

# Tri-Township Schools Student Handbook



2022-2023

Approved July 12, 2022

Mascot:

Tigers

Colors:

Forest Green, White, and  
Black

School Song:

Illinois Loyalty

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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 every high school student.

## **MISSION STATEMENT FOR TRI-TOWNSHIP SCHOOLS**

Our mission is to provide a caring, secure educational environment, which recognizes individuality and develops respectful, confident and productive citizens, possessing positive character traits and basic skills for lifelong learning.

## **TRI-TOWNSHIP SCHOOLS TECHNOLOGY MISSION STATEMENT**

Tri-Township School provides a technology-rich environment that encourages students to reach their true potential as active, responsible, independent, lifelong learners and productive citizens.

## **TRI-TOWNSHIP CSC CAREER SUCCESS MISSION STATEMENT**

The Career Success Partnership of Tri-Township CSC provides every student with age appropriate career information and experiences that enable students to make informed choices based on these opportunities.

## **TRI-TOWNSHIP CSC NONDISCRIMINATION 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 Brian McMahan, Principal at Tri-Township Elementary and Tri-Township Jr-Sr High School.

## **TRI-TOWNSHIP CSC 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 Mr. Brian McMahan, Principal of Tri-Township Elementary and 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 1<sup>st</sup>.

### **SCHOOL DIRECTORY INFORMATION**

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Tri-Township CSC has identified the following as “directory information” and may provide this information without prior consent: school year, grade, name, address, and telephone listing. This information normally will not be released for commercial use unless it is directly related to school activities. For example: company providing graduation supplies, company taking senior pictures, etc. If you do not wish for the school to release this directory information for your child, please submit a written request to the school by September 1<sup>st</sup>.

### **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

## **WORK PERMITS AND CHILD LABOR LAWS**

The Child Labor Law has been changed significantly by SB 192. Issuing officers may now deny work permits to students if their attendance is not in good standing or if their academic performance does not meet the school corporation's standard. A "significant decrease" in attendance or grades can now result in a revocation of work permits by issuing officers.

In addition, the school will revoke or deny issuing an employment certificate if a student withdraws from school and fails to attend an exit interview under IC 20-33-2-28.5 or does not return to school or if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5

No child less than eighteen (18) can be employed between the hours of 7:30 a.m. and 3:30 p.m. on a school day unless a written exception is issued to the employer by the school. The Department of Labor, Bureau of Child Labor, can now assess fines for violations of the Child Labor Law.

## **TRI-TOWNSHIP CSC WELLNESS POLICIES**

In compliance with federal Public Law 108-265, IC 5-22-15-24(c) and Senate Enrolled Act No. 111 to amend the Indiana Code concerning education:

Tri-Township CSC initially established a school Health Advisory Council (wellness committee) to review the school needs, create policy and make suggestions to the school board in this area. Whereas:

- Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
  - Good health fosters student attendance and education
  - Obesity rates have significantly risen in children and adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity.
  - Heart disease, cancer, stroke and diabetes are responsible for a significant amount of deaths in the United States and major risk factors for those diseases include unhealthy eating habits, physical inactivity, and obesity, often established in childhood.
- Thus, Tri-Township Schools is committed to provide a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. In doing so, the following policies are established.

## **SCHOOL HEALTH SAFETY/ENVIRONMENT**

### **SAFE FACILITIES**

- Play areas, facilities, and equipment used for physical activity, nutrition, or other wellness related purposes on school grounds shall meet accepted safety standards for design, installation, and maintenance.
- Signs will be posted for vehicles to stay off the grass and play areas.
- Spaces and facilities shall be kept free from violence.
- Spaces and facilities shall be kept free from exposure to environmental hazards. All spaces, facilities, and equipment used by students and spectators to athletic events shall be inspected for health and safety hazards monthly. The school will correct any hazards before the facilities or equipment may be used by students, staff or community members.

- Storm Evacuation areas and safety zones will be kept free of clutter.

#### CLEAN and HEALTHY ENVIRONMENT

- Interior school buildings will be “deep” cleaned at least once a year.
- Areas of high germ transmission risk (desks, door handles, phones, computer keyboards etc.) will be disinfected at a minimum on a weekly basis.
- A policy will be established making Tri-Township Schools a “Smoke Free/Alcohol Free Campus”.

#### MEDICAL CONDITIONS

- A policy will be established for the use of medication (prescription and non-prescription) by students at school. This will include a plan for self-carry medications and informing of staff as needed.

#### HAND WASHING PRACTICES

- Education on proper hand washing will be provided.
- Students will be encouraged to wash/sanitize hands after restroom use and before meals and snacks.
- Hand washing supplies (soap, towels, faucets, dryers, etc.) will be adequately maintained.

#### SAFETY FOR STUDENTS WALKING TO and FROM SCHOOL

- The school will make every effort to provide safe pickup and drop-off areas for students as they arrive and leave the building and school grounds.

#### BIKES

Bicycles are to be parked during the school day in the bike racks. A bike lock should be used, the school will not be held responsible for stolen bikes. Riding any time during the school day is prohibited. Bicycles are not permitted in the school parking lot.

#### FOOD AND DRINK ITEMS

- Students will have ready access to drinking water throughout the day
- Students are encouraged to bring in water bottles with lids to drink throughout the day. Such bottles will be the responsibility of the child/parent/guardian to clean regularly. They must be see-through containers.
- Students are not to bring in sugary drinks and sodas for regular consumption.
- Students are allowed to bring in food items to share with others on special occasions.
- On occasions where students may be tempted to bring in large quantities of sugary snacks, teachers make plans to limit the amount.
- Students may bring in their own mid morning or mid afternoon snack to be consumed at an established time/place by the student and teacher. This should aim to be healthy foods, (not candy, donuts, sugary rolls, etc.).
- This school supports encouraging good nutrition and providing healthy choices in the cafeteria, through concessions and snacks.
- Concessions will strive to include some healthy choice items (ex. nuts, apples).

#### **HEALTH EDUCATION**

#### TEACHING OF HEALTH EDUCATION

- Health education will be taught in all grade levels at a minimum to be in compliance with the

Indiana State Standards.

- Teachers are encouraged to use outside presenters to supplement in class health information.
- Essential topics in health education will include, but will not be limited to: physical activity, healthy eating and common health conditions (ex. asthma, diabetes, and obesity).

#### STUDENT SAFETY AND ABUSE PREVENTION

- Essential topics in health education will include (but will not be limited to) - physical safety, and the prevention of: tobacco and other drug use, violence, physical and sexual abuse, disease transmission.
- The school will establish an anti-bullying policy in compliance with Indiana Guidelines where not only overt, but also covert (under the radar) behaviors are taken into account.

#### STAFF HEALTH AND WELLNESS

- The school will share information and implement activities that promote physical activity, good nutrition, and overall positive mental and physical well being among its employees.

#### AFTER SCHOOL ACADEMIC AND ATHLETICS

- Coaches and facilitators will support the importance of proper hydration and nutrition, and its relationship to performance and physical and mental well being. They will include this subject area in at least their initial communication with students and parents/guardians.

#### STAFF DEVELOPMENT

- Food service staff will be given the opportunity to attend at least one workshop, meeting, or training type experience per year.
- Teaching staff will be given the opportunity to have training on health, nutrition and physical activity topics.

#### NUTRITION AND WELLNESS PROMOTION

- Information will be shared and posted throughout the school environment for staff and students to absorb primarily through visual and tactile learning.
- Information will be obtained and shared with students, staff and families on the importance of hydration.

#### NUTRITION SERVICES MEAL TIMES AND SCHEDULING:

- Students will be provided with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- Lunch will be scheduled between 11 a.m. and 12:30 p.m.
- Parent/guardians and significant others are informed that they are welcome to have lunch with students; parent/guardians need to call in advance to notify the kitchen staff.
- The environment in the cafeteria will be a pleasant atmosphere.
- Students will be highly encouraged to have breakfast either at home or at school in order to meet their nutritional needs and enhance their ability to learn.

#### HEALTHY FOOD CHOICES

- The increased use of whole grains during breakfast and lunch will be explored.
- Salads, yogurts, and other possibilities will be explored for convenient options to the lunch meal.
- Ala cart will strive to include some healthy choice items (ex. cheese sticks, baked chips, etc.).
- Water will be readily available during mealtimes.

### NUTRITION EDUCATION AND PROMOTION:

- Nutrition Education will be integrated into the classroom instruction as well as the Food Service Department.
- Fruits, vegetables, whole grain products, and low-fat and fat-free dairy products will be promoted.

### **PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION**

#### PHYSICAL ACTIVITY AND EDUCATION

- Physical Education will be taught in all grade levels at a minimum to be in compliance with the Indiana State Standards.
- All students in grades 1-8 will receive overall weekly amounts of physical activity as recommended by state standards. We will aim for 150 minutes for elementary and 225 minutes for middle school per week
  - Weather permitting, elementary recess will be held outside with encouragement to be physically active.

#### USE OF SCHOOL FACILITIES OUTSIDE OF SCHOOL HOURS:

- Physical related, extra-curricular activities will be offered throughout the school year.
- An attempt will be made to make the school facilities available to community members for physical activity programs.

#### PHYSICAL ACTIVITY AND PUNISHMENT:

- Teachers and Administration will not use physical activity as a form of punishment.
- Teachers and Administration are discouraged from withholding physical activity as a form of discipline.

### **SCHOOL DAY SCHEDULE**

#### THE SCHOOL DAY SCHEDULE

The official school day begins at 8:00 a.m. and ends at 2:45 p.m. However, students who arrive by bus must remain on school grounds from the time of arrival until the end of the school day. Students are not to be in the school building prior to 7:30 a.m., unless there is a scheduled activity with a sponsor in attendance. Students will be allowed in the building at 7:30 a.m. There is no supervision until 7:30 a.m. each morning. Therefore, do not arrive before 7:30 a.m.

Elementary students will go to their classrooms. Jr-Sr High students will proceed to the gym until the 7:50 a.m. bell rings. Any student eating breakfast should proceed directly to the cafeteria. All classes begin at 8:00 a.m.

## ATTENDANCE

Regular attendance is absolutely essential for children to be successful in their educational endeavors. **Students are expected to attend school and be on time for classes 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 retrieve completely that learning experience. The interaction with the teacher and fellow students can never be effectively duplicated.

Parents or guardians are responsible for student attendance. The Attendance Committee and/or school corporation will enforce the State of Indiana Compulsory Attendance Laws.

### **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 secretary will call the parent/guardian asking for the reason of the child's absence. If no phone call is made or the secretary is unable to contact the parent/guardian the absence will remain unexcused. An answering machine is available for parents to leave messages prior to 7:30 a.m. when office staff are not available to take phone calls.

More than seven (7) days of absences a semester is considered excessive, except in cases of extended illness or extremely unusual circumstances. In order for an absence to be *exempt or excused* it must meet the following criteria:

### *Exempt Absences*

The following absences are considered **exempt** per Indiana code (with proper documentation) and students will be considered in attendance:

- Service as a page or as an honoree of the general assembly
- Service on a precinct election board or for political candidates on an election day
- Subpoenaed witness in judicial proceeding
- Duty with Indiana National Guard
- Participating in a civil air patrol
- School sponsored field trips

### *Excused Absences* (with proper documentation)

- Illness verified in writing by a parent or guardian or parent called the school to report the student ill
- Death in the immediate family
- Medical/Dental appointment (make every effort to schedule after school)
- Court Appointments
- Religious Observances (request verification)
- Medical Absence requiring a physician's statement
- (If absent more than 5 days in a row, a doctor's excuse is required.)

### *Unexcused Absences*

- All other absences not specifically exempt or excused.
- Working during school hours. This is a violation of child labor laws. Staying home to baby-sit or farm is considered working and is unexcused.
- Absence without a written note or verification from parent/guardian.

### *Vacation Days/Family Trips:*

Family vacations or other family trips taken during school time are **STRONGLY DISCOURAGED**. Absences due to vacations must be pre arranged with school officials at least one week prior to the start of the vacation. Failure to do so will result in a student marked truant. 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.

### **EXCESSIVE ABSENTEEISM**

- After the 4th Absence in a semester, Parent(s)/Guardian(s) will receive a conference phone call and/or email from the Attendance Officer.
- After the 7th Absence in a semester, Parent(s)/Guardian(s) will be mailed and emailed a Letter and will need to attend a Meeting with the Attendance Committee. Parents may also be asked to have a Certificate of Incapacity completed by their child's doctor/primary care professional.
  - If parent(s)/guardian(s) do not attend the scheduled meeting, the student/parents will be formally referred to Juvenile Probation.
- If Absences continue, the student/parent(s)-guardian(s) will be formally referred to Juvenile Probation. A Documented, Formalized Attendance Plan will be required.
  - If Absences continue after a formal hearing and plan from Project Attend and/or Juvenile Probation, the Department of Child Services will be contacted regarding Educational Neglect.

### **PREARRANGED ABSENCE**

A student may know in advance that he/she will need to miss school. These absences should be prearranged with the office at least one week in advance of anticipated absence. Students/parents should fill out a prearranged absence form. These absences will count towards the student's seven absences each semester.

### **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.

### **TARDIES**

Students arriving tardy to first hour class must report to the office and sign in for an admit slip before going to class. Tardies during other times of the day will be recorded by the individual teacher and reported to the office on a daily basis. A tardy will be excused if the student has a pass signed by a teacher, principal, or guidance counselor or has a valid excuse acceptable to the teacher. If the student signs in before 8:20 a.m. it counts as a tardy against them, if they sign in at 8:20 a.m. or later it will be an absence for the first hour and the student will not be allowed to participate in extracurricular activities in accordance with the Athletics/Extra-Curricular policies.

### **TARDY CONSEQUENCES**

Students will be given two tardies per nine weeks.

3rd Tardy per Nine Weeks	Written Warning, Parent Contact
4th Tardy per Nine Weeks	After School Detention, Parent Contact
5th Tardy per Nine Weeks	After School Detention, Parent Contact
6th Tardy per Nine Weeks	In-School Suspension, Parent Meeting
7th or more Tardy Nine Weeks	To Be Determined by Principal

### **TRUANCY POLICY**

Truancy is being absent from school or class without the consent or knowledge of the parent or guardian and the school. Students will not be allowed to participate in or attend after-school activities when truant from any classes throughout the school day. All truancies will be documented as an Unexcused Absence.

- 1<sup>st</sup> offense Notification of parents and a one-day in school suspension.  
Students will make up missed work without credit when truant.

- 2<sup>nd</sup> offense      Three-day out-of-school suspension
- 3<sup>rd</sup> offense      Five-day out-of-school suspension

### **DRIVER’S LICENSE-PERMIT INVALIDATION POLICY**

1. 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.
  
2. Definition Of Truancy: The term “truancy” is hereby defined as a student who is absent without parental or school knowledge; leaves school without obtaining prior approval from the principal or his designee; is absent from school without parental permission or in defiance of parental authority.

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.

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. The student’s principal is required to report to the Indiana Bureau of Motor Vehicles of the student’s status as a habitual truant. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

### **DRIVING AND PARKING REGULATIONS**

To provide for the safety, welfare and protection of all persons and vehicles, the regulations listed below are in effect.

1. Driving to school is a privilege. Abuse it and lose it.
2. Don’t drive around unnecessarily.

3. Observe all school, town, county and State laws, rules and regulations.
4. Do not loiter in or around vehicles.
5. Students are not permitted in the parking area or in cars during school hours.
6. A student driving a motor vehicle to school agrees to a search of that vehicle where there is reasonable cause to believe that contraband may be kept in that vehicle.
7. Students are not allowed to go to their cars during the school day except by special permission from the administration.
8. Refrain from spinning tires, blowing horns or any other disturbances while leaving or arriving at school.
9. All students will park in their designated spot each day. All students should have a parking pass.

### **AK SMITH VOCATIONAL SCHOOL REQUIREMENTS**

Bus transportation is provided to Tri-Township students who attend vocational school at AK Smith in Michigan City. Students who ride the bus are required to meet the bus in the back 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.

### **WITHDRAWAL FROM SCHOOL-EXIT INTERVIEW REQUIRED**

Under Indiana law, a student may not withdraw from school unless the withdrawal is due to:

1. financial hardship and the student must be employed in order to support the family;
2. the student's illness; or

3. an order of a court with jurisdiction over the student.

Any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age who also meets one of the above three criteria may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. Consent of the withdrawal by all three parties is required. The Board designates the principal to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school.

### **SCHOOL CLOSING**

On occasion, it may be necessary to close the school because of poor weather conditions that limit travel on the roads and highways. This may include calling off school for the entire day, delaying the start of the school for 2 hours until weather conditions improve or sending children home early. This will be communicated through School Messenger. Please do not call the school. Telephone lines must be kept open for emergencies.

**Parents: Please make sure your contact information on Harmony is regularly updated in the Tri-Township main office.**

## **DISCIPLINARY CODE FOR STUDENTS**

### **STATEMENT OF SCHOOL CORPORATION 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

The Tri-Township Consolidated School Corporation Board has delegated authority as outlined below:

**Disciplinary powers of superintendents and administrative staff members:**

A superintendent; or member of the superintendent's administrative staff, with the superintendent's approval, may take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

**Disciplinary powers of principals:**

A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. The principal of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

Suspension: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period up to ten (10) school days.

Expulsion: In accordance with the due process procedures in this policy, the principal or his designee may initiate an expulsion 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 Subsection C and D listed under grounds for expulsion in this policy.

**Disciplinary powers of teachers and school staff members:**

A teacher or other school staff member; who has students under the individual's charge may take any action that is reasonably necessary to carry out or to prevent interference with an educational function that the individual supervises, subject to rules of the governing body and the administrative staff.

- (a) A teacher will have the right to remove a student from his/her class or activity for a period up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
- (b) If a teacher removes a student from class under a) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal 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.

**Additional disciplinary powers:**

A person who is a member of the administrative staff, a teacher or other school staff member who has students under his/her charge may in addition to suspension or expulsion and in accordance with policy and with administrative approval take the following disciplinary action that is necessary to ensure a safe, orderly, and effective educational environment:

- (a) Counseling with a student or group of students.
- (b) Conferences with a parent or group of parents.
- (c) Assigning additional work.
- (d) Re-arranging class schedules.
- (e) Requiring a student to remain in school after regular school hours to do additional work or for counseling.
- (f) Restricting extracurricular activities.
- (g) Removal of a student by a teacher from that teacher's class for a period of one (1) school day if the student is assigned regular or additional school work to complete in another school setting.
- (h) Assignment by the principal of a special course of study, an alternative school or an alternative educational program.
- (i) Removal of a student from school sponsored transportation.

**SCHOOL CORPORATION GRANT OF AUTHORITY TO MAINTAIN DISCIPLINE:**

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 school. In this event and in accordance with the provisions of I.C. 20-33-8, the Tri-Township Consolidated School Corporation

Board establishes the following rules and authorizes administrators and staff members to take the following actions:

A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled, or referred to the Court for their Court Assisted Resolution of Expulsion program.

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:
  - 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.
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.
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.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
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.

For the purpose of this policy and code, “reasonable action” shall mean the course of action which:

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.

For the purpose of this policy and code, “reasonable belief” shall be:

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.
  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.
  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.
  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.
  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.

Exception to Rule 9: 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:

- 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.
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.
  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.
  14. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (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.
  16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  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.
  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.
  19. Falsely accusing any person of sexual harassment, or of violating a school rule and/or state or federal law.
  20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.

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.
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.
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.
25. “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.
26. Engaging in pranks that could result in harm to another person.
27. Using or possessing gunpowder, ammunition or inflammable substance.
28. 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.
29. 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 not 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.

30. Any student conduct rule the school building principal establishes and gives publication of it to students and parents in the principal's school building.
31. 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.

## **B. SAFE SCHOOLS AND 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.

For the full Tri-Township School Board Policy regarding our Anti-Bullying Program and Procedures, please contact our Tri-Township Consolidated School Corporation office located at LaCrosse High School.

### C. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately

preceding examples, and from which a destructive device may be readily assembled

- an antique firearm
- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### D. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in IAC 8-2-1:
  - a weapon, tasers or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### E. UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### F. LEGAL SETTLEMENT

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

#### G. JURISDICTION

These grounds for suspension or expulsion listed apply when a student is:

1. on school grounds immediately before, during or immediately after school hours and at any other time when the school is being used by a school group.
2. off school grounds at a school activity, function or event; or
3. traveling to or from school or a school activity, function, event.

#### H. PARENTAL INVOLVEMENT

When in the judgment of a school administrator who has the responsibility for student discipline or who has the duty of serving as a hearing examiner, it is necessary for the parents to attend a conference or a hearing, the following rules, per the authority granted in I.C. 20-33-8-26, shall apply.

- A. The administrator shall notify the parents by certified or registered mail or personal service that they are directed to attend a school conference or hearing.
- B. The parent shall be given at least twenty-four hours' notice prior to such conference or hearing unless an emergency situation necessitates less than such notice.
- C. The student who is the subject of the conference will also be given written notice of such conference or hearing and the direction of parental attendance.

- D. The foregoing rules will not be construed to interfere with the powers of the superintendent or a person designated by him/her to issue subpoenas or to compel the attendance of witnesses.
- E. As provided in IC 20-33-8-26 if a Parent, guardian, or custodian of a student who has been repeatedly disruptive in the school fails to participate in a school disciplinary proceeding in connection with the student's improper behavior and the student needs care, treatment, or rehabilitation that the student is not receiving; and is unlikely to be provided or accepted without the coercive intervention of the court, then that student may be considered a "child in need of services" as per IC 31-34-1-7 and the matter shall be referred to the Department of Child Services, Division of Family Resources. Such complaint process will be terminated in the event that the parents are willing to subsequently attend a rescheduled meeting unless the required meeting has been held. The foregoing provisions shall not apply to expulsion meeting where non-attendance will constitute waiver.
- F. In the event that a parent fails or refuses to attend a conference or meeting, notice will also be given to the Superintendent or his/her designee.
- G. In those instances where it appears the custodial parents of a student are not fulfilling their legal obligation with regard to their children's school attendance, referral to the county prosecuting attorney for investigation of possible criminal charges against said parents may be made.

I. DUTY TO REPORT TO LAW ENFORCEMENT

1. CONCERNING MINOR AND ALCOHOL BEVERAGES AND OFFENSES RELATED TO CONTROLLED SUBSTANCES:

Per IC 20-33-9-5 If a person other than a member of the administrative staff who is an employee of a school corporation has personally observed:

- (a) a violation under IC 7.1-5-7 (minors possessing, consuming or transporting alcohol) or IC 35-48-4 (possessing, dealing or manufacturing drugs) or
- (b) a delinquent act that would be a violation under IC 7.1-5-7 or IC 35-48-4 if the violator were an adult in, on, or within one thousand (1,000) feet of the school property of the school corporation employing the person, the person shall immediately report the violation in writing to a member of the administrative staff of the school corporation employing the person.

A member of the administrative staff, who based on personal knowledge or on the report of another employee of the school corporation, believes that a person has committed a violation described above, shall immediately report:

- (a) a general description of the violation;
- (b) the name or a general description of each violator known to the

- member;
- the date, time, and place of the violation;
- (c) the name or a general description of each person who the member knows witnessed any part of the violation; and
- (d) a general description and the location of any property that the member knows was involved in the violation; in writing to a law enforcement officer.

2. DUTY TO REPORT TO LAW ENFORCEMENT POSSESSION OF KNIFE ON SCHOOL PROPERTY:

- (a) The school administrator shall make a report to law enforcement when a student knowingly or intentionally possesses a knife on school property, on a school bus or special purpose bus or in a private vehicle driven to or from school.
- (b) The school administrator has the authority to use his/her professional discretion regarding any discipline measure to be taken in cases where a student who brings a knife or weapon to school inadvertently and turns it into the school administrator or his designee for safekeeping (before it is brought to the school's attention).
- (c) Exception: If the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and the person uses the knife for a purpose authorized by the school corporation, it is not considered a reportable situation.
- (d) Possessing, handling, using, transmitting or selling weapons, knife/knives, dangerous instruments, explosives or any other object that can reasonably be considered a weapon. The Principal or his designee is granted authority to confiscate a knife or weapon from a student in order to prevent interference with carrying out an educational function or school purpose. A knife means an instrument that: consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and is intended to be used as a weapon.
  - (i) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.
  - (ii) A person who recklessly, knowingly, or intentionally possesses a knife on school property, a school or a special purpose bus commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.

3. DUTY TO REPORT TO LAW ENFORCEMENT: THREATENING A SCHOOL EMPLOYEE:

Per IC 20-33-9-10 through 13 an individual who has reason to believe that a school employee has received a threat, is the victim of intimidation, is the

victim of battery or is the victim of harassment shall immediately notify the principal of the school who shall then immediately make an oral report to the local law enforcement.

## **PROCEDURAL DUE PROCESS RIGHTS**

### **A. 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,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.

### **B. 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 parent.
- (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 reenroll 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 the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. (I.C. 20-33-8-19).

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.

### **RIGHT TO APPEAL**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

### **DEFINITIONS**

“Principal” includes a principal’s designee.

“Superintendent” includes a superintendent’s designee.

“Member of the administrative staff” or comparable language means a school corporation employee who:

- (a) is certified under the statutes relating to the licensing of teachers; and,
- (b) has supervisory authority.

“School purposes” refers to the purposes for which a school corporation operates, including the following:

- (a) to promote knowledge and learning generally
- (b) to maintain an orderly and effective educational system
- (c) to take any action under the authority granted to school corporations and their governing bodies by I.C. 20-26-5 or by any other statute

“Expulsion” means a disciplinary or other action whereby a student:

- (a) is separated from school attendance for a period in excess of ten (10) days;  
or
- (b) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current year.
- (c) is separated from school attendance under I.C. 20-33-16, which may include an



3. Require students subject to expulsion from Tri-Township Consolidated School Corporation, and who meet published program requirements to participate in an alternative education program (i.e Alternative to Expulsion) for the provision of supervision and an alternative education.

B. The Tri-Township Consolidated School Corporation will:

1. Offer the Court Assisted Resolution to a student who has been expelled for a violation described in subdivision (1) to the court.
2. Accept and award any educational credits earned by the student during his/her participation in the Alternative to Expulsion program.
3. Prior to entry into either the alternative to expulsion program, the student subject to the expulsion shall be given an informal hearing before the juvenile court. This hearing will occur as soon as practicable following the student's referral to the court, after notice of the hearing has been provided to the student's parent.

1. A hearing under this chapter is not a hearing to determine whether a student who has been expelled is a child in need of services. However, if a court determines that a student who has been expelled may:

- (a) be a child in need of services (as described in IC 31-34-1); or
- (b) have committed a delinquent act (as described in IC 31-37);  
the court may notify the office of family and children or the prosecuting attorney.

2. A parent or guardian has the right to be present and may be required to be present during the informal court hearing.
3. All records of the student's court appearance shall be expunged upon the student's completion of the alternative to expulsion program.

### **RESPECT FOR OTHERS**

Our goal is to prepare students to live and work in a complex and interdependent society, which acknowledges diversity, and builds community by practicing hospitality, civility and respect.

The following behavior will not be tolerated. Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology.

### **GANG BEHAVIOR-INDIANA LAW AND 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 AND 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 (see corporation policy). .

### **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.

**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 to five days.
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.
5. 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.

**DRESS CODE EXPECTATIONS**

Developing good taste in attire and good grooming habits are part of the educational process. The School Corporation will not permit a student to wear any type of apparel or grooming style or condition which would materially interfere with the educational process, create an actual or potential health or safety hazard, or cause or threaten to cause damage to school property. Therefore, clothing and personal grooming shall not be unsanitary, unhealthy, legally immoral or indecent. This includes wearing proper footwear. Student dress is the responsibility of both the student and the parent/guardian. Determination if a student's dress and appearance meets the guidelines is ultimately up to the discretion of the administration. If a student arrives at school improperly dressed or groomed, the administration will notify the parent/guardian to bring clothing to the school.

**Allowable Dress & Grooming**

1. Tops should reflect appropriate modesty for school;. Shirts/tops must have a full back, and no sheer or net tops can be worn by themselves or over strapless tops.
2. Strapless tops or dresses are not permitted.
3. Sleeveless shirts may not be cut low under the arm.
4. Undergarments must be worn, but are not to be exposed.
5. Shorts, skirts, dresses, (anything worn by a student) must be at an appropriate length, even when worn with tights or leggings.
6. No holes in any garment above the appropriate length.
7. Shoes or acceptable sandals/flip-flops must be worn at all times.
8. Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff. Teacher discretion in their classrooms should be respected and followed.

**Non-Allowable Dress & Grooming**

1. No exposure of midriff.
2. Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
3. Clothing may not depict pornography, nudity, or sexual acts.
4. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
5. Students will only be permitted to carry backpacks, purses, or other large bags during the school day when they are going to their lockers in the morning before class or upon leaving at the end of the school day, unless granted permission from a teacher or administrator.
6. Students will only be permitted to wear heavy coats or jackets during the school day when they are going to their lockers in the morning before class or upon leaving at the end of the school day, unless granted specific permission from a teacher or administrator.

## **THREATS**

All threats will be investigated and police and parental contacts will be made. Disciplinary action may be taken. The present administrative policy is as follows:

- I. The threat and student will be investigated by the following people:
  - A. Principal
  - B. Counselor
- II. Second step determination must be unanimously made:
  - A. Police may be contacted at this time.
  - B. Parents will be contacted as part of an investigation.
  - C. Punishment and further investigation may occur.
  - D. The superintendent and school lawyer may be contacted.
  - E. Secondary investigation could be: police, parents, and staff.
- III. Punishment
  - A. Suspensions
  - B. Suspension Pending Expulsion
  - C. Work Sessions
  - D. Expulsion

## **TOBACCO**

Indiana Law forbids the use of tobacco in any form by any person under the age of eighteen (18). Any student possessing, using, distributing, purchasing or selling tobacco, nicotine-containing products, or electronic smoking devices of any kind or in any form on school grounds, during school activities, or on the bus will be subject to the penalties listed below. Any school property damaged as a result of this violation will be the student's responsibility. The student will be charged for the cleaning as well as the punishment for the offense.

<u>1st Offense--</u>	Three-day suspension and a counseling session
<u>2nd Offense--</u>	Five-day suspension and a counseling session
<u>3rd Offense--</u>	Expulsion from school for the semester Expulsion will result in loss of driver's license

### **ALCOHOL/DRUGS**

Alcohol, drugs and/or drug paraphernalia are not allowed on school property or at school functions. The principal or teacher in charge is required to turn alcoholic beverages, drugs and the offending student over to the police. The police will contact the parents/guardians. Students will be subjected to the penalties listed below.

1st Offense-- Discipline will range from a minimum of a five-day suspension to expulsion.

2nd Offense-- Expulsion and loss of driver's license.

### **CELL PHONES**

Students may use the school phone for designated school business only (class or club business, etc.). Cell phones will be permitted during passing periods and at lunch time. Cell phone will not be permitted in the classroom unless it has been approved by a teacher for a specific period of time. (Not daily.)

Consequences for violations:

1<sup>st</sup> offense – The device will be confiscated by the classroom teacher and brought to the office. The cell phone will be retrieved at the end of the day. Parent will be contacted.

2<sup>nd</sup> offense – The student loses cell phone privileges for one school day. The student must deliver the cell phone to the office. The cell phone will be retrieved by the student at the end of the day. Non-compliance will result in a one-day suspension. Parent will be contacted.

3<sup>rd</sup> offense – The student loses cell phone privileges for one week. The student must deliver the cell phone to the office at the beginning of the day for one week. The cell phone will be retrieved by the student at the end of each day. Non-compliance will result in a one-day suspension. Parent will be contacted.

4<sup>th</sup> offense or more – Consequences will be determined by the principal. Parent will need to come in for a meeting.

### **SEARCH AND SEIZURE**

The Board recognizes its obligation to balance the privacy rights of its student 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:

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

### **GENERAL INFORMATION**

#### **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

#### **ALL-SCHOOL FIELD TRIP**

During the last term of the year, Tri-Township Jr-Sr High School takes a field trip. Students' participation in this field trip is a privilege and not a right. In order to participate in the field trip, students must meet 3 of the 5 criteria listed below:

1. The student can have no more than 3 total tardies (not per class) during 2<sup>nd</sup> semester.
2. The student can have no more than 1 office referral and no major referrals during the school year. Suspensions could result in automatic forfeit of trip.
3. The student can have no D's or F's on the May Progress Report check during the last nine weeks.
4. The student can have no more than 5 absences (excused or unexcused) for any reason during 2<sup>nd</sup> semester.
5. The student participates in at least one extracurricular activity per year.

#### **BOOK RENTAL AND OTHER PAYMENTS**

Book rental must be paid by the end of the first semester. All other fees should also be paid by the end of the first semester. If fees are not received by this time, they will be

turned over to a collection agency. It will be the individual's responsibility to not only pay the fee but also the collection agency's fee.

### **CAFETERIA PROCEDURES**

1. Students will walk to the cafeteria in a quiet, orderly manner. Upon entering, students will quietly enter the lunch line.
2. Be courteous and helpful to everyone.
3. Use appropriate and respectful table manners.
4. Keep noise at a low level.
5. The teacher or staff member on duty is in charge. Any school employee in the cafeteria has the same authority as a teacher.
6. Students will leave tables and the surrounding areas clean. The person who spills something is responsible for cleaning it up.
7. When finished eating, students will return trays and eating utensils to the dish window. Paper and scraps will be put in proper containers.
8. Using the cafeteria is a privilege. Abuse of this privilege may result in denial of its use.
9. Food and beverages will be consumed by students only in the cafeteria. No food or beverages should be consumed on the stage or in the gym.
10. Students will not leave the cafeteria or gym until dismissed.

### **FIRE - TORNADO - MAN-MADE DRILLS**

Regularly scheduled fire, tornado, and school safety drills are held throughout the school year. All drills shall be treated as if they were actual emergencies which are potentially life and death matters. Although speed is important in such procedures, of greater importance is orderliness and the ability of all students to hear and respond to directions and to proceed in an organized manner.

### **LOCKERS**

Lockers are not to be used to store items that cause, or can reasonably be seen to cause, an interference with school purposes or educational functions or items forbidden by State law and/or school rules. The school will not be held responsible for stolen property from a student's locker. Students should keep their belongings in their assigned locker. Students should not share their lockers and/or combinations. **Students' belongings are to be kept in the locker. Nothing should be kept on top of the lockers.** Students must use a school provided combination lock on gym lockers.

The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect any locker and its contents to ensure that the locker is not being misused, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen property, and to prevent the lockers from being used to store prohibited or dangerous materials (such as: illegal drugs, tobacco, weapons, or alcohol).

Students are not to affix any stickers, posters, or decorations to lockers without approval of the office.

### **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.

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

### **VISITORS**

All school visitors shall report to the office. We welcome parents and patrons of the district. Students and recent graduates will be permitted to visit specific persons and classes only with permission from the office.

### **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:**

- 1<sup>st</sup> violation of policy: Loss of Internet privileges for up to 9 weeks from date of violation; notification sent to parents and teachers.
- 2<sup>nd</sup> violation of policy: Loss of Internet privileges for up to one year (365 days) from date of violation; notification sent to parents and teachers.\*
- 3<sup>rd</sup> 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.

## GUIDANCE

### DIPLOMA REQUIREMENTS

The following are the requirements for Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas.

<b>Course and Credit Requirements</b>	
<b>English/ Language Arts</b>	<b>8 credits</b>
	Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits</b>
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits.</i> <small>All students must complete a math or physics course in the junior or senior year.</small>
<b>Science</b>	<b>6 credits</b>
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b>
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b>
	World Languages Fine Arts Career-Technical
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b>
	(Career Academic Sequence Recommended)

Schools may have additional local graduation requirements that apply to all students

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequences (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

*(Minimum 47 credits)*

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - A. Complete AP courses (4 credits) and corresponding AP exams
  - B. Complete IB courses (4 credits) and corresponding IB exams
  - C. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
  - D. Score a 26 or higher composite on the ACT
  - E. Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
  - F. Complete a combination of AP courses (2 credits) and corresponding AP exams and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Complete a career-technical program (8 or more related credits)
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.
- Complete two of the following, one must be A or B:
  - A. Score at or above the following levels on WorkKeys: Reading for Information - Level 6; Applied Mathematics - Level 6; Locating Information - Level 5
  - B. Complete dual high school/college credit courses in a technical area (6 college credits)
  - C. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
  - D. Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours)
  - E. Earn a state-approved, industry-recognized certification

### **Eligibility**

Only courses in which a student has earned a grade of C or above may count toward an Academic Honors Diploma. A grade point average (GPA) of B or above must be maintained.

A student’s preliminary eligibility may be calculated at the end of the seventh semester; however, it must be verified at the end of the eighth semester.

### **COURSES BEFORE HIGH SCHOOL**

If a student completed courses equivalent to high school courses (such as Algebra I, or a Level I course in a foreign language) prior to Grade 9 and received high school credits for

them, the credits count toward the total 47 credits required for the diploma. Successful completion of such courses prior to Grade 9 without receiving high school credits reduces the number of credits required in Mathematics (from 8-6 credits) or Foreign Language (from 8 to 6 or 6 or 4), but does not reduce the total number of 47 high school credits required for the diploma.

### **ACCEPTANCE OF CREDITS**

In recognizing its responsibility to uphold the minimum educational standards of the State of Indiana, the School Board establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools, including home schools.

1. the course was taught by a certified teacher
2. the course met the time requirements established by the State if a regular academic course, or the total hours per year as set forth in the State Minimum Standards, if other than a regular academic course
3. course content is comparable to Corporation-established courses of study

All students, grades 1 through 12 entering from a nonpublic school may be given an individual achievement test which will be used as an aid in placing these students.

Recognition of credits or course-work from a nonpublic school shall be granted when the above-stated criteria are met and upon satisfactory completion of any achievement tests given by the administration.

Although credits from nonpublic schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the Corporation or from a school accredited by the Indiana Department of Education or such departments in other states shall be considered in class ranking and for entering on the transcript.

Students must attend Tri-Township Jr-Sr High School for a full four semesters before being eligible to be valedictorian or salutatorian.

### **CLASS STANDINGS AND PROMOTIONS**

**\*\*Final class rank will be determined after the completion of seven semesters.\*\***

Promotions at Tri-Township Jr-Sr High School are based on academic achievement and teacher recommendations. **Forty (40) credits are required for graduation.**

A student classified as a Sophomore must have 8-18 credits.

A student classified as a Junior must have 18-28 credits.

A student classified as a Senior must have 28-40+ credits.

### **CLASS FUNDRAISING**

Each freshmen, sophomore, junior, and senior class is permitted to do fundraisers for their respective class. At the end of a class's senior year, any remaining balance in that class's fund will be transferred to the Student Activities fund.

### **GRADING PERIODS/REPORT CARDS**

Tri-Township Schools operates on a two-semester, four nine-week grading period method. Each semester consists of two nine-week grading periods.

Two times during each grading period, progress reports are issued by teachers. These reports are indicative of the student's class standing at that time.

The faculty at Tri-Township Schools welcomes contact from all parents regarding the progress and success of your student. If you would like to talk to a specific instructor, call the school office to arrange a meeting.

### **GRADING SCALE**

4.25	A+	3.25	B+	2.25	C+	1.25	D+
4.00	A	3.00	B	2.00	C	1.00	D
3.75	A-	2.75	B-	1.75	C-	0.75	D-

### **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.
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.

### **EARLY GRADUATION**

The student needs to be getting a Core 40 or higher and needs to be able to achieve all requirements of the diploma by the end of the first semester of their senior year.

### **CUM LAUDE AWARDS REQUIREMENTS**

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

### **SPEAKING AT GRADUATION**

Tri-Township Schools have a long standing tradition of allowing students to speak at graduation. In order to qualify, students must meet the criteria for receiving a Cum Laude award as mentioned above, and must attend Tri-Township Schools for a full four semesters before being eligible to speak.

### **GUIDANCE/COUNSELING**

Counseling happens everywhere at school because the teachers, the staff and the administration care about making each student the most successful student he/she can be. Students are urged to talk to a teacher, the guidance counselor or the principal about problems as they arrive. Problems come in many varieties and can keep a student from concentrating on class work.

Students are not to be sent to the counselor during a class unless there is a crisis. They are to sign up and every effort will be made to see students during their study halls, before school or after school. If absolutely necessary, students may be taken out of their classes for help. However, it will be the policy to avoid class disruption if at all possible. If a student wants to change their schedule they may do so within the first five (5) days of the new class.

### **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.

### **HONOR ROLL**

At the end of each nine-week grading period, a list is compiled of the names of students whose academic work is outstanding. To be placed on this roll, the student must have a grade-point average of 3.0 for the regular honor roll and an average of 3.6 for the principal's honor roll (A=4, B=3, etc.), with no D's.

### **TRI-TOWNSHIP HONOR SOCIETY**

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 LaCrosse 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 LCHS 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.

Dear Parents,

According to Indiana Law #81 and recent federal legislation, it is now mandatory that all schools turn in a directory list of juniors and seniors to any military agency when requested. This information must consist of name, address, and phone number.

If you do not want your student's directory information shared with the military, please send a written request to the school no later than September 1.

Thank you,

Brian McMahan, Principal

Fill out and return to the school office if you do not want your child's information given out.

I do not want my child's information given out to any military agency.

Child's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE OFFICE.**

The parents of \_\_\_\_\_ have read, understand, and have discussed with our student(s) the LaCrosse High School Student Handbook and the policies within.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

Student's Name Printed \_\_\_\_\_

Grade \_\_\_\_\_

