will be placed on probation for the remainder of the school year. A request for a parent/guardian conference at school to create an attendance behavior contract for the remainder of the school year.

Half-Day Absences: Elementary

Students arriving at school after school have begun must first sign in at the main office. Students arriving late by any method of transportation other than Tri-Township school bus will be counted tardy.

Students will be considered absent for one half of a day for any of the following reasons:

1. Arriving at school more than one hour after the beginning of the school day;
2. Being absent from school for more than one hour during the school day, excluding the student's lunch period; or
3. Leaving school more than one hour before the end of the school day.

Tardies

Being punctual is a good habit that becomes increasingly important in life. We believe in teaching students to be responsible and punctual.

Each teacher will clearly state to his or her students where they are expected to be at the beginning of the day or period in order not to be counted as tardy. The teacher will keep a record of each student's tardiness and enter the information into Harmony. The principal or his/her designee has the authority to excuse a student's tardiness if in his/her judgment the tardiness is of an excusable nature. Upon arriving late to school and before going to class, the student must sign-in at the school office.

Elementary Students: Tardies will accumulate during each nine-week grading period. Tardies will reset with each new grading period. Students who accumulate tardies within the nine week grading period will be subject to the consequences listed below.

Junior High/High School Students: Tardies will accumulate during each nine-week grading period. Tardies will reset with each new grading period. Students will receive 2 total tardies for each nine-week grading period. (Total means all classes.) Students who accumulate tardies within the nine week grading period will be subject to the consequences listed below:

1st Tardy	Student warned by the teacher.
2nd Tardy	Contact Parent/Guardian by phone. Email progressive tardy policy to parent/guardian and student.
3rd Tardy	Student assigned one detention. If a student misses a detention, then a second one will be given. Contact Parent/Guardian by phone. Email progressive tardy policy to parent/guardian and student.
4th Tardy	Conference with parent/guardian and student. Two detentions will be assigned. Failure to serve detentions will result in one day of in-school suspension. Failure to serve consequences as directed will be considered insubordination and will constitute grounds for action as outlined in the student discipline policy.
5th, 6th & 7th Tardy	The student will be assigned three detentions and other sanctions as determined by the principal or designee.
Beyond 7th Tardy	Subsequent tardies will result in suspension and possible loss of credit (high school level).

Make-Up Work After an Absence

The responsibility for making up missed work for an absence rests with the student. When a student is absent for one day, the assignments should be obtained from a classmate, by checking Google classroom, contacting the teacher by email, or from the teacher as soon as possible the following day. If the absence is two days or longer, homework may be obtained by calling the office by 8:30 a.m. and requesting all assignments be sent to the office. The work will be available by the end of the school day. **The student will have one day for every day of absence to make up work.** With the exception of planned or pre-arranged types of absences.

If a test or an assignment is long-range (five days or more, such as a research paper, project, or report), the teacher may use his/her discretion in setting due dates, accepting late work, and determining make-up policy. IN the event of a prolonged absence, special arrangements may be made to extend the time period allowed for the

assignment. A student who is in attendance the day before a scheduled test/quiz and who is absent on the day of the test/quiz shall take the test/quiz the first day he/she returns to school. Students who are absent due to an out-of-school suspension are required to complete the school work that was missed during the absence. Full point value will be given for school work done during an in-school or out-of-school suspension.

Vocational Students' Attendance

Vocational students are required to attend both Tri-Township High School and vocational school each day they are in session. Vocational students must attend vocational school every day they have school, even if their home school is not in session that day due to vacation days or some other reason. Morning A.K. Smith students will not attend if Tri-Township Schools are on a two hour delay due to weather. Parents/Guardians should call the school to report their child's absence from vocational school as well as Tri-Township Schools.

Closed Campus

During the school day, students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. Should a student find it necessary to leave the school for any reason, he/she must receive permission from the building principal before signing out. Student drivers are not permitted to go to their cars unless given permission by the building principal. If permission is given, the student must then sign out and must sign in immediately upon his/her return. Students in K-5 must be signed out by a parent/guardian coming into the building.

Extra-Curricular Participation/Attendance

Participation in any and all extracurricular activities is dependent upon good school attendance. Students must be in attendance by 9:00 a.m. and remain in school for the rest of the school day in order to participate in any extra-curricular activity scheduled for that day. The principal has the authority to make an exception in extenuating circumstances. The principal's decision will be final.

CLASSROOM

Grading Policy- Jr-Sr High School

Semester average grades are determined using the following procedure:

Grading Scale	
1st 9 Weeks	45%
2nd 9 Weeks	45%
Final Exam	10%

Grades within each of these categories are determined by percentages for the specific category.

If a nine-week or final exam grade falls within one of the ranges listed below, the letter grade will correspond with that percentage.

Grading Scale

A+	98.0 or Higher	B+	87.0-89.99	C+	77.0-79.99	D+	67.0-69.99
A	91.0-97.99	B	81.0-86.99	C	71.0-76.99	D	61.0-66.99
A-	90.0-90.99	B-	80.0-80.99	C-	70.0-70.99	D-	60.0-60.99

Semester grades, not nine week grades, are used to determine class rank at the high school level. Final semester grades are given point values. The grading system has the following point values for grades

A+	4.0	B+	3.25	C+	2.25	D+	1.25
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.75	B-	2.75	C-	1.75	D-	0.75

Weighted Classes

The rigor of the class determines whether dual-credit classes will be weighted using the 5.0 scale. All dual-credit classes will be weighted using the 5.0 scale. Dual enrollment courses will qualify for the weighted scale.

Dual credit refers to students who are completing a single course that is taught by a Tri-Township dual-credit certified instructor to earn academic credits that are recognized by our school district and an accredited institution of higher learning. For example, a student may earn high school credit for English 12 while also earning college credit from a partnering institution.

Point Value for Weighted Classes

A+	5.0	B+	4.25	C+	3.25	D+	1.25
A	5.0	B	4.0	C	3.0	D	1.0
A-	4.75	B-	3.75	C-	2.75	D-	0.75

Grades of D+ or lower are not weighted.

Credit Recovery

Students who fail one or more required courses must regain those lost credits for graduation. The process will be as follows:

1. The student will repeat the course in the next school year with a teacher. An administrator may override this in the best interest of the student.
2. If a class is not offered again with a teacher, then the student will be able to take the class online for credit recovery.
3. If a student fails a class for a second time, then the student will be able to take the class online for credit recovery.
4. If the student retakes the class with a teacher, then they will be issued the grade earned in the course.
5. If the student retakes the class online through credit recovery, then the highest grade a student can receive is a 75%.
6. The student must complete all credit recovery online requirements established by the principal and guidance counselor.

Students who choose to repeat the course will be issued the grade earned in the repeated course. The original course will remain on the transcript but will be issued "NC" for non-credit and removed from the student's cumulative GPA.

Online Courses

To provide Tri-Township High School students with additional opportunities to take classes or to recover credits, they will be permitted to enroll in online classes through approved providers. Students who desire to enroll in online classes must be able to work independently, manage time well, and communicate effectively in writing. No grade below a C will be accepted. Progress must be maintained at 3 week progress reports. Detentions will be assigned at 25%, 50%, 75% cut off dates until caught up to required percentage.

Circumstances for Enrollment in Online Courses

High school students will be permitted to enroll in online classes in the following circumstances:

- The class is not offered at Tri-Township Jr-Sr High School;
- There is a conflict in the student's schedule that cannot be resolved by rearranging the student's schedule and the conflict would prevent the student from graduation at the expected time or from qualifying for an Academic Honors Diploma or a Technical Honors Diploma;
- Due to the student's health, the student cannot regularly attend school;
- To meet Indiana graduation requirements when a student transfers from another state.
- To make up credit in a previously failed course that is required in order to meet graduation requirements.

A student may not enroll in an online class to avoid a particular teacher.

Online Course: Finals

All students taking an on-line class will be required to take the final at school under the supervision of school personnel. Additionally, the student must pass the final to pass the class and to earn credit for the class regardless of other grades earned during the term of the class.

Final Exam Exemption for Students

High School students may be exempt from final examinations under the following conditions:

1. Earning an A+, A, or A- each quarter of the semester.
2. A student must have no more than three absences and three tardies in a class for the semester in order to be exempt from the final in that class. For example, if a student has four absences and two tardies in his or her first period class, the student would not be exempt from the final in that class. Exceptions to this attendance requirement may be made for a death in the immediate family and/or attendance at the funeral of an immediate family member, college visitation with prior approval from the principal or counselor, or personal illness verified by a physician's note.

Restrictions:

1. The attendance for examination exemptions will be on a class-to-class basis. A tardy or absence in one class will not affect another class in which the student may be exempt from the examination.
2. Any truancy, or disciplinary referral, including being unprepared for class during the senior year automatically eliminates the student from the examination exemption privilege.
3. The student must attend school on the day the examination is administered, even if the student has qualified to be exempt from taking the examination.

Options for the Student Qualifying for Examination Exemption:

1. Take the examination and include the score in the semester average only if it helps the student's grade.

*The Final Exam Exemption Policy does not apply to performance based or project based final exams, dual-credit exams or for online classes.

Allowable Number of Credits from Online Classes

High school students will be permitted to earn twenty-percent of the number of credits required for graduation and diploma requirements. For a Core 40 Diploma, a student may earn eight (8) credits online. For an Academic Honors Diploma or a Technical Honors Diploma, a student may earn ten (10) credits online. The Principal has the authority to override this requirement.

Grade Point Average

Letter grades from online classes will be used in the calculation of grade point average, class rank, or cum laude

awards.

Credit-Bearing Classes Taken in 8th Grade

Students in 8th grade are permitted to take classes for credit.

In order to earn high school credit, the student must have a grade of C- or higher in the class each semester. The grade from this class will count in the student's high school GPA, and will be used in determining class rank throughout the student's high school career.

A student earning an F, D-, D, D+, C-, or C may retake the class one time (either during summer school or freshman year). The grade originally earned from the class will remain on the student's transcript, but the grade will not count in the student's GPA. The grade earned from the second attempt at the class will appear on the student's transcript and will count in the student's GPA. Credit cannot be awarded for both the first and second attempts at the same class.

Early Graduation Requirements

Students will need to meet with administration and guidance prior to the end of the student's sophomore year. The requirements for early graduation:

1. The student will be receiving a Core 40 diploma or higher.
2. The student will be able to graduate one semester early.

The student will be able to do the following:

1. The student will be able to participate and be honored at all awards night.
2. The student will be able to participate in graduation activities.

The student will forfeit the following due to early graduation:

1. The student will not be able to go on the Senior Trip.
2. The student will not be able to attend Prom. (The student can be a guest of a Tri-Township student.)
3. The student will not be able to speak at graduation.

Virtual(Online) Student Requirements

Students that will be exclusively online must meet the following requirements to continue virtually:

1. Must progress through classes at a timely pace.
2. Stay on track with credits for graduation.
3. Complete Graduation Pathway for graduation.

The student will be able to do the following:

1. The student will be able to participate and be honored at all awards night.
2. The student will be able to participate in graduation activities.
3. The student will be able to go on the Senior Trip.
4. The student will be able to attend Prom.

Cum Laude Awards Requirement

Cum Laude awards are reserved for students who are receiving a Core 40, Academic Honors, or Technical Honors diploma. Requirements are as follows:

- Cum Laude: GPA of 3.5 to 3.74
- Magna Cum Laude: GPA 3.75 to 3.89
- Summa Cum Laude: GPA of 3.9 or higher

Cum Laude Awards will be selected at the end of the 7th semester.

Selection of Valedictorian & Salutatorian

- The valedictorian designation shall be the student who has the highest cumulative grade point average after 7 semesters.
- The salutatorian designation shall be the student who has the highest cumulative grade point average after 7 semesters.
- Any disciplinary issue dealing with academic dishonesty will disqualify a student (including but not limited to cheating and/or plagiarism)
- No one may be valedictorian or salutatorian if they receive any major discipline in junior or senior year

(out of school suspension of 2 or more days).

- In the instance of a tie, students will be awarded a designation as co-valedictorian or co-salutatorian.

Graduation Participation Requirements

It is the goal of the school that every senior participates in the graduation ceremony. In order to do so the seniors must:

1. Meet all graduation requirements prescribed by the IDOE and Tri-Township Consolidated School Corporation prior to the end of the last teacher working day.
2. All fees and bills paid by the day of graduation practice.
3. Participate in graduation decorating and graduation practice.
4. A cap and gown must be worn as selected by the graduating class. Cap decoration must be approved by class sponsor or principal.
5. Any student that has met all requirements for graduation, but at the time of graduation exercises is disruptive or under the influence of alcohol or any form of drug or illegal substance will not be allowed to participate in the exercises. In such a situation, the decision to not allow a student the privilege of participation in the graduation exercises will be made by the high school principal after consultation with board members, superintendent, senior class sponsor, and any other available members of the administration.

In emergency situations exceptions can be granted by the administration.

Speaking at Graduation

Tri-Township Schools have a long standing tradition of allowing students to speak at graduation. In order to qualify, students must be the Valedictorian and Salutatorian of the class. Any student transferring into Tri-Township High School after the first week of the 5th semester will not be eligible to be named Valedictorian or Salutatorian.

Band and Choir Programs & Performances – Middle & High School

A student who enrolls in Band or Choir is obligated to complete the school year in that program. Parents may request withdrawal at the semester only. Band and Choir are full credit, performance classes. Students and parents must be aware that students are required to perform outside of class time at concerts, contests, and other appearances arranged by the directors. Failure to attend rehearsals and performances, unless excused by the directors, will lead to lower academic grades for the grading period and (possibly) semester, because students have not completed course requirements.

Honor Roll

Students may qualify for one of two honor rolls. Honor rolls are listed at each nine weeks and also at the end of the semester with final grades. Honor rolls are based on the following criteria:

The "Principal Honor Roll" is awarded for academic excellence for students with no grade below an A-.

The "Honor Roll" is awarded for students with no grade lower than a B-.

Honor Society Requirements (High School Only)

The Tri-Township Honor Society is more than just an honor roll. The Tri-Township chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

- A. Scholarship Requirements
 1. A cumulative grade point average of 3.1 (on a 4.0 scale)
 2. Completion of the following courses during high school
 - a. English - 4 years
 - b. Mathematics - algebra I, algebra II, geometry
 - c. Science - biology I, chemistry I, and biology II, chemistry II or physics
 - d. Social Studies - 3 years
 - e. Foreign Language - 2 years in one language
 3. A class load of at least six classes per semester
- B. Service Requirements

Make voluntary contributions to the school or community without compensation and with a positive, courteous, and enthusiastic spirit.

- C. Leadership Requirements
1. Exemplify resourcefulness
 2. Be a good problem solver
 3. Promote school activities
 4. Contribute ideas
 5. Be dependable - This includes attendance at all meetings and functions.
 6. Show positive attitudes about life
- D. Character Requirements
1. Uphold principles of morality and ethics
 2. Be cooperative
 3. Demonstrate high standards of honesty and reliability - Cheating is not tolerated.
 4. Show courtesy, concern and respect for others - Be a good role model in and out of the classroom.
 5. Generally maintain a good and clean lifestyle
- E. Selection
1. Determined by the faculty council (5 teachers selected by the principal and chapter advisors)
 2. Requires participation in at least two extracurricular activities per year. This may include such activities as 4-H and other clubs and organizations, etc. One activity must be school related. Each sport counts one-half.
 3. As a sophomore: Completion of one year of the following: English 9, biology, algebra, foreign language and/or social studies
- F. Maintaining Membership
1. Continue to demonstrate a willingness to serve, leadership and character
 2. Maintain a 3.1 grade-point average
 3. Successfully complete course work
 4. Continue to participate in at least two extracurricular activities per year - One activity must be participation in Spell Bowl or Super Bowl.
 5. Contribute to the projects which are decided upon by the chapter (one must be a service project)
 6. Provide at least 8 hours of service per semester to the school or community.
 7. Continue to carry the required courses (Article A)
- G. Discipline
- No member can be automatically dismissed for failing to maintain standards. When a member falls below the Tri-Township Honor Society selection standards:
1. The advisor informs the member in writing of the nature of the violation, the time period allowed for improvement, and a warning of the possible consequences of not improving. These may include consideration of dismissal or additional disciplinary measures being imposed. For flagrant violation of Tri-Township standards, school rules or the law, no warning is necessary.
 2. If improvement is not made in the specified time, the Faculty Council considers appropriate disciplinary measures.
 3. If the Faculty Council determines that the facts warrant consideration of dismissal, the member will be notified in writing of the violation, the possibility of dismissal, and the need for scheduling a hearing with the Faculty Council. The member will be allowed to appear before the Faculty Council and explain his or her view of the circumstances. A parent or guardian may be present with the member; however, it should be noted that the primary purpose and focus of the hearing is to allow the member to present his or her case.
 4. A dismissed member may appeal the decision of the Faculty Council first to the principal and then, as indicated under the local school district's policies governing disciplinary appeals, follow the normal channels for an appeals process.

Quarterly Reward Trips

Tri-Township Jr-Sr High School will be rewarding students with a trip after the first and third nine weeks that meet the following criteria during the nine weeks:

1. Receive a 3.0 or higher GPA
2. Three or less absences (includes E-Learning Days); no more than 3 tardies
3. Zero discipline referrals

Course Change Policy

Procedures have been established to provide for students, particularly at the high school level, to drop or add classes after their initial enrollment. Once a student selects a class and it is approved, there are four reasons why a student's schedule may be changed after classes have begun:

1. To upgrade one's schedule. For example, adding a class in place of a study hall or changing to a more advanced class.
2. To correct an inappropriate placement. A change may be made if the student's grade is between a D and an F.
3. To balance classes. For example, when there is an obvious discrepancy in numbers of students in similar classes, a student's schedule may be altered.
4. Computer keypunch error. For example, a student is scheduled for Spanish I, but should have been scheduled for Spanish II.

Even when legitimate requests are made, some cannot be honored because of the complexity of the master schedule and the effects on the schedule overall. Students are expected to honor the commitment to courses they originally select; therefore, students are encouraged to select courses carefully.

The school counselor and principal review requests, with the final decision made by the principal. Required signatures to drop or add a class may include the student's, the student's parent/guardian, the teachers involved, the counselor's, and the principal's. A change due to, for example, a computer keypunch error, would not require signatures.

Students have five school days into the semester in which to drop/add a class if one of the four reasons stated above is proven. If a student withdraws from a class within the specified time period, and follows all procedures, it shall be recorded on the permanent record as a "W" (withdrawal). In the event a withdrawal takes place after the allotted time period, it shall be recorded as a "W/F" (withdrawal/failure). The principal may determine exceptions to this, due to special circumstances (such as medical reasons). Please note, a student receiving a course grade of C- or higher at the time the request is made, will not be permitted to drop a class.

Report Card & Records

Report cards are issued every nine weeks. Junior-Senior High School progress reports are issued two times during each grading period. Parents/guardians will receive an e-mail message which will include a link by which to access the report card. Questions about report cards should be directed to the school counselor, teacher or the principal.

During the student's school career the school corporation collects and records data concerning the student. The school shall give rights to review records to both parent/guardians/guardians unless the school has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. It is the policy of the Tri-Township Consolidated School Corporation to forward education records, including discipline records, to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Procedure for obtaining a copy of student records

1. Contact the school office and request a copy of the student's records.
2. A charge of 10 cents per page will be made for the expense involved in making the necessary copies.

Procedure for a formal review of a student's record

1. A written request must be presented to the principal or designee specifying the specific record or records which the parent/guardian wishes to examine.
2. The interpretative or inspection session shall be made by mutual agreement between the school employees and the parent/guardian, but in no event more than 45 days after the submission of the written request.
3. A school official shall be present during such inspection sessions to assist interpretation of the record where it reasonably requires any professional interpretation.
4. In the event the parent/guardian are of the opinion that such records should be corrected or deleted, they shall advise the principal or the designated representative, and an attempt to make the necessary changes shall be made by the parent/guardians and the principal or designee through an informal

conference or other comparable means.

5. In the event no agreement is reached, the parent/guardian or eligible student shall have an opportunity for meeting with the superintendent to correct or delete the record by filing a statement of the correction requested.

Honor Code/Cheating Guidelines

Learning does not truly occur unless the process students use to complete their work is honest. Copying or plagiarizing someone else’s work does not reflect honesty, integrity or success. Honor violations include plagiarism, copying, cheating, misrepresentation of work, allowing others to copy one’s own work, and failure to follow test procedures or instructions (talking, turning in seat, etc.).

Definition of plagiarism: 1) to steal and pass off the ideas or words of another as one’s own; 2) use of a created production without crediting the source; 3) to present as new and original an idea or product derived from an existing source. Consequences regarding a violation of the Honor Code are subject to referral to the administration. Consequences are cumulative and progressive for each school year. The following serve as guidelines which all Tri-Township teachers/administrators shall incorporate:

Elementary & Middle School Student		High School Student	
1st Offense	Zero/F on the Work	1st Offense	Zero/F on the Work
2nd Offense	Zero/F on the Work and one detention	2nd Offense	Zero/F on the Work and one day ISS
3rd Offense	Zero/F on the Work and one day ISS	3rd Offense	Zero/F on the Work and loss of credit for the semester
4th Offense	Zero/F on the Work and one day OSS		

Plagiarism and Deception in Writing Papers

I. Definition

Plagiarism

Plagiarism may be defined as the deceptive presentation of written material or information as one’s own when in reality some or all of the ideas, material or information was derived from some other source or sources. Specific types of plagiarism which may be encountered in written assignments include the following:

1. An entire paper obtained from some other source handed in as the student’s.
2. The entire content of a paper lifted from some published work composition.
3. The paper may be a mosaic of excerpts from several sources presented as the student’s own composition.
4. Unidentified excerpts from other sources woven into the student’s own composition.
5. Key ideas or items of information derived from specific sources and not common knowledge presented without proper identification of the source or sources.
6. Even though sources may be properly identified, excerpts may be quoted without the proper use of quotation marks, or else slightly modified or rephrased rather than restated in the student’s own words.

Multiple Use Of The Same Paper

It is not ethical for a student to prepare a paper for one course and submit it in a second course without first obtaining the permission of both teachers, if both courses are taken in the same semester, or without the permission of the second teacher if the courses are taken during different semesters. This holds true even if the courses are not both taken at the same school building.

II. Penalties

Since there are various degrees of plagiarism and of intent to deceive, penalties vary in severity.

A. In cases where the plagiarism is relatively minor or where it may have resulted primarily from ignorance concerning the proper use of sources, the student will be required to revise the paper. In this situation the matter would normally be handled between the teacher and the student.

B. In cases where intent to deceive seems more deliberate, or in cases where a student hands in a paper obtained from some other source, the paper will be given a failing grade. If the paper in question involved a major part of the course evaluation, this may result in a failure for the entire course. In these situations the instructor should take the responsibility for the decision. The student should have the right to appeal the accusation of plagiarism or deception in writing papers to the administrator responsible for discipline who may refer the case to the principal.

DAILY EXPECTATIONS

Bus Privileges

Riding the buses is a privilege, not a right. The driver has the authority to keep order and maintain discipline. Bus drivers, by State law, have the authority to suspend a student from riding the bus for one (1) day. The principal may suspend a student from riding the bus indefinitely after investigation of the circumstances. If a student is suspended from riding the bus, a parent is responsible for the student's transportation as stated by Indiana law.

The driver will be in charge of his/her bus at all times while transporting students. Students will be informed by the drivers as to the riding procedures and rules. Students are expected to obey the bus driver who will use the authority necessary for the safe transport of all students riding the bus. School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while the students are being transported.

ADDITIONAL STUDENT RULES FOR RIDING THE BUS:

1. Students should be waiting at their pickup locations when the bus arrives.
2. The driver may assign seats.
3. Students are to remain seated while on board the bus.
4. Loud, boisterous, or profane language will not be permitted.
5. Students are expected to be good citizens while riding the bus.
6. Windows and doors are to be closed unless permission is granted by the driver to open them.
7. Students are not to leave or enter until the bus has come to a full stop.
8. Students must be silent when crossing railroad tracks.
9. Students must bring a note from home giving them permission to be dropped off at an alternate drop off site on their regular bus or to ride another bus other than their own. The office will administer a pass for the bus driver.
10. Students will not be permitted to eat, drink, or chew gum on the bus.
11. Any student who desires or has a need to ride a different bus or get off at a different stop must have written permission from parents/guardians and the administration.

CONSEQUENCES/DISCIPLINARY ACTION FOR THOSE THAT DISOBEY SCHOOL BUS RULES:

1. Since riding the bus is a privilege and not a right, students may lose their bus privilege from one day to indefinitely depending on the severity of the infraction.
2. The student will be given a verbal warning by the driver.
3. If a student continues to disobey the bus rules, the driver will refer the student to the principal for disciplinary action.
4. Continued problems may result in a student being excluded from riding the bus for the remainder of the semester.

Dress Code

Tri-Township Schools promote an educational environment where its students are wellgroomed, neat and representative of not only themselves, but of their school and community in general. High school, in particular, is the level where students are being prepared for the adult workplace, and the primary purpose of the dress code is to prepare students to be successful in that environment.

Students may dress in a way that reflects school spirit at athletic events; however, while some leeway may be given, administration reserves the right to apply the dress code at these events in cases where student dress falls outside the lines of what is appropriate in the school setting. Likewise, students are required to comply with the dress code at all activities in which the student is a participant or representative of the school. This includes participation in events off school campus such as field trips, award ceremonies, community events, presentations, and/or recognition programs.

Elementary (K-5) Dress Code

Tops: Tops which are not school-appropriate include those that are sheer (see-through), low-cut, have a bare-midriff, or reveal undergarments.

Shorts and Skirts: Shorts and skirts are to be worn at the waist with appropriate coverage that does not reveal undergarments.

Pants: Pants are to be worn at the waist, without sagging.

Not allowed:

- Hats, hoods, caps or other head coverings.
- Slippers
- Blankets, sheets, or other bedding material worn during the school day.
- Chains or ropes.
- Words or symbols with “double meanings” or innuendo.
- Offensive, profane wording or words commonly known as “swear” words.
- Words or symbols which identify or advertise alcohol, drugs, tobacco, sex, violence, weapons, gangs, or racism.
- Clothing which is damaging or hazardous (such as roller shoes, or clothing/footwear with metal plates or rivets).
- Book bags, backpacks, etc. must be stored in the student’s classroom closet or locker throughout the day.

Consequences:

Parent/Guardian will be contacted to bring in a change of clothing. Administrators reserve the right to apply additional consequences, or to convene a parent/guardian conference for recurring violations. Also certain exceptions may be made for special dress up days or Spirit Days.

Secondary (6-12) Dress Code

Tops: Tops which are not school-appropriate include those that are sheer (see-through), low-cut (significantly below the collarbone), strapless, leave a bare midriff, or reveal undergarments. Students are allowed to wear sleeveless tops but not ones with spaghetti straps.

Shorts and Skirts: Shorts and skirts are to be worn at the waist with appropriate coverage that does not reveal undergarments, and are at the appropriate length.

Pants: Pants are to be worn at the waist, without sagging. Leggings and yoga pants may be worn only if other clothing, such as a shirt, skirt, shorts, or other garments that does not reveal undergarments.

Not allowed:

- Hats, hoods, caps or other head coverings.
- Slippers.
- Blankets, sheets, or other bedding material worn during the school day.
- Chains or ropes.
- Words or symbols with “double meanings” or innuendo.
- Offensive, profane wording or words commonly known as “swear” words.
- Words or symbols which identify or advertise alcohol, drugs, tobacco, sex, violence, weapons, gangs, or racism.
- Clothing which is damaging or hazardous (such as roller shoes, or clothing/footwear with metal plates or rivets).
- Book bags, backpacks or excessively large purses in classrooms or cafeteria. Small, clutch-type purses are permitted.

Consequences:

Parent/Guardian will be contacted to bring in a change of clothing, and student will remain in the office until they become dress code compliant. Administrators reserve the right to apply additional consequences, or to convene a parent/guardian conference for recurring violations.

Administration also reserves the right to determine what is appropriate for the school setting at each grade level in addition to the requirements stated above. Since students involved in extracurricular activities are representatives of the school, additional standards or requirements regarding dress or appearance may be made of them.

Personal Device Policy

In accordance with Indiana Public Law 107-2026, personal wireless devices, including cell phones and smartwatches, are prohibited during the school day.

For the purposes of this policy, the school day includes all instructional time, passing periods, study halls, SRT periods, lunch periods, and any other time students are under school supervision during the regular school day.

Students are expected to comply with the following requirements:

- Personal devices must be powered off and stored in the student's assigned locker at the start of the school day.
- Personal devices must remain in the student's locker throughout the school day.
- Personal devices may not be carried on a student's person, used, viewed, heard, or accessed during the school day.
- Personal devices may be retrieved from lockers and used only after dismissal.

Parents/guardians who need to communicate with their child during the school day should contact the school office. Likewise, students who need to contact a parent/guardian during the school day may do so through the school office.

Consequences for Violations

First Offense

- The electronic device will be confiscated and sent to the office. The student may retrieve the device from the office at the end of the school day.

Second Offense

- The electronic device will be confiscated and sent to the office. A parent/guardian must retrieve the device from the office.

Third and Subsequent Offenses

- The electronic device will be confiscated and sent to the office.
- A meeting will be scheduled with the student, parent/guardian, and school administration to develop a plan for future compliance.
- Additional disciplinary consequences may be assigned as outlined in the Student Code of Conduct.

The purpose of this policy is to promote student learning, minimize distractions, improve school safety, and encourage positive student engagement throughout the school day.

Administration of Medication at School

No medication shall be administered to a student without the written and dated consent of the student's parent/guardian. The consent of the parent/guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.

Student Automobile Regulations

Driving to school is a privilege, not a right. Students should follow all driving regulations in the parking lot, around the school, and in the Towns of Wanatah and LaCrosse. Students will need to reserve a spot with the office. Students will have a designated parking spot in the parking lot.

DISCIPLINE

PURPOSE, PHILOSOPHY, AND GUIDELINES ON STUDENT DISCIPLINE

The mission of the school to assist students in the transition to responsible adulthood requires instilling in students those mature habits of behavior required by a democratic society. The board recognizes that the disruptive behavior of an individual student deprives other students of their right to a school conducive to learning, and does not promote those habits.

In addition, school handbooks reflect the regulations for individual buildings, and may contain additional rules for student behavior, so long as they do not violate either the letter or intent of this policy.

Indiana law contains numerous provisions related to student discipline. It is the intent of the board to adopt those provisions, as they exist, as they are amended, or rescinded in the future. Indiana laws form the basis of the board's discipline policy.

It is the duty and power of the School Corporation to supervise and discipline students. The Board recognizes that student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- A. a school corporation; and
- B. the students of a school corporation.

Furthermore, in all matters relating to the discipline and conduct of students, school corporation personnel:

- A. stand in the relation of parents to the students of the school corporation; and
- B. have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to Indiana Code and
- C. have qualified immunity with respect to a disciplinary action taken to promote student conduct if the action is taken in good faith and is reasonable.

Students must:

- A. follow responsible directions of school personnel in all educational settings; and
- B. refrain from disruptive behavior that interferes with the educational environment.

The Board therefore has established and adopted the written discipline rules set forth in this handbook and made copies available to students and the student's parents/guardian.

In compliance with IC 20-33-8-12 which gives the governing body of a school corporation the authority to delegate:

- (1) rulemaking;
- (2) disciplinary; and
- (3) other authority

Search of Students

The Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and drug-free environment.

In balancing these competing interests, the Board directs the Administration to utilize the following principles:

- A. **School Property**
School facilities such as lockers, all computers (including laptops), and desks are school property provided for student use subject to the right of the Administration and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by the principal or designee of the school in

which the locker or storage area is located. Unapproved locks shall be removed and destroyed by the principal or designee.

B. Student person and Possession

Searches of the student's person and personal items in the student's immediate possession shall be done with the consent of the student. If the student does not consent, such a search shall be permitted based upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private office. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Administration may request the assistance of a law enforcement agency (with or without assistance of police canines) in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from an Administrator, the search shall be conducted by the law enforcement officers accompanied by a school official or designee, and in accordance with the legal standards applicable to law enforcement officers.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Administration shall promptly record in writing the following information for each search pursuant to this policy:

- a. the information upon which the search was based
- b. the time, date, location, students, or places searched, and persons present
- c. a description of any item seized and its disposition
- d. the time and date of notice to the parent or guardian in the case of the search of the person of a student

Procedural Due Process Rights

SUSPENSION PROCEDURES

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

- 1) A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a) a written or oral statement of the charges;
 - b) if the student denies the charges, a summary of the evidence against the student will be presented; and,

- c) the student will be provided an opportunity to explain his or her conduct.
- 2) The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- 3) Following suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the misconduct, and the action taken by the principal.
- 4) During the suspension, the student is required to complete all school work assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. For any assignments and/or school work completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.

EXPULSION PROCEDURES

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

1. The superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

The superintendent or the person designated by the superintendent under this subsection may continue the suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under this section if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- A. interference with an educational function or school purposes; or
- B. a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under the section permitting expulsion for violation of the legal settlement provision. (I.C. 20-33-8-23)

2. An expulsion will not take place until the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion, the procedure for requesting an expulsion meeting and the date, time, place and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parents will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

5. If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

6. A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made voluntarily and with the knowledge of the procedures available under I.C. 20-33-8-19 and of the consequences of the waiver. (I.C. 20-33-8-28)

7. Except in the case of possession of a weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re enroll after an expulsion or exclusion attend an alternative program. (I.C. 20-33-8-20)

8. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the superintendent or a person designated under I.C. 20-33-8-19 after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for a second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the superintendent or person designated under I.C. 20-33-8-19 after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year. (I.C. 20-33-8-20)

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

Judicial review of a governing body's action under I.C. 20-33-8-21 by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under I.C. 20-33-8-19

Per IC 20-33-8-22 an expulsion that has been upheld by the school board continues in effect during judicial review unless:

- A. the court grants a temporary restraining order under the Indiana Rules of Civil Procedure; and
- B. the school corporation was given the opportunity to appear at the hearing regarding the temporary restraining order.

(9) Per I.C. 20-33-8-24 a principal may require that a student who is at least sixteen (16) years of age; and wishes to re-enroll after an expulsion; attend:

- (a) An alternative school or alternative educational program.

- (b) Evening classes.
- (c) Classes established for students who are at least sixteen (16) years of age.

Driver's License Invalidation

Indiana code 9-24-2 provides that a driver's license or learner's permit may not be issued to any individual less than eighteen (18) years of age who meets any of the following conditions:

- Is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.
- Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
- Is under an expulsion from school due to misconduct under IC 20-33-8-14, or IC 20-33-8-15 or IC 20-33-8-16;
- Is considered a dropout under IC 20-33-2-28.5.
- Is a habitual truant under IC 20-33-2-11.

Disciplinary Infractions

Aiding, abetting, inciting, encouraging or supporting any unlawful activities constitutes misconduct for which a student found to be in violation may be subject to administrative action or disciplinary penalty, in addition to any civil action that may be appropriate. These disciplinary sanctions include suspension and expulsion from school and other lesser sanctions authorized by this policy.

Additionally, a student may be suspended or expelled and/or may lose driving privileges, for violating school rules or policies or engaging in unlawful activity on or off school grounds under the following conditions:

- On school grounds immediately before, during, or immediately after school hours, or at any other time when the school is being used by a school group (including summer school).
- Off school grounds at a school activity, function, or event.
- Traveling to or from school or a school activity, function, or event.

Obligation of Students to Report

School safety is an obligation to students, as well as staff. Students are required to report knowledge of dangerous items and threats of violence by students or staff to an administrator, faculty, or staff member. Information received by students regarding safety issues will always be treated in a confidential way. Students may also report safety concerns to the School Resource Officer at any time in or out of school.

Tri-Township Schools Graduated System of Discipline

Tri-Township Consolidated School Corporation employs a graduated system of discipline. We will always respond to a student's misconduct with the lowest level of intervention needed. Please understand that a response to a student's violation of a conduct rule may not necessarily follow from Level 1 to Level 6. A student's violation of a conduct rule may be so severe that the consequences of Levels 4, 5, or 6 may be immediately imposed.

The graduated level of discipline that may be applied to each conduct rule is shown in the table of the Conduct Rules that follows. The consequences will be responsive to the student's comprehension of the rules, which is most often age dependent, and any previous disciplinary actions. The consequences for violations of student conduct rules may include:

Level 1: Conference/Parent Contact

Staff members may initiate and conduct a conference or make contact with any combination of the following:

- Teacher/student, teacher/parent/guardian
- Teacher/counselor, teacher, student, administrator
- Teacher/student/counselor/parent/guardian
- Administrator/parent/guardian
- Administrator/student/parent/guardian
- Letter to parent/guardian
- Email to parent/guardian
- Phone contact to parent/guardian

Level 2 – Intervention Options

- Referral to school counselor or student services specialist.

- Temporary removal of the student from class.
- Detention – Detaining a student before, during, or after school hours for disciplinary reasons.
- School Behavior Agreement with student/parent/guardian – A written statement listing the steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent/guardian as well as the day when the contract will be reviewed.
- Restricted Activity – The denial of participation in school activities or extracurricular events.
- School/Community Service – Assignment of students to perform community service.
- Suspension of parking permit.
- Suspension of driver's license – A student's license may be suspended by the state for truancy after the second out-of-school suspension, or at the time of expulsion.
- Suspension of work permit.
- Recess restrictions.
- A combination of any Level 1 and Level 2 option.
- Other options as discussed among parent/guardian, teachers, and administrators.

Level 3 – In-School Alternatives

- Placement of a student in an in-school suspension setting for one-half day or more.
- Placement of a student in a different class.
- Placement as outlined above and in combination with Levels 1 and 2 consequences.

Level 4 – Out-of-School Suspension (1-10 days per occurrence)

- Suspension with parent/guardian conference.
- Suspension with parent/guardian conference and probationary agreement.
- May be in combination with Levels 1, 2, and 3 consequences.

Level 5 – Alternative Consequences/Programs

- School probation with modified schedule.
- School probation with community service.
- School probation with counseling.
- School probation with referral to a community agency such as juvenile court.
- School probation may be in combination with Levels 2, 3, and 4 consequences.
- Placement in an alternative setting with the local school setting.
- Placement in alternative school.

Level 6 – Expulsion Meeting/Expulsion

- Suspension with recommendation for expulsion.
- Recommendation for expulsion without suspension.
- Suspension/manifestation determination/expulsion recommended.

A student may be suspended or expelled and/or may lose driving privileges, for violating school rules or policies or engaging in unlawful activity on or off school grounds under the following conditions:

- On school grounds immediately before, during, or 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.
- During evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- If the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
- If the student's removal or loss of driving privileges is necessary to restore order or protect persons on school property.

Student Misconduct and/or Substantial Disobedience

The following specific acts are prohibited and offenders will be subject to any of the disciplinary consequences listed in the Graduate System of Discipline, including suspension and/or expulsion from school.

Type of Conduct	Minimum-Maximum Levels Used	Minimum-Maximum Levels Used
	Grades K-5	Grades 6-12
<p>1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct or possessing any firearm, explosive, or other weapon. The following enumeration is only illustrative of the type of conduct prohibited by this rule:</p> <ul style="list-style-type: none"> a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use. b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room. c. Setting fire to or substantially damaging any school building or property. d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property. e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or other person to conduct or participate in an educational function. 	1-6	1-6
<p>2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing or other comparable acts.</p>	1-6	1-6
<p>3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning or conspiring with others to engage in violent activity.</p>	1-6	1-6
<p>4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.</p>	1-6	1-6
<p>5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.</p>	1-6	1-6
<p>6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.</p> <p>For the purpose of this policy and code, "reasonable action" shall mean the course of action which:</p> <ul style="list-style-type: none"> 1. Utilizes physical force only when non-physical alternatives (e.g. retreat, or notification supervisory personnel) are not available; or 2. Does not constitute the initiation of a physical confrontation. 3. Does not utilize excessive force. 	1-6	1-6

<p>For the purpose of this policy and code, "reasonable belief" shall be:</p> <ol style="list-style-type: none"> 1. Belief that no non-physical alternatives were available 2. In response to unanticipated use of physical force. 		
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.	1-6	1-6
8. Engaging in the use of profane, obscene or defamatory language directed at another student, teacher, administrator, supervisory employee, or adult volunteer while such person is on duty or at a school event.	1-6	1-6
9. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.	1-6	1-6
10. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or person or damage property when the student has information about such actions or plans.	1-6	1-6
<p>11. Possessing, using, consuming, transmitting, selling or being affected by controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug (includes Spice or K-2), alcoholic beverage, or intoxicant or depressant of any kind, or paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.</p> <p>Exception to Rule 11: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following:</p> <ol style="list-style-type: none"> a. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication. b. The nature of the disease or medical condition requires emergency administration of the prescribed medication. c. The student has been instructed in how to self-administer the prescribed medication. d. The student is authorized to possess and self-administer the prescribed medication. 	4-6	4-6
12. Possessing using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, stimulant, depressant or intoxicant of any kind.	4-6	4-6
13. Consuming in excess of the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated, drugged, or irrational state or causing physical injury, either to one's self or to other persons. Use of a drug authorized by a medical prescription in the amount prescribed by a physician is not a violation of the subdivision.	4-6	4-6
14. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine	4-6	4-6

(PPA), stimulants of any kind, or any other similar over-the-counter products.		
15. Possessing, using, distributing, purchasing, or selling tobacco, nicotine-containing products, or electronic smoking devices of any kind or in any form.	4-6	4-6
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.	4-6	4-6
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.	1-6	1-6
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.	1-6	1-6
19. Falsely accusing any person of sexual harassment, or of violating a school rule and/or state or federal law.	1-6	1-6
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.	1-6	1-6
21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.	1-6	1-6
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.	1-6	1-6
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.	1-6	1-6
24. Possessing sexually-related materials which include images displaying uncovered breast, genitals, or buttocks. Obscenity or sexual misconduct in any form whether by word or action is not permitted within the jurisdiction of the school corporation.	1-6	1-6
25. Creating or distributing information including information distributed via e-mail, text message or through a web site, which results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person;	1-6	1-6
26. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.	1-6	1-6
27. Engaging in consensual sexual behavior such as kissing, fondling, or sexual relations;	1-6	1-6
28. Engaging in pranks that could result in harm to another person.	1-6	1-6

29. Using or possessing gunpowder, ammunition or inflammable substances.	4-6	4-6
30. Violating any rules that are reasonably necessary in carrying out school purposes or and educational function, including, but not limited to: a. Engaging in sexual behavior on school property; b. Engaging in sexual harassment of a student or staff member. c. Disobedience of administrative authority; d. Willful absence or tardiness of students; e. Engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes; f. Violation of the school corporation's acceptable use of technology policy or rules; g. Violation of the school corporation's administration of mediation policy or rules; h. Possessing or using a laser pointer or similar device.	1-6	1-6
31. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such a device to engage in an activity that violates school rules. This rule is <u>not</u> violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.	1-6	1-6
32. Any student conduct rule the school building principal establishes and gives publication of it to students and parents in the principal's school building.	1-6	1-6
33. Knowingly expressing via spoken or written communication to one or more individuals a message about another person that is deemed to be defamation of character knowing that the communication is false or making it with reckless disregard as to whether it is false or not. "Defamation" means a message that tends to injure the person's reputation or to diminish esteem, respect, good will, or confidence in the person by others, or to excite derogatory feelings or opinions about the person.	1-6	1-6
34. Making duplicates of keys to school facilities or vehicles (i.e., building, laboratory, lockers, rooms, buses, tractors, etc.)	1-6	1-6
35. Misuse of school documents and tests. Altering, forging, or transferring any document, test, identification cards and/or records	1-6	1-6
36. Tampering with safety equipment, (i.e., alarms, extinguisher, lab showers, fire hoses, etc.), or by placing the safety of self or others in jeopardy by not following safety procedures during a drill, disaster, or emergency	1-6	1-6
37. Misuse of student areas, labs, restrooms, and common areas that result in damage or property loss. The cost of labor and materials necessary for clean -up and/or repair will be charged to the student in addition to appropriate disciplinary penalty	1-6	1-6
38. No student on or about school property or at any school function or activity shall: a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other items which may be viewed as evidence or membership or affiliation in any gang; b. Request any person to pay for protection or otherwise intimidating or threatening any person; c. Commit any act or omission, or use any speech, either verbal or nonverbal	4-6	4-6

(gestures, handshakes, drawings, graffiti, other written communications, etc.), in furtherance of the interests of any gang or gang activity, including but not limited to: show affiliation in a gang; Solicit others for membership in any gang		
39. Inciting other students to act with physical violence upon any other person	1-6	1-6
40. Failing to meet legal requirements for immunizations or failing to provide documentation of immunizations or proof of religious or medical exemption to immunizations.	1-6	1-6
<p>41. Intimidation</p> <p>Sec.1. (a) A person who communicates a threat to another person, with the intent:</p> <ol style="list-style-type: none"> 1. that the other person engage in conduct against the other person's will; 2. that the other person be placed in fear of retaliation for a prior lawful act; or 3. of causing: <ol style="list-style-type: none"> A. a swelling, a building, or another structures; or B. a vehicle; to be evacuated; commits intimidation, a Class A Misdemeanor. <p>(b) However, the offense is a:</p> <ol style="list-style-type: none"> 1. Class D felony if: <ol style="list-style-type: none"> A. the threat is to commit a forcible felony; B. the person to whom the threat is communicated: <ol style="list-style-type: none"> i. is a law enforcement officer; ii. is a judge or bailiff of any court; iii. is a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; iv. is an employee of a school corporation; v. is a community policing volunteer; vi. is an employee of a court; vii. is an employee of a probation department; or 1-6 for Class A Misdemeanor 1-6 for Class A Misdemeanor 40 viii. is an employee of a community corrections program. C. The person has a prior unrelated conviction for an offense under this section concerning the same victim; or D. The threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity; and 2. Class C felony if, while committing it, the person draws or uses a deadly weapon. <p>(c) "Threat" means an expression, by words or action, of an intention to:</p> <ol style="list-style-type: none"> 1. unlawfully injure the person threatened or another person, or damage property; 2. unlawfully subject a person to physical confinement or restraint; 3. commit a crime; 4. unlawfully withhold official action, or cause such withholding; 5. unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses; 6. expose the person threatened to hatred, contempt, disgrace, or ridicule; 7. falsely harm the credit or business reputation of the person threatened; or 8. cause the evacuation of a dwelling, a building, another structure, or a vehicle 	4-6	4-6
42. Trespassing, vandalizing, defacing school property, breaking and entering a school building or facility, attempting to set fire to or substantially damage any school building or property;	4-6	4-6

43. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises* including on a school bus or in a private vehicle.	4-6	4-6
44. Bringing a firearm or destructive device to school or on school property or possessing a firearm or destructive device on school property. A student who violates the rule concerning firearms or destructive devices, will be expelled for a period of one (1) calendar year with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period;	4-6	4-6
45. Bringing a deadly weapon to school or on school property or possessing a deadly weapon on school property. A student who violates this rule may be expelled for not more than one (1) calendar year;	4-6	4-6
47. Providing to another a firearm, destructive device, or deadly weapon on school property, at a school event, on a school bus, immediately before or after school where the school has jurisdiction over the student, storing a firearm, destructive device, or deadly weapon in a locker, article of clothing, or elsewhere;	4-6	4-6
48. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person within the jurisdiction of the school. This includes pushing, shoving, and horseplay, play fighting, and purposefully slamming or running into other individuals	4-6	4-6
49. Using force, attempted force, or the threat of force to take money or something of value from another person, engaging in blackmail, or using coercion to gain something of value or an advantage;	4-6	4-6
50. Possessing, handling, using, transmitting or selling weapons, knife/knives, box cutters, razors, dangerous instruments, destruction devices, explosive devices, instructions on how to make such devices, or any other object that can reasonably be considered a weapon or look -alike weapon;	4-6	4-6
51. Possessing, using, consuming, transmitting, selling, or being under the influence of any narcotic drug, prescriptive drug for which the person in possession has no prescription, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, paraphernalia, or any other intoxicating substance, or substances represented to be illicit drugs or any product, item, or substance that produces an altered mental or physical state when used.	4-6	4-6
52. Dealing in a substance presented to be a controlled substance, which shall mean a person who knowingly and intentionally delivers any substance that he/she represents to be a controlled substance. No student may possess or use any substance which the student has reason to believe is, or 4-6 4 - 6 35 which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Students are prohibited from possessing, using, selling, transmitting, or being under the influence of caffeine -based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription. Knowingly abusing or consuming in excess of the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated, drugged, or irrational state or causing physical injury, either to one's self or to other persons. Knowingly transmitting or selling prescription or patent drugs that exceed recommended dosage. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision;	4-6	4-6
53. Selling or attempting to sell, purchasing or attempting to purchase, a substance alleged by the seller to be marijuana, a controlled substance, a prescription drug, an alcoholic beverage, or an intoxicant of any kind within the jurisdiction of the	4-6	4-6

school corporation		
54. Selling or attempting to sell marijuana or drug paraphernalia in conjunction with restricted activity under this section or for the purpose of causing a violation under this section or any activity forbidden under IC 35 -48 -4;	4-6	4-6

Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device is prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted 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.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [Principal/Designee] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [Principal/Designee]. This report may be made anonymously.
5. The [Principal/Designee] shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.
6. The [Principal/Designee] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigation bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.
12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

K-12 Consequence Guidelines for Threats of Violence (Board Approved on 10/28/2024)

(Administrative discretion will be applied based on the specifics of each situation.)

Broad or Vague Threats

A broad threat refers to a statement that suggests harm, pain, danger, or hostile action to another person but lacks specific details.

A vague threat is unclear or ambiguous and may not identify a specific target, plan, or Motivation.

1st Offense:

Grades K-12: 1–5 days out-of-school suspension and law enforcement involvement

2nd Offense:

Grades K-12: 6-10 days out-of-school suspension with a potential request for expulsion and law enforcement involvement

Specific Threats

A specific threat refers to a suggestion that significant violence against another person is likely to occur, often involving a particular object, situation, timeframe or behavior that indicates a rising level of danger.

All Offenses:

Grades K-5: 5–10 days out-of-school suspension with a potential request for expulsion and law enforcement involvement

Grades 6-12: 10 days out-of-school suspension with a request for expulsion and law enforcement involvement

Disruptive Students

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from his/her class or from the school. In this event, and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorized administrators and staff members to take the following actions:

- A middle school teacher or high school teacher has the right to remove a student from a class or activity for up to five class periods if the student is assigned regular or additional work to be completed in another school setting.

- An elementary teacher has the right to remove a student from his/her classroom or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
- A school principal may deny a student the right to attend school or take part in any school function for a period of up to ten school days per occurrence.

The student may not be placed back into the original class until the principal or designee has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the students. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

Suspension/Expulsion

A student may be suspended from school for a period of one to ten days per occurrence during a school year. A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of a deadly weapon, destructive device, or firearm possession as listed under grounds for expulsion in this policy. Subject to the procedural requirements of IC 20-33-8-14 et seq., the following are grounds for student suspension or expulsion:

- A. Student misconduct
- B. Substantial disobedience

PARENT/GUARDIAN

Addressing School-Related Concerns

The Tri-Township Consolidated School Corporation strives to respond to parent/guardian concerns and believes a strong partnership is essential in developing a positive, interactive educational environment. We feel it is our role as adults to set an example to children by addressing concerns and complaints in a proactive and appropriate way.

Visitors

The purpose of attendance at school is to work and to learn. Former students or students who attend a different school are not permitted to visit a school in the Tri-Township Consolidated School Corporation while the school is in session. Students who wish to visit a school to better acquaint themselves before they begin attending the school, may be permitted to visit the school and attend classes on a limited basis. Such visits must be scheduled with the principal of the school.

Grade Placement

Children who are entering school for the first time under compulsory attendance laws (at age seven) will be placed in first grade unless kindergarten placement is requested by the parent/guardian. If first grade placement seems questionable, student readiness levels may be evaluated by the principal and teacher with parent/guardian input. Specific grade or class placement will be the sole responsibility of the principal whose decision shall be final.

Placement from Home School

Students entering Tri-Township schools from a home-school environment may be required to take grade placement tests, final exams, or other district assessments. The student's performance on these tests, along with analysis of other samples of academic ability will determine the student's grade level placement. The principal will have the final decision in placement of the student.

Kindergarten Entrance

Each child enrolling in kindergarten must be five years of age on or before August 1 of the upcoming school year. A student's age must be verified within twenty calendar days from the date of the child's enrollment by a certified

copy of a birth certificate. All students, including kindergarten students who have participated in spring pre registration, must register with the school prior to the first day of school. Kindergarten pre-registration takes place during the spring in either March or April.

Retention

Elementary:

A decision to retain a child is never easy for parents/guardians or teachers but has to be made with the child's best interest in mind. Even though many factors are used to determine whether a child should be retained, most retentions are due to:

1. Immaturity – the child simply needs another year to mature in order to be able to succeed at the present level.
2. Academic failure – the child was not able to demonstrate mastery of the Indiana Academic Standards for that grade level.
3. Absences – the child has been absent 20 or more days.

Teachers will begin to notify parents/guardians in the spring if they feel a student should be retained. If the parent/guardians disagree with the teacher's decision, a conference will be held with the principal and concerned parties to discuss a solution. The final decision for grade placement rests with the principal.

Middle School:

Any 6th, 7th, or 8th grade student who receives four (4) or more grades of F as semester averages in English, math, science, and social studies during any one school year may be retained at that grade level and repeat all courses for that grade the following school year. The average reading grade and language arts grade will determine the English grade for 6th grade students. If there are extenuating circumstances, exceptions to this policy may be granted by the principal. The principal shall make the final decision regarding the student's grade level placement.

Withdrawal from School

Students who find it necessary to withdraw from Tri-Township Consolidated School Corporation for an extended period of time or permanently should use the following procedure:

1. Secure withdrawal form in the guidance office or principal's office.
 - a. Parent/guardians must sign this form if the student is under 18 years of age.
 - b. Present form to each current teacher who will record a current grade in class and initial the form.
 - c. Return all materials to the media center and have the director indicate return of the materials on the form.
 - d. Clean out the locker and return textbooks to each current teacher who will initial the form.
 - e. The secretary will also initial the form when all financial obligations of the student to the school have been resolved.
2. Return completed form to the guidance department or principal's office.
3. Include name and address of new school if transferring. Copies of the permanent record will be made available.

Free and Reduced Lunches

Students from families whose income is at or below the level set by the federal government may be eligible for free or reduced price meals. Requests for assistance are approved or denied by the Food Service Director according to established criteria. Appeals of decisions made may be made to the superintendent according to the procedures published in the guidelines found in the application materials.

Book Damage Fees

The care and maintenance of textbooks are not to be taken lightly. At the completion of a year, textbooks are expected to show a year's normal wear. However, at the discretion of the principal, students may be assessed a

fine for abuse. Students are assessed the retail cost of any book they lose or books on which they have written on the edges of the pages or defaced.

Special Education

Students with disabilities are subject to some different and additional procedures in relation to program participation and change in placement. All applicable law pertaining to special education students will be followed the same as if the student was attending in-person instruction at school. This includes, but is not limited to:

- Parent/guardians will be provided with written notice of a case conference committee (CCC) meeting to be convened for the purpose of changing the educational placement and (when appropriate) conducting a manifestation determination, prior to withdrawing the student from the virtual/remote program for failure to maintain adequate attendance or any other reason. An opportunity for parent/guardian participation in the CCC meeting will be provided by scheduling the CCC meeting at a mutually agreed upon date, time, and place and by providing an opportunity for the parent/guardian to participate by other means if the parent/guardian cannot attend in person. The CCC meeting will be conducted without a parent/guardian in attendance if the parent/guardian chooses not to participate in person or by other means. The School will keep records of the School's attempts to arrange a mutually agreed upon date, time, and place for the CCC;
- The student's IEP will be revised to specifically detail the student's record of nonparticipation as a basis to consider a change of educational placement, the provision of notice, the opportunity to be heard, a summary of the two-prong manifestation determination analysis; a description of the services to be provided if the student is not enrolling elsewhere; and information related to the student enrolling elsewhere, if applicable.

Health Information Sheets or Cards

Emergency health information is to be given at the time of enrollment and updated each year. If at any time a child's health information changes, parent/guardians should notify the school nurse immediately.

Parent/guardians' home and work telephone numbers are included on a student's health information card. Should any of these numbers change, the school nurse should be notified immediately. Also included on a student's health information card is the name and telephone number of a reliable adult who could be contacted in case the parent/guardians cannot be reached. This information should also be kept up-to-date with the school nurse.

Illness/Injury/Accident

If a student is injured or becomes ill at school, the child will be cared for temporarily by school personnel. School personnel will render first aid only. If the illness or injury is serious, the parent/guardians will be notified. If school personnel deem necessary, paramedics will be called. If parent/guardians are unavailable, those listed as emergency contacts will be notified. Students who are sent home will only be released to their parent/guardians unless the parent/guardian designates another responsible adult and has informed the school office. For the protection and safety of our students, parent/guardians are required to sign-out their children in the school office.

The school corporation does not provide insurance for students and is not responsible for expenses incurred as a result of an illness, accident, or injury.

Returning to School After an Illness

Students may return to school after an illness when the student has been fever free and vomit free for 24 hours without medication or other quarantine guidelines have been met.

Communicable Diseases

If a student has been absent due to a communicable disease, a doctor's release may be required before returning to school. Indiana public health laws place the responsibility for reporting communicable diseases upon physicians, their agents, hospital administrators, and laboratories. It is the policy of the local schools to report all

suspected communicable disease to the local health department. It is also school policy to request a diagnosis from a physician for any questionable illness or condition a student might present. This policy is for the protection and health of the student and disease prevention. Students will be excluded from school for certain communicable diseases per the Indiana State Department of Health.

Health Screenings

Vision and hearing screenings will be conducted during the school year by the school nurse for various grades as determined by the State of Indiana.

Immunization Requirements

When a student enrolls in the Tri-Township Consolidated School Corporation for the first time, proof of immunizations must be presented or an objection form must be filed. Immunizations required by law vary according to the students' age. Students in grades 9-12 are required to be immunized against Hepatitis B.

AK Smith Vocational School Requirements

Bus transportation is provided to Tri-Township students who attend vocational school at AK Smith Career Center in Michigan City. Students who ride the bus are required to meet the bus in the parking lot in the morning, and return back to school on the bus following the completion of their classes at AK Smith.

In the event that the parent or guardian requests and authorizes that a student who attends AK Smith be permitted to use his/her own transportation to and from all outside classes rather than use the transportation provided by the School, the following protocol must be followed:

1. A Waiver and Release form signed by the parents and student is on file in the principal's office.
2. Students must maintain grades of C or better in all classes.
3. The student may not transport any passenger in his or her vehicle without documented consent from both students' parents.

Acceptable Use Policy for Electronic Devices and Resources

The terms and conditions for Acceptable Use of the Network have been adopted to help ensure usage of technology, the Internet and all other aspects of the network as an educational resource. The list of Terms and Conditions is not all inclusive. Interpretation, application, and modification of the Acceptable Use Policy are within the sole discretion of the Tri-Township Consolidated School Corporation (hereafter referred to as TTCSC).

All TTCSC students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the TTCSC community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Acceptable Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with the educational objectives of TTCSC.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations

concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.

3. Students utilizing Internet access must first have the permission of and must be supervised by professional staff. Students also must comply with all specific instructions from school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages. Any student who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. TTCSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources. When and where applicable, law enforcement agencies may become involved.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder.
5. Misuse of Passwords – Users may not share passwords; use other users' passwords; access or use other users' accounts.
6. Unauthorized Access – Users may not attempt to circumvent network security systems, such as attempting to gain unauthorized access to other systems on the network or attempting to bypass the content filter. Users may not remotely access software or hardware to take control of any network attached device or workstation.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. Users may not disable or modify any running tasks or services.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the TTCSC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming, downloading or transferring music/videos not directly related to educational projects, as determined by the supervising instructor or building administrator.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the TTCSC Technology Department.
12. Remove any License decals or inventory control tags attached to the systems.
13. Students are not allowed to subscribe to listservs or news groups, have e-mail accounts, or use chat programs, including instant or private messaging software unless these services are a requirement of the classroom curriculum. Prior approval of the Technology Department is required.
14. Install any applications or software onto TTCSC computers.
15. Any user identified as a security risk by the principal or his/her designee may be denied access to the network.
16. It is specifically set forth in this policy that under NO circumstances are either students, staff, or visitors allowed to connect their own personal computers, laptop or notebook, computers, personal digital assistants (PDA's) or any other electronic device to any of the TTCSC computers or to the internal network, without the expressed knowledge and written consent of the Principal or his/her designee.

17. Students may not use school computers for commercial purposes or political lobbying.
18. Hardware –Users may not attempt to modify the existing hardware configuration of a TTCSC computer, either by opening the case or changing BIOS and or other hardware settings. An exception will be made for students, where, under the direction of an instructor and on a specifically “designated workstation” may modify the existing hardware configuration as part of their course work. Students are responsible for reporting any damage discovered on school computers to their teacher immediately.

Compensation for Losses, Costs and/or Damages

As technology has become more mobile many electronic devices owned by the Tri-Township Consolidated School Corporation and used by staff members or students are transported outside both the direct physical control and locations controlled by the Tri-Township Consolidated School Corporation. It is in this outside environment, that responsibility is shared by both the Tri-Township Consolidated School Corporation and the individual staff member or student who chooses to take an electronic device off school grounds. In the event that an electronic device is missing, stolen or damaged, the individual staff member or student is responsible **for \$50 per electronic device for the first occurrence, and \$100 for the second occurrence.** After the second occurrence the student/staff member will be issued a lesser device that must remain at school.

Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.

In addition all users (students and staff) may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student Security

TTCSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA). Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. Users should never meet people in person that they have contacted on the system without parent/guardian permission. Users are required to notify their teacher, adult or district representative whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

Staff may post student pictures on the class, school or corporation websites “public” websites as long as the parent has not denied permission for the student’s picture to be posted online. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

All TTCSC Schools are closed campuses. TTCSC retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a TTCSC staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district’s computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the TTCSC Technology Department. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the teacher, building Principal or TTCSC district administration or designee. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access.

Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report should be made immediately with the local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their child's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The district will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.
10. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Terms of Use

Privilege Guidelines:

No student, staff member or patron shall have access to TTCSC technology, the network or internet without having a signed Acceptable Use Policy/Application on file with the school corporation.

The use of TTCSC technology including internet access is a privilege, and not a right. TTCSC reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. The Principal or his/her designee will deem what is inappropriate use and their decision is final. Additionally, all handbook regulations apply to the use of the TTCSC network, Internet, and electronic resources.

It is specifically set forth in this policy, that there is NO right of privacy with respect to the use of school computers or any work produced by such use, however described. Network and computer storage areas that may be available for students to store computerized information are not private areas. In order to maintain TTCSC's systems integrity and to ensure that student users are using the system responsibly and properly and within stated limits, files stored in TTCSC's network storage areas and computers may be reviewed at any time by the Principal or his/her designee. The Principal or his/her designee may review all network communication across TTCSC's computer network. Computers, files, disks, other types of storage media and information, including use are subject to inspection at any time.

Internet Guidelines:

TTCSC is pleased to offer our students access to the Internet. The purpose of the school-provided Internet access is to facilitate communications in support of research and education. To remain eligible for Internet access, students must use the Internet in support of and consistent with educational objectives. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology allows students and staff access to resources from distant computers, and the opportunity to communicate and collaborate with other individuals and groups around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

TTCSC will make every reasonable effort to ensure the Internet is used responsibly by making every reasonable effort to control access to inappropriate material. TTCSC limits access to specific resources that have been deemed objectionable by using a "filtering" process. Student Internet activities will be monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school corporation computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. However, given that the Internet is an ever-changing network, with no one single arbiter or authority; it is not possible for the filtering technology to prevent all questionable material from appearing on any particular system on our network. The educational value of resources accessed through the Internet is the joint responsibility of students, parents, and employees of TTCSC. If it comes to the attention of TTCSC's administration that a student is posting provocative, derogatory or defamatory comments about TTCSC, its employees or other students, posting or is seen in inappropriate images online, or cyberbullying, TTCSC will, at the discretion of the principal or his/her designee, make every reasonable effort to contact the student's parent and may notify law enforcement regardless of whether it was done on TTCSC's equipment or during the school day. Inappropriate images would include, but not be limited to, images depicting pornography, possession of alcohol, drugs, weapons or any other activity that is deemed illegal.

Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information content include, but are not limited to the following:

- Offensive material- content that is in poor taste or could be considered obscene, abusive, or sexually explicit language, racist, illegal, harassing, or inflammatory.
- Distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves, or others.
- Inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the student's health or safety.

If a student is uncertain as to whether or not a site's material might be considered inappropriate, the student should consult their teacher or a member of the administrative staff for clarification.

Parents and guardians have the option of requesting alternative activities that do not require internet use for their minor children.

All students receive a copy of the TTCSC policy concerning school-provided Internet access. This is in the student handbook. All students are responsible for reading the policy and signing the handbook.

Consequences of Violating the School's Internet Policy:

- 1st violation of policy: Loss of Internet privileges for up to 9 weeks from date of violation; notification sent to parents and teachers.
- 2nd violation of policy: Loss of Internet privileges for up to one year (365 days) from date of violation; notification sent to parents and teachers.*
- 3rd violation of policy: Suspension from Internet access for the rest of school years. *

*The student can request a reinstatement hearing after the second and third offenses for possible restoration of privileges. Present at this hearing must be the student, parents or guardians, principal, and Technology

Committee members.

Education Regarding Cyberbullying

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Network Etiquette

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

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Disclaimer

TTCSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, TTCSC is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of TTCSC electronic resources.

All users shall assume full responsibility and all liability, legal, financial, or otherwise, for their actions associated with the Internet connection and use of school provided technology.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

Policies/Notifications

Tri-Township Consolidated School Corporation Non-Discrimination Policy

Education service, programs, instruction and facilities will not be denied to anyone as the result of his or her race, age, color, national origin, sex, religion or handicapping condition. For further clarification or in case of a complaint, please contact Alissa Clemons, Principal at Tri-Township Elementary or Brian McMahan, Principal at Tri-Township Jr-Sr High School.

Tri-Township Consolidated School Corporation Sexual Harassment Policy

It is a violation of the Tri-Township Consolidated School Corporation Sexual Harassment Policy for any employee or student to harass another employee or student through conduct or communications of a sexual nature. If you have any questions or feel that you are being sexually harassed, please contact Alissa Clemons, Principal at Tri-Township Elementary or Brian McMahan, Principal at Tri-Township Jr-Sr High School.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. ~1232h, requires Tri-Township CSC to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or students family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parent; or
8. Income, other than as required by law to determine program eligibility.

School Survey

Tri-Township CSC may periodically conduct surveys dealing with one or more of the eight areas listed above. Parents will be notified in advance of any survey to be conducted and the types of information to be collected. Parents may also review the survey to be used. If you do not wish to have your child participate in any surveys, please submit a written request to the school by September 1st .

Civil Rights Assurance of Equal Opportunity and Nondiscrimination Policy

Tri-Township Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

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 the Principal of Tri-Township Schools. Send complaint to:

Tri-Township Elementary & Tri-Township Jr-Sr High School
 Attn: Brian McMahan
 P.O. Box 249
 Wanatah, IN 46390
 Phone (219) 733-2815
 Fax (219) 733-9974

Civil Rights Nondiscrimination Grievance Procedure for Indiana's Civil Rights Compliance Program for Education

1. Applies to Regulatory TITLES VI (race, color, national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines, developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex handicapping conditions, and national origin, including limited English proficiency.
4. Civil rights Compliance Coordinator. The building principal is the coordinator for allegations of building level violations to students or building patrons.
5. The superintendent is the coordinator for allegations and violations of a corporate level such as policy or practice.
6. The Civil Rights Compliance Officer is the Superintendent of the Corporation.
7. The Process
 - A. Level One
 1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission of the date of same, and parties involved.
 2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
 3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
 4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and

submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.

B. Level Two

1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.

2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.

3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of the parties. This decision shall be final.

8. NOTE: By mutual agreement circumstances of calendar availability result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

9. NOTE: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

Notification of Rights under the Family Educational Rights and Privacy Act for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The parents or eligible students have the right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her task.
5. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
6. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. All records will be disclosed including suspension and expulsion records.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Gang Behavior-Indiana Law & Board Policy

Tri-Township CSC are in compliance with IC 20-26-18 which requires school corporations to have a written policy to address criminal gangs and criminal gang activity (see corporation policy). Students are not to engage in gang-related behavior or display gang symbols, colors or paraphernalia at school. Symbols or colors may be restricted for any persons of concern.

Seclusion and Restraint- Indiana Law & Board Policy

Tri-Township CSC are in compliance with IC 20-20-40-13(a)(2) which requires school corporations to have a written policy to address seclusion and restraint usage.

School Lunch Policy

Parents/guardians can pay for meal services directly by check or cash. Also, parents can access Harmony and using a credit card. Students may charge up to 3 meals maximum, a \$10 limit, or as long as they establish and maintain a good credit history of making payments on their food service accounts. A student who has charged a meal may not charge or purchase a la carte items including extra main entrees. An alternate lunch will be provided for students who owe more than \$10.

Emails will be sent home each week to parents/guardians of students who have an account with a balance of \$5.00 or less.

Homework Policy

The Board supports teachers and administrators who are continually concerned that the purposes of homework lessons assigned for completion by students be carefully explained. Homework can be a meaningful and positive activity with purposes related to anyone or more of four major categories:

1. Enrichment
2. Reinforcement
3. Preparatory
4. Skill Development

Enrichment assignments are normally those lessons in which all students may realistically enhance their personal growth and development. Students are usually given great latitude regarding the topic and the scope of their reading and research. Except for general teacher guidelines, the student's efforts may result in an original and creative lesson for that student.

Reinforcement lessons are not generally assigned to all class members since individual students have a varying need for this type of homework. In contrast to enrichment assignments, reinforcement lessons are generally on a daily basis and are also on a one to one basis with the teacher.

Preparatory homework is normally intended to familiarize the student with a content or topic and to serve as a basis for subsequent activity.

Skill development lessons are usually assigned to all students and are closely related to the regular current classwork. Analysis of weaknesses and strengths is noted regularly by the teachers and is used to assist the

student through supervision by the teacher of the initial practice by the student before independent work is assigned.

The Board expects that great care must continually be exercised by the teacher to permit students adequate personal time and time for physical and cultural development. A lengthy day of serious study followed by demands and pressures of excessive outside assignments may cause negative student attitudes to develop. Therefore, homework assignments should be approached from a positive viewpoint so that they will enhance student success in school. The age, capability, normal growth pattern of children and other demands on student time should be taken into consideration when assignments are administered.

Safe Schools & Anti-Bullying Policy

In Compliance with Senate Enrolled Act No. 285 to amend the Indiana Code concerning education, Tri-Township Schools has updated its safe schools and anti bullying policies.

Realizing our obligation to teach and, at the same time, protect the children in our charge the following policy regarding bullying is adopted.

Bullying is defined as any overt, repeated act or gesture, including:

1. verbal or written communication transmitted; This can include cyber-bullying and proper internet etiquette.
2. physical acts committed; or
3. other behaviors committed;

by an individual or group of individuals against another individual with the intent to harass, ridicule, humiliate, intimidate, or harm the other individual. Individuals threatening, teasing, or intimidating other individuals both emotionally or physically. Such actions are generally intentional, repeated over time or persistent (some incidences need not occur repeatedly or over time to be considered serious). Generally bullying implies an imbalance of power or strength where the bullied person has difficulty defending himself/herself. Such verbal, physical, or relational types of bullying can be quite harmful to a person's mental or physical well-being. One may feel lonely, unhappy and frightened. They may feel unsafe or think there must be something wrong with them. They lose confidence and may not want to attend school. It may prompt physical illness.

Bullying is prohibited on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school or the school's property or equipment is being used by a school group. Bullying is also prohibited off school grounds at any school activity, function or event and when traveling to or from school or a school activity, function or event including e-learning days or activities.

Tri-Township CSC will:

1. Have a "Safe School Committee". This will be a subcommittee of the "School Improvement Committee". The corporation's School Safety Specialist shall provide assistance to this committee in developing and implementing a plan for the school.
2. Meet their obligation to provide a safe environment in order to nurture a positive learning atmosphere, teach students basic skills, and prevent bullying problems. Our school will have core values that promote responsibility, communication, cooperation, trust, and positive relationships.
3. Provide educational outreach and training to school personnel on the: identification and prevention of bullying, and how to intervene. Learning is to take place in a supportive environment. Staff will be committed to a common response to bullying when it happens, ensuring that the school is a safe place free from ridicule, harassment and isolation.
4. Provide a curriculum that includes training in identifying, preventing and intervening in bullying. Such education includes the roles (bully, bullied, bystander) and the responsibilities that all have in stopping bullying. We will aim for a "telling environment" where students take a stand for what is right and where students trust and are supported by adults to find resolutions to address bullying behavior. Education 6 regarding bullying prevention and intervention will be provided to staff, students and their families.
5. Establish what bullying is, recognizing that having a common understanding of bullying is key in

reducing bullying behaviors.

Direct Bullying involves things such as:

- Hitting, kicking, tripping, shoving, throwing things, spitting, damage to property, or other harmful or inappropriate touching physical behaviors.
- Taunting, teasing, insults, name calling, degrading comments, degrading racial or sexual comments.
- Threatening, making someone do things they don't want to do, obscene gestures.

Indirect Bullying involves things such as:

- Getting another person to assault someone.
- Spreading rumors, saying or writing negative hurtful things about a person, intimidating, humiliating.
- Deliberate exclusion from a group activity, leaving someone out, not talking to them.
- Cyber-bullying *We recognize that bullying may include overt or covert (under the radar) behaviors to be addressed in the school setting.

6. The bullying policy will be included in the student/parent/guardian handbook which is provided to all students.

- A. The bullying policy along with intervention tips will be discussed at the teacher's meetings.
- B. Articles regarding bullying will be sent home to the parent/guardians via the school newsletter and included on the school website.
- C. Teachers will address bullying in their classrooms, including the appropriate behavior for bystanders. Teachers will watch for bullying behaviors.
- D. The school will distribute a survey to assess the amount of bullying and places it occurs to assist in planning for appropriate supervision to reduce bullying.
- E. The Safe School Committee will be utilized to inform staff to watch for bullying behaviors among bullies and victims.

Process for reporting, recording and relaying of bullying incidents.

Teachers will encourage students to report bullying incidents and will encourage students to submit anonymous reports of bullying incidents if needed. Staff shall report all incidents or reports of bullying to the principal. The Principal will investigate or have investigated all acts/reports of bullying. The bully and victim will be interviewed separately as well as any bystanders. All bullying incidents will be recorded and the parent/guardian(s)/guardian(s) of both the bully and victim will be notified of the incident. Consequences for the bully may include:

First time:

1. Loss of recesses
2. In school suspension
3. After school detention
4. Out of school suspension or expulsion
5. Report to police

Second time:

1. Loss of recesses
2. After school detention
3. In school suspension
4. Altering school day for student
5. Out of school suspension or expulsion
6. Report to police

Third time:

1. After school detention
2. In school suspension
3. Altering school day for student
4. Conference held and contract written (This will include counseling on bullying.)
5. Out of school suspension or expulsion

6. Report to police

The victim may be referred to the school counselor for assistance with assertiveness training or coping skills. The bully will be referred to the school counselor for social skills assistance.