



**TELL CITY JUNIOR-SENIOR HIGH SCHOOL**  
900 12<sup>th</sup> Street  
Tell City, IN 47586

**Principal's Office: (812) 547-3131**  
**Fax Number: (812) 547-9705**  
**Superintendent's Office: (812) 547-3300**  
**Web Site: [www.tellcity.k12.in.us](http://www.tellcity.k12.in.us)**

**STUDENT HANDBOOK**  
**2019-2020**  
**Brad Ramsey, Principal**

**"TELL CITY, WE'RE MIGHTY PROUD OF YOU"**

Dear old school we're mighty proud of you.  
Our Alma Mater TELL CITY.  
Your sons are brave and dauntless.  
Your daughters ever true.  
The colors that we fight for, are  
the cream and crimson.  
Time will never cause us to forget  
The happy days we spent with you  
We will always back you in defeat or victory  
TELL CITY. WE'RE MIGHTY PROUD OF YOU!  
*Words and Music by Dixie Davis*

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## **WELCOME TO TELL CITY JUNIOR-SENIOR HIGH SCHOOL**

The policies and procedures outlined in this handbook aim to ensure a productive and effective partnership between school personnel, parents and students of Tell City Junior-Senior High School (TCJSHS).

The foundation of all policies and procedures is the desire to create a safe, respectful environment in which all persons understand and fulfill their roles and responsibilities. Such an environment not only supports the physical well being and academic success of students but also supports their continued development as young adults of good character and high self-esteem.

In their efforts, school personnel of TCJSHS remain committed to academically challenging, positively encouraging, and dutifully leading each student toward becoming independent critical thinkers and positive contributors to a global society.

As a parent, grandparent, or caring adult of a student at TCJSHS, please affirm your commitment to the academic achievement and career success of your child. Promise to make the pursuit of knowledge a priority in your household.

To demonstrate your commitment to this goal, pledge to adhere to the following principles:

- My child will read with an adult or be encouraged to read independently each day.
- My child will complete all homework assignments given by school instructors and will be encouraged to ask for help when it is needed.
- My child will arrive at school on time, well rested and prepared for a full day of instruction and learning.
- My child will treat teachers and fellow classmates with respect and compassion. I will make positive behavior the expectation in my household.
- My child will graduate from high school and will understand the importance of a strong education in determining future success.
- I will encourage my child to dream big and always give 100 percent effort.
- I will treat my child's teachers as a valuable resource and work with them to support academic improvement and classroom behavior expectations.
- I will monitor my child's academic growth and stay as involved as possible in my child's education. I will let the teacher know right away if I notice any problems.

Students at TCJSHS are expected to follow all policies and procedures contained in this handbook. Too, all students are expected to uphold and extend the proud tradition that has come to be entwined with Tell City Schools by committing fully to the ideals of scholarship and sportsmanship.

## **Go Marksmen!**

## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this handbook and keep the handbook available for frequent reference by you and your parents/guardians. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the Principal, who you will find on the first page of the handbook. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2019. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2019, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

## **MISSION OF THE SCHOOL**

At Tell City Junior-Senior High School we believe that our school must harbor the highest expectations of students, parents/guardians, faculty, administrators, and support staff. We realize that learning is a lifelong process. Therefore, our mission is to create a learning environment in which our students demonstrate improvement in all foundations of our educational systems.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer. The complaint procedure is described on Form 2260 F8.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

**NOTE:** Be advised that all forms referenced in this handbook will be available in the School Office and on the school website ([www.tellcity.k12.in.us](http://www.tellcity.k12.in.us)). Henceforth, the phrase Tell City Junior-Senior High School will be denoted with the use of 'School.'

**Tell City Junior-Senior High School**  
**2019-20 Bell Schedule**

**REGULAR SCHEDULE**

Period 1      8:00 – 8:50  
Period 2      8:55 – 9:40  
Period 3      9:45 – 10:30  
Period 4      10:35 – 11:20

A Lunch      11:20 – 12:00  
A Period 5    12:05 – 12:50

B Period 5    11:25 – 12:10  
B Lunch      12:10 – 12:50

Homeroom    12:55 – 1:25  
Period 6      1:30 – 2:15  
Period 7      2:20 – 3:05

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**FRIDAY EARLY RELEASE / PEP SESSION SCHEDULE**

Period 1      8:00 – 8:50  
Period 2      8:55 – 9:40  
Period 3      9:45 – 10:30  
Period 4      10:35 – 11:20

A Lunch      11:20 – 12:00  
A Period 5    12:05 – 12:50

B Period 5    11:25 – 12:10  
B Lunch      12:10 – 12:50

Period 6      12:55 – 1:45  
Period 7      1:50 – 2:40

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**2-HOUR DELAY SCHEDULE**

Period 1      10:00 – 10:33  
Period 2      10:38 – 11:11

A Lunch      11:11 – 11:51  
A Period 5    11:56 – 12:36

B Period 5    11:16 – 11:56  
B Lunch      11:56 – 12:36

Period 3      12:41 – 1:14  
Period 4      1:19 – 1:52  
Period 6      1:57 – 2:30  
Period 7      2:35 – 3:05

## WHO TO CONTACT FOR ASSISTANCE

Absences .....	547-3131	Principal's Office
Appointments .....	547-3131	Principal's Office
Athletics .....	547-4546	Athletic Director
Change of Address/Phone .....	547-3131	Principal's Office
Emergencies.....		Nearest School Personnel
Illness/Injury.....	547-3131	Health Clinic
Lost and Found.....	547-3131	Principal's Office
Medication .....	547-3131	Health Clinic
Physical Abuse/Threats.....	547-3131	Principal's Office
Personal Concerns .....	547-9715	Student Services
Textbook Rental/Return .....	547-3131	Principal's Office
Theft.....	547-3131	Principal's Office
Withdrawals/Transfer.....	547-3131	Principal's Office
Work Permits .....	547-3131	Principal's Office

## SCHOOL SAFETY

The Tell City-Troy Township School Corporation has worked in consultation with city and county emergency personnel, law enforcement officials, and school safety specialist to develop guidelines for the promotion of school safety. Administrators, counselors, school nurses, teachers, and community representatives continue to work collaboratively in development and evaluation of crisis prevention and intervention guidelines. Tell City strongly promotes safety as a priority for all students and staff. It is the responsibility of students, parents, faculty, and staff to create and promote a safe environment for all school-related activities.

Tell City – Troy Township Schools and the Tell City Police Department are partners in the educational development of all students. A police officer designated as the School Resource Officer (SRO) promotes positive relationships with students. In addition, this officer assists with educational programs as appropriate. School personnel look to the SRO to also interact with students in an advisory/educational capacity in most problematic-type situations. To reach this person, parents may call the office at TCJSHS.

## USE OF BUILDING

You should remain in assigned areas until 7:45 a.m. bell. At 7:55 a.m. a warning bell will ring for you to be near your classroom. At 8:00 a.m. classes will begin. An adult, preferably a member of the staff, will supervise any student or group of students in the building after 3:05 p.m. Bus students will be provided an area while waiting for a late bus. Club meetings, class meetings, and other groups using the building for student activities should reserve facilities through the principal.

## THE CAFETERIA

The school cafeteria personnel strive to provide students with delicious and nutritious meals at a reasonable price. A well-balanced meal is important to health and school success. Please observe the following cafeteria guidelines:

1. Deposit all litter items in provided waste containers.
2. Return all trays and utensils to the dishwasher area.

3. Leave the tables and table area clean.
4. Food, candy, and drinks may not be taken from the cafeteria without special permission.
5. After finishing their lunches, students are to remain in the cafeteria. Seniors returning to the school from off campus lunch must report to the cafeteria hallway or senior hallway until being dismissed to class.
6. While students are allowed to bring food from home, no food may be brought in from outside commercial establishments.
7. Lunch prices for 2019-20: Student Breakfast \$1.60 / **Student Lunch \$2.65**

### **VISITORS**

You are not permitted to bring visitors to school with you during school hours without administrative approval. Interested parents and adult members of the community are always welcome. **All individuals entering the school must report to the office for a visitor's pass.**

### **STUDENT SERVICES**

Counselors and Social Workers are available in Student Services to provide assistance to all students in our school. They are available for assistance in planning your school program, talking about a personal matter, or dealing with an emergency. Students wishing to see the counselors should, when possible, report to Student Services between 7:45 a.m. and 7:55 a.m. OR email the counselor/social worker directly to set up an appointment. Parents/Guardians may call to make an appointment for a conference.

### **CHANGE OF CONTACT INFORMATION**

Inform the Principal's office of a change of address, phone number, or email address in order to help in addressing mailing and in case of an emergency. Parents may also make these changes online in Harmony.

### **PUBLICATION OF INFORMATION CONCERNING STUDENTS**

Parents or guardians wanting their students' names and/or pictures excluded from any listing of honor rolls, athletic awards, co-curricular activities participation, TCJSHS website, yearbook, or local media must notify the Principal's office in writing as soon as possible.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

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## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the

School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities,
- C. or custody (if appropriate),
- D. proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents/guardians will be notified about documentation required to establish permanent enrollment. Parents may be asked to provide proof of residency upon the request of school administration. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Office staff will assist in obtaining the transcript if not presented at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures. New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent. Non-resident students should refer to Corporation Policy 5111 for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

#### **WITHDRAWALS, TRANSFERS OR EXPULSIONS**

Any students withdrawing from School or transferring to another school should contact the Principal's office for proper withdrawal procedure. Withdrawals, transfers, or expulsions will be noted on your permanent record. School records shall be transferred within fourteen (14) days to the new school corporation. No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from School for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

#### **RE-ADMISSION**

Any student wanting to re-enter school after voluntarily leaving or being expelled must have a parent-student conference with the Principal.

#### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of each semester, the school year, or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Student Services staff. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.



### **EARLY DISMISSAL**

No student may leave School prior to dismissal time without either a written request signed by the custodial parent/guardian, the custodial parent/guardian coming to the School office to personally request the release, or verbal permission granted from custodial parent/guardian via telephone. No student will be released to a person other than a custodial parent/guardian without a permission note signed by the custodial parent(s) or other legal authorization.

### **HEALTH CONCERNS**

Students/Parents need to inform the office about any serious health problem that may affect their participation in physical education. A doctor's written statement is required in order to be excused from participation in physical education for more than two days. School personnel cannot give medication to any student unless certain procedures are followed. All medication, including OTC that must be taken during the school day, must be brought from home in its original container and left in the Health Clinic upon arriving at school. Prescription and non-prescription medicine will be given only if you have provided us with a note of permission from your parent/guardian. You must report to the Health Clinic to take all medicine. A form outlining these procedures is available in the Health Clinic.

If your physician requires your student to carry an inhaler or other emergency medication, there is a form that must be obtained from the school nurse. The doctor, parent, and child must complete the form in its entirety before the medication is brought to school. When all paperwork is completed, the child will receive a card that entitles him/her to carry the specific medication. When your child is sick, we strongly suggest that you ask your physician if it is possible to prescribe a medication that does not require a dose during school hours. If this is not possible, then we suggest that you ask the pharmacist for a second labeled bottle for school use that allows you to have a bottle for home and a bottle for school.

If students should become ill at school, they will report to the Health Clinic. Parents will be notified by phone if it is necessary for the child to be picked up. This will be done in the Principal's office so that checkout policies will be followed. In case of emergency, students will be taken to the hospital and parents will be notified. Any accident, no matter how minor, which occurs on school property or at any school related activity, should be immediately reported to the school personnel sponsoring the activity. A school nurse is on duty to attend to student needs.

### **IMMUNIZATIONS**

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 through 12 shall be immunized against hepatitis B. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the

chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the School nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

#### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

#### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

The Corporation has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

#### **SPECIAL EDUCATION**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation

and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact Student Services at (812) 547-9715.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with a Section 504 accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact Student Services at (812) 547-9715.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact Principal.

### **TRAUMA-INFORMED SCHOOL**

Many students have had traumatic experiences. Trauma can impact learning, behavior, and relationships at school. Trauma sensitive schools help children feel safe to learn. Trauma sensitivity requires a whole-school effort, to which the Tell City-Troy Township School Corporation is committed.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The Corporation maintains many student records including both directory information and confidential information.

Corporation Policy 8330 states that Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information, please contact the Principal's Office.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum,

without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information a parent may access includes:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20202-4605, Washington, D.C. Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov)

### **STUDENT FEES AND CHARGES**

Tell City-Troy Township School Corporation charges specific fees for certain activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to School property. The School and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a local siren.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following television stations: 14 WFIE, ABC 25, FOX 7, and CBS 44. The School Reach service will also be used to inform parents of school delays and closings. Parents and students are responsible for knowing about emergency closings and delays.

### **SAFETY AND SECURITY**

All visitors must report to the office when they arrive at school. All visitors are given and required to wear a building pass while they are in the building. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are loitering around the building after hours. Students and staff are expected to immediately report to a teacher, administrator, or School Resource Officer any suspicious behavior or situation that makes them uncomfortable. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from principal. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. To check out any other materials, contact the librarian.

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## **SECTION II - ACADEMICS**

### **GRADES**

The School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based

upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Homework is an out-of-school assignment that contributes to the educational process of the student. Homework shall be viewed as an extension of class work and related to the objectives of the curriculum.

The School uses the following grading scale:

		B+	88-89	C+	78-79	D+	68-69	F	59 and below
A	92-100	B	82-87	C	72-77	D	62-67	I = Incomplete	
A-	90-91	B-	80-81	C-	70-71	D-	60-61	P= Acceptable achievement	

Tell City Junior-Senior High School will operate on a 9-week grading period.

The following 12-point grading chart will be used in calculating a student's GPA:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0

All Advanced Placement courses will use the standard grading scale. Advanced Placement courses will operate on the following weighted 12-point grading chart to calculate a student's GPA. This will only apply to Advanced Placement courses taught by School educators, and not applicable to online Advanced Placement courses:

A = 5.00	B = 4.00	C = 3.00	D = 2.00
A- = 4.67	B- = 3.67	C- = 2.67	D- = 1.67
B+ = 4.33	C+ = 3.33	D+ = 2.33	F = 0

### **REPORT CARDS**

Report cards will be issued to students after the end of each nine weeks period. There are four grading periods during the school year. The report card is a report to you and your parents/guardians concerning your achievement level in the particular class. Parents/Guardians are encouraged to talk with teachers concerning the reason for failing marks.

### **AUDITS**

Grade Replacement Audits are for students in Grades 9-12 wishing to retake a course in which they have already received credit. Students with a 'B' or lower may audit a course for grade replacement. The highest grade awarded to a student when retaking a course is a 'B.' This is in accordance with Tell City – Troy Township School Corporation Board Policy.

### **ENROLLMENT IN COLLEGE AND UNIVERSITY PROGRAMS**

Any student may enroll in a postsecondary program providing s/he meets the requirements established by law and by the Corporation. Any interested student should contact Student Services to obtain the necessary information.

### **DROPPING COURSES**

Absolutely no student will be allowed to drop a course after the first week of each semester. At the principal's discretion, a student may be moved to a different course that better suits his/her academic ability.

### **TRANSFER CREDITS**

Any student taking a course either online or at another accredited institution will be allowed to transfer in credits as approved by the Indiana Department of Education. All courses must be approved by Student Services. The grade a student receives will be inserted into his/her transcript and will count toward his/her GPA.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal. Parents requesting information on awards criteria should contact the principal.

### **HONOR ROLL**

For a student to be placed on the Honor Roll for a 9-week grading period, the student must have a GPA of 3.333 for that term. Students who are placed on the honor roll for the first 3 grading periods will be invited to attend the Honor Program held annually the Spring.

### **GRADUATION REQUIREMENTS**

Students graduating from the School are required to receive forty (40) credits in a variety of courses. The criteria for receiving a Core 40 Diploma, the Core 40 with Honors Diploma, or the Core 40 with Technical Honors Diploma are listed on the following page. Any student wishing to graduate before he/she has attended eight (8) semesters must earn a Core 40 Diploma, Core 40 with Honors Diploma, or a Core 40 with Technical Honors Diploma.

### **VALEDICTORIAN/SALUTATORIAN**

The Valedictorian Award is given to the student with the highest cumulative GPA in high school courses. The Salutatorian Award is given to the student with the second highest cumulative GPA in high school courses. Students receiving either of these honors must earn an Indiana Core 40 with Academic Honors Diploma to be eligible, and must have been enrolled at TCJSHS for entirety of their Junior (Grade 11) and Senior (Grade 12) years. Students with extenuating circumstances may be approved by the Principal upon enrollment.

### **COMMENCEMENT**

In order for a student to participate in commencement exercises, a student must meet or surpass the minimum requirements for graduation set by the State of Indiana and TCJSHS. In the case of students involved in a non-credit special education program, satisfactory completion of a program and involvement specified by an Individual Education Plan will enable the student to participate in the commencement.

## COMMENCEMENT CEREMONY

Often the terms “graduation” and “commencement” are synonymous, but both terms have different meanings. The term “graduation” is the completion of all degree requirements set forth by the School Corporation and the State Department of Education. The term “commencement” refers to the celebration of the completion of a degree. A student can graduate without participating in a commencement ceremony, but cannot participate in commencement ceremony without fulfilling all graduation requirements meaning that no blank diplomas will be awarded. Tell City-Troy Township School Corporation takes great pride in the commencement ceremony. It is a time of celebration with students, staff, family, and community. But please remember that the commencement celebration is a privilege rather than a right. Graduates may be kept from participating in commencement celebration for a variety of reasons. All requirements must be complete prior to Commencement.

To participate in commencement ceremony, graduates must have completed the following:

- Academic: Students must successfully complete all degree requirements set forth by the School Corporation and the State Department of Education. Please note that degree requirements may change from one year to the next.
- Attendance: Students must be enrolled in Tell City-Troy Township School Corporation for the entirety of the school year that they wish to graduate. Unusual circumstances will be taken into consideration. Students moving into the district during their last year of graduation may get prior permission from the Principal to participate in the commencement celebration should he/she complete all degree requirements. Students not in good standing with attendance may have the privilege of walking at commencement revoked by the Principal.
- Disciplinary: Students should have a good citizenship record in order to walk at graduation. Students may be barred for recent discipline problems.
- Compliance with the guidelines of Commencement: Students shall adhere to the dress requirements set forth by the senior class sponsors. Graduates are expected to refrain from disruptive behavior before, during and after the commencement celebration. School dress code applies and the dress code at commencement is held to a higher standard. Failure to comply with those standards may result in the Commencement privilege being revoked.
- Outstanding financial obligations: To ensure that financial obligations are fulfilled, please make contact with the school treasurer. If financial assistance is needed, contact the Principal before the commencement ceremony.



### Course and Credit Requirements

<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> <small>(Career Academic Sequence Recommended)</small>

### 40 Total State Credits Required

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 Sequence (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

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 an AP course (2 credits and corresponding exam) or an IB Standard Level course (2 credits and corresponding exam) and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

## CORE40 with Technical Honors

(minimum 47 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

### **FIELD TRIPS**

Field trips are academic activities held off School grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose guardian does not give permission for the student to attend. Students who have multiple failing grades will not be allowed to participate in off-campus field trips.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student will be expected to pass the ISTEP Test or ILEARN assessments. Students only need to retake those parts of the test they do not pass for the ISTEP+.

**ILEARN for Grades 7 and 8: April 20 – May 15, 2020**

**ISTEP Applied Skills Testing Window (Grade 10): February 24 - March 20, 2020**

**ISTEP Multiple-Choice Testing Window (Grade 10): April 6 - May 1, 2020**

***(Dates subject to change.)***

Classroom tests, quizzes, and homework will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. These are often given by the Student Services staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the Student Services office. Depending on the type of testing, specific information and/or parent consent may need to be obtained. The School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the School's computer network, s/he and his/her parents/guardian must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School or referral to law enforcement authorities.

### **HOMEWORK WHEN ABSENT**

In cases of extended student illness, parents/guardians may request homework under the following guidelines:

1. Parents/Students should email their teachers directly for missed homework before 10:00am. If there are items which need to be picked up from school, the teacher will send those to the office for pickup by 2:00pm.
2. In cases of extended absences, all work sent home MUST be completed and returned before more work can be requested.
3. The maximum number of days per request is five.
4. Makeup homework, tests, quizzes, projects, etc., need to be completed within one week of the due date or no credit can be earned. Special arrangements may be made to accommodate students with extended days absent.

### **CREDIT RECOVERY PROGRAM**

Tell City Junior-Senior High School offers an internet-based program to assist students in making up credit deficiencies. All students taking advantage of this program must register through Student Services. Any credits that do not meet a deficiency must have administrative approval. Enrollment in Online Credit Recovery is based on seniority due to a limited number of participating students at one time. Students will have nine (9) weeks to complete a course online. Failure to do so will result in the loss of all work. Student work completed through online credit recovery will have a maximum grade of 'C.'

### **ALTERNATIVE SCHOOL POLICY**

TCJSHS's Alternative School serves a variety of students and is located on TCJSHS's campus. Through the course of a student's educational career, there may come a time that the services of the Alternative School are needed. Students of Tell City Jr.-Sr. High School desiring to enroll in specified course offerings at the Alternative School must meet the following criteria prior to being permitted to do so:

- Must be at least in high school.
- Must have failed a course at the high school prior to enrolling in the class. Specifically, a student can take the first semester of a course only after having attempted and failed the actual first semester of that course at the high school and so on.
- Must receive approval from the administration prior to enrolling in any course at the alternative school.
- Second semester seniors may need special considerations to arrange for attendance through the Alternative School. A special meeting will be called prior to the end of the 3<sup>rd</sup> grading period to make these arrangements.

Any possible exceptions to the above requirements can only be approved by the administration. Students of Tell City Jr.-Sr. High School must abide by these requirements to be eligible to receive their diploma.

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### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

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

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as: Athletics, Cheerleading, Academic Teams, Equality Club, Student Council, Renaissance Student Steering Committee, VICA (Skills USA), Class Officers, Natural Helpers, HOSA, World/Foreign Language Club, Advocates Club, JAG, Health and Wellness Club, Prom Court, Homecoming Court, Hacky Sack Club, Key Club, Drama Club, Art Club, Yearbook, Pep Club, National Honor Society.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

#### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the event. School rules apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and provide equal opportunity to participate. No non-corporation-sponsored organization may use the name of the School or School mascot.

#### **ATHLETICS**

The School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (812) 547-4546. List of sports: Volleyball (Girls), Golf, Cross Country, Baseball (Boys), Softball (Girls), Football, Basketball, Swimming, Wrestling, Soccer, Tennis, and Cheerleading.

#### **STUDENT EMPLOYMENT**

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance/behavior after he/she begins work. When it appears that a job is detrimental to a student's academic status, it is our responsibility to advise the parents and employer so we can work together to ensure that the student's education remains the primary focus. Students can receive work permits by meeting with the office staff

in the morning before school. Further information regarding work permits will be issues to students at that time.

### **STUDENT DRIVING**

Under IC 9-24-2-1 a driver's license or a learner's permit may not be issued to an individual less than eighteen years of age who meets any of the following conditions:

1. Is a habitual truant under IC 20-33-2-11.
2. Is under at least a second suspension from school under IC 20-33-8-14 or IC 20-33-8-15.
3. Is under expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
4. Is considered a dropout under IC 20-33-2-28.5.

### **JUNIOR HIGH ATHLETIC POLICY**

Each cheerleader/athlete will be evaluated every grading period. If a student receives a failing grade and/or receives a "3" in conduct, he/she will automatically miss the next contest and all future contests until his/her grades/behavior have improved. It will be the responsibility of the student athlete to get written notification from their teacher to verify that the grade/behavior has improved. If the student's grades/behavior drops back to an F or a "3" in conduct, during that nine week grading period, the student will miss the next contest and all future contests until his/her grades/behaviors have improved. It will be the responsibility of the student athlete to get written notification from their teacher to verify that the grade/behavior has improved. Notification of eligibility will be given. All academic and conduct grades for the last grading period will determine eligibility in fall sports for the next school year. Any incomplete grade will be handled on an individual basis. Participation in athletics is a privilege given to a student by the school. The athlete's/cheerleader's actions should be above reproach at all times. Any action deemed improper by administration will result in action being taken with respect to the degree of seriousness of the offense.

If a student athlete is involved in traveling to another school for a competition, that student WILL ride the bus with all other team members to that competition. At the conclusion of the competition, student athletes will ride the bus home unless WRITTEN permission has been given by the parent of the athlete to ride home with the parent.

### **JUNIOR HIGH EXTRACURRICULAR POLICY**

The staff of TCJSHS feels that discipline needs to be an important factor in any child's participation in extracurricular activities. Therefore, it is a privilege to be involved in school activities. If a student receives one or more "3's" in conduct, that student will NOT BE PERMITTED to participate in the next extracurricular event. This includes but may not be limited to, school dances, academic bowl participation, convocations, etc. The student's report card will be evaluated each grading period. Notification will be given to the student of his/her impending disciplinary action.

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## SECTION IV - STUDENT CONDUCT

### ATTENDANCE

#### Some Truths about School Attendance

1. Regular school attendance is a valuable characteristic.
2. There are legitimate reasons for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents/guardians will be referred to School Administration.

#### Attendance Limits:

If a student accumulates ten non-exempt absences from school during a semester, one of the following actions will take place: a student in grades 7-8 will be referred to Truancy Court, a students in grades 9-12 will be removed from each impacted class and their transcripts will show the grade status of 'Incomplete.' Absences are classified into two classes: Exempt and Non-Exempt.

#### Exempt Absences:

The following absences are exempt and, therefore do not count toward the ten-day limit:

1. Personal illness, medical appointment, or dental appointment *with a note from the doctor*
2. Service as page in the Indiana Legislature
3. Serving as a poll worker on Election Day or helper to a political party or candidate
4. Active duty with the Indiana National Guard or Civil Air Patrol participation
5. Death in the immediate family
6. Court appearances with subpoena
7. School-sponsored field trips (student will be considered in attendance at school)

Whenever exempt absences are scheduled in advance, the student should notify all teachers in advance to arrange for make-up work.

#### Non-Exempt Absences:

All absences not designated as Exempt shall be considered as Non-Exempt. All Non-Exempt absences will count toward the ten-day limit. This includes all absences when students are sick and bring a note to school from only the parent or guardian.

Absences due to school disciplinary suspension will **not** count toward the ten-day limit.

#### Interpretation:

A full day's absence will occur when a student is absent for five or more periods in a day. A half day's absence will be charged if a student is absent for three or four periods. A student may be counted absent one period for missing all or a portion of an individual class period.

Students who exceed the limit of ten absences in any class period may be referred to the Principal / Assistant Principal for appropriate action.

### **Vacations and other Planned Absences (including College Visits)**

Students who wish to be excused from school for vacations or other planned absences must submit a form, signed by all teachers and the parent or guardian, two full days before the first of such absences to enable school work to be made up for credit. All absences of this nature count toward the ten-day limit. The parent or guardian should contact the school personally to arrange for such absences.

### **Attendance Procedures for Parents/Guardians and Students**

Parents/Guardians are required to call the school by 9:00 am to account for their child's absence. If the school has not been notified of the absence by the parent/guardian by 9:00 am, the school may call the parent/guardian of the student to verify the legitimacy of the absence. In addition, the parents/guardians are to send a written note when the student returns to school. The written excuses will be presented to the attendance officer immediately after the student returns to school after being absent to obtain a pass to return to classes. Students who have doctor or dentist appointments (whenever the appointment is scheduled in advance) must bring a note from the parent/guardian for permission to leave school. Upon returning, the student must show a note, absent notification form, or a signed and dated appointment card before an admit to class can be given.

The student must sign out in the office when leaving for appointment and if returning to school must sign in with the office staff before proceeding to class. A student must stay in school during the day and may not leave without obtaining permission from the office.

Chronic tardiness to school and from lunch is inexcusable and non-exempt. Part of your education is to learn responsibility and punctually. Skipping school or any class is considered truancy and will be dealt with as a disciplinary issue. Such absences result in no make-up of classes missed.

### **Exempt Absences and Written Verification**

Written Verification must be presented for all exempt absences. The written excuses must be turned in to the Office upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence. Excessive medical absences may be reviewed by the School Administration.

### **Make-up Work**

Exempt and Non-exempt absences will allow the student to make up work. It is the student's responsibility to arrange for making up the work. As a rule, each teacher will decide how much time students receive to make up work. However, in the case of work or projects assigned one week or more before the due date, the project may be due the day the student returns to school. In the case of a planned absence, the arrangements to determine when the work will

be due should be made before the absence. Only non-exempt absences will be deducted from the attendance grade if that exists in a class.

### **Intervention Procedure**

When a student has accumulated five (5) absences, the attendance officer will send a letter to the parent/guardian. When the student has accumulated seven (7) absences, a parent/guardian conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next non-exempt absence. This violation will result in a mandatory meeting of the parent/guardian and student with the School Administration. The School Administration may recommend the following:

1. Expulsion for the remainder of the semester.
2. Removal from all classes in which the student has been absent more than 10 days.
3. Written contract as an individual intervention plan. The recommendation of this committee will be presented to the Superintendent for final determination.

### **STUDENT ATTENDANCE AT SCHOOL-SPONSORED OR SCHOOL-AFFILIATED EVENTS**

Students who have a non-exempt absence during the afternoon will not be allowed to attend school-sponsored or school-affiliated events that evening. This includes school dances, sporting events, club events, etc. If the student misses school due to illness (exempt or non-exempt), he/she will not be allowed to participate in events or travel with their teams/clubs.

The School encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The School will continue to provide adequate supervision for all students who are participants in a School activity.

### **STUDENT BEHAVIOR STANDARDS**

A major component of the educational program at the School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;



- complete assigned tasks on time and as directed;
- help maintain a School environment that is safe, friendly, and productive.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. A teacher to communicate effectively with all students in the class; and
- B. All students in the class the opportunity to learn.

### **Dress and Grooming**

While fashion changes, the reason for being in School does not. Students are in School to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, he/she may be removed from the educational setting.

Students may:

- Wear shorts, dresses, or skirts that are no more than 3 ½ inches above the knee.
- Wear shirts, sweatshirts, sweaters, light jackets, and pullovers. These clothes may not constitute a safety violation.

Students will **NOT**:

- **Wear halter-tops, tank tops, midriff tops, or wear any top exposing any cleavage. Tops should be within 3.5" of the neckline.**
- **Wear sleeveless tops or shirts with sleeves cut out or holes in the shoulder area.**
- **Wear pants/jeans with holes above the knees unless patched on the outside. No skin may show through. Shorts should come within 3.5" of the knee.**
- **Wear tights, leggings, or any other skin-tight material other than denim UNLESS wearing a shirt/top that covers the student's buttocks.**
- **Wear sleepwear including flannel pants and house slippers.**
- **Take backpacks, purses, bags into the classroom. Only pencil bags of modest size will be allowed.**
- Expose undergarments.
- Wear winter coats in the classroom.
- Wear clothing/jewelry that states, implies, or displays any reference to drugs, gangs, vulgar language, alcohol, tobacco products, nudity, bars or anything else that may be considered disruptive to the educational process.
- Wear, carry, or possess bandanas or do rags.
- Wear sunglasses in the building unless prescribed by a physician or approved by building administrator.
- Wear attire which may damage school property or cause personal injury to others and/or self such as chains, studded items, etc.

- Wear hats or the hoods of their sweatshirts in the building. (For safety measures, some areas may be designated. Ex. Automotive class)

NOTE: Approved dress for Spirit Days is an exception to the dress code.

Students who are representing the School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **Care of Property**

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The School may confiscate such items and return them to the student's parents/guardians.

Damage to or loss of School equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

### **CODE OF CONDUCT**

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on School property at any time;
2. during and immediately before and after any School activity at any location;
3. traveling to and from School or to and from a School activity.

*Violations of the Code of Conduct may be punishable by suspension or expulsion:*

1. knowingly interfering with School purposes or inducing another student to do so;
2. stealing or damaging School property or property of another person or entity;
3. knowingly causing bodily harm to another person;
4. threatening another person with bodily injury;
5. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. possessing or providing an alcoholic beverage;
9. consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. possessing, providing, or using tobacco, any tobacco product, or electronic cigarette/vaping device;

11. knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. failing or refusing to comply with directions of an adult supervising a class or school activity;
13. directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)
14. materially altering any School document such as a hall pass;
15. violating Indiana or Federal law;
16. leaving a School activity or School property without prior approval of a teacher or supervising adult;
17. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
18. attempting or conspiring with another person to violate any student behavior standard;
19. **Anti-Harassment (please see below)**

The School prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, or the Superintendent, teachers, or counselors. Complaints about the principal should be filed with the Superintendent, and complaints about the Superintendent should be filed with the School Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of 2 administrators.

The administrator or Board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within 5 work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the Superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the Superintendent or designee within 10 days of receipt of the decision. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within 10 days of the appeal being filed, the Superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the Superintendent or designee an appeal can be made to the Board within 10 days of receipt of the latest decision. The Board will conduct a hearing within 20 days, and will issue a written decision within 10 days after the close of the hearing.

The School believes that every individual deserves to be able to come to School without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

#### **Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment**

##### **A. Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.
- B. **Nonverbal:**  
Placing insulting or threatening objects, pictures, or graphic commentaries in the School environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
- C. **Physical Contact:**  
Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the Principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

## **20. *Use of Electronic Equipment***

Most electronic equipment necessary in school is supplied by the School. Students are not allowed to use wireless communication devices, mp3 players, or cameras. Any forbidden equipment will be confiscated and disciplinary action will be taken. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in

criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

**21. *Use of E-Book and iPads***

Students are allowed to bring in E-Books (Kindles, Nooks, etc.) or iPads for use when reading during Go Red or other designated reading times. If a student is found to be using the device in an improper manner, he/she will be subject to discipline in accordance to Violations of Electronic Devices. When in doubt, students should consult with staff members before using their device.

**22. *Use of an object as a weapon***

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the School. This violation may subject a student to expulsion.

**23. *Knowledge of Deadly or Dangerous Weapons or Threats of Violence***

Students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**24. *Bullying-Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying) (Indiana Code 20-33-8-0.2)***

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

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

**Enforcement of Student Behavior Standards and Code of Conduct**

1. The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:

- a. to protect the physical safety of all persons and prevent damage to property;
  - b. to maintain an environment in which the educational objectives of the School can be achieved;
  - c. to enforce and instill the core values of the Tell City - Troy School Corporation and its School community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
- a. the nature and extent of any potential or actual injury, property damage, or disruption;
  - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
  - d. the interest of other students in the School in a school environment free from behavior that violates the School's behavior standards;
  - e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- B. a deadly weapon is defined as:
  1. a loaded or unloaded firearm;
  2. a weapon, device, taser 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.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

### **DISCIPLINE**

It is important to remember that the School's rules apply going to and from School, at School, on School property, at School-sponsored events, and on School transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off School property if the activity interferes with School purposes or the educational function of the School. This authority applies to unlawful activity that may occur on weekends, holidays, and other School breaks including summer recess.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal. Informal discipline takes place within the School. It includes but is not limited to:

- Writing assignments;
- Change of seating or location;
- Before-school, lunch-time, after-school detention;
- In-school restriction;
- Removal from a class or activity.

#### **Detentions**

A student may be detained after School or asked to come to School early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

#### **Removal**

The teacher in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity.

#### **Secondary**

Such removal may be from the class or activity period for no more than five (5) days.

#### **In-School Suspension - In-School Discipline**

The In-School Suspension will be in session from 8 AM to 3:05 PM. A student missing any portion of his/her assigned time in In-School Suspension may be given an additional time. Failure to serve In-School Suspension assignment(s) may lead to a suspension from School. Any such suspension shall be in accordance with Corporation guidelines on suspension and expulsion. The following rules shall apply to In-School Suspension:



Students are required to have class assignments with them.

Students are not to communicate with each other unless given permission to do so.

Students are to remain in their designated seats at all times unless permission is granted.

Students shall not put their heads down or sleep.

No wireless communication devices, cards, magazines, or other recreational articles shall be allowed in the room.

No food or beverages shall be consumed.

Students shall not be allowed to use the telephone or to go to their lockers.

### **Out-of-School Suspension**

Out-of-school suspension removes the student from school. It includes suspension for up to ten (10) school days and expulsion for the remainder of a semester or longer. The Principal may deny a student the right to attend School and/or take part in any School function for up to a maximum of ten (10) consecutive School days.

### **Expulsion**

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) days. While expelled from school, students cannot attend after-school functions such as athletic events, dances, recitals, etc. both on our campus and on another school's campus. This affects both students expelled and students who are brought back to school on a contractual basis in lieu of expulsion.

### **EXPULSION FOR FIREARMS POSSESSION**

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, the student will have a hearing to determine if expulsion for one (1) school year is appropriate.

### **DUE PROCESS RIGHTS**

Before a decision is made as to whether or not to suspend or expel a student from school, the School will follow specific procedures.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents/guardians will be notified, in writing, of the reason for and the length of the suspension.

### **The Appeal Process**

The suspension may be appealed after receipt of the suspension notice to the principal. The request for an appeal must be in writing and made within two (2) days after notification. During the appeal process, the student is allowed to remain in School unless safety is a factor.

If that is the case, the student shall not be allowed to remain in School. When a student is suspended, s/he may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. Two (2) suspensions for truancy or an expulsion may result in the revocation of the student's driver's license.

### **Expulsion from School**

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

### **Notice of Expulsion Meeting**

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

### **Appeal of an Expulsion**

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the Board's decision to the appropriate court.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated. Students are reminded that lockers are to be kept locked at all times and combinations kept confidential.

### **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on School property. The dog may be allowed to examine students and items in their possession or School property such as lockers, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

### **Use of Breath-Test Instruments**

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

## **STUDENT RIGHTS OF EXPRESSION**

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

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

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

- B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before

or after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **STUDENT PARKING**

Ample student parking is provided in the parking lots off Tell Street and Fulton Street. Students are to observe the following regulations to ensure safety and the proper use of the facility:

- When entering the lots, keep to the RIGHT and proceed SLOWLY. Follow the painted arrows for proper traffic flow.
- Park only in the marked spaces and observe all signs and regulations.
- After you have parked your car, leave it immediately. There will be no loitering in or on parked cars before school, during school, during lunch, or after school.
- At the close of school, leave your parking space and the lot SLOWLY-watch for walking students.
- Students are NOT allowed to park in the faculty/visitors area.
- Student drop off and pick up by parents must be done in the student parking lot or the band parking lot behind the school.
- Students will be issued a parking permit that must be hung on the rear-view mirror in the student's car while parking on school property. Failure to do so may result in the vehicle being towed at the owner's expense.
- Students violating school vehicle regulations in parking lot will be disciplined according to the school conduct code.

### **DRIVING**

Students who drive are expected to operate their vehicles in a safe manner. There is no excuse for endangering the safety of other students or their property by improperly operating a vehicle. Driving privileges may be suspended for the following:

1. Reckless driving.
2. Not vacating the vehicle during school hours without permission.
3. Going to the vehicle during school hours without permission (except off campus students).
4. Leaving school without permission (improper checkout).
5. Skipping school.

### **BEFORE SCHOOL HOURS**

Students should arrive at school no sooner than 7:00 a.m. When students arrive at school, they should report to one of the following areas:

1. Cafeteria for students wanting to eat breakfast.
2. Bryan Taylor Sports Arena for students not eating breakfast.
3. Only **Seniors** may sit in senior hall.
4. All electronic devices must be turned off upon entering the building and cannot be turned back on until 3:05.

**NOTE:** The library is open at 7:45 a.m. for students to complete research or to access the computers for schoolwork only.

### **COMPUTER RULES**

1. The following will be treated as a "Major Class Disturbance": the student violating these rules will be sent to the principal's office with a discipline referral:

- a) changing software and hardware configurations
- b) unauthorized use of passwords (considered theft of information)
- c) unauthorized access of the school computers
- d) unauthorized use of software or hardware brought from home for another student
- e) display of any word or graphic that is considered obscene or inappropriate for school

2. The law states that it is illegal to make or distribute copies of copyrighted materials, including software, without authorization. This is stealing. Normal school policy concerning stealing involves suspension, expulsion, or other consequences as seen appropriate by the school administration. The following are considered stealing:

- a) copying software from the internet to a school computer
- b) copying software to a school computer from a flash drive
- c) copying other software from school computers
- d) using stolen software on school computers
- e) erasing software from school computers

### **OPEN CAMPUS POLICY**

Open campus lunch is designated for [a] any student in Grade 12 (must be in their 4<sup>th</sup> year of high school) AND [b] students in Grade 11 (must be in their 3<sup>rd</sup> year of high school) who are enrolled in Advanced Placement courses at TCJSHS. Any underclassman violating this rule will be referred to the Principal's office for violation of leaving school grounds without permission. Always remember that you are an ambassador of TCJSHS while off campus and all school rules apply during lunch. A violation of one of the above guidelines would constitute revoking this privilege for one week along with the established consequences for the violated rule. A second violation would result in suspension of the privilege for the remainder of the school year.

### **GUIDELINES FOR STUDENT ATTENDANCE**

According to Indiana law, a student is subject to losing a work permit and/or a driver's license due to excessive absenteeism. Parents/Guardians will be notified by letter after the seventh absence. Every effort will be made to arrange a conference with a parent or guardian. This would normally be done after a student reaches eight absences. The only exceptions will be students who have not had a history of excessive absences, the absences were of an emergency nature, and the students are making efforts to achieve good grades in all classes. Once a student has exceeded eight days absent without a doctor's statement, a medical excuse will be required in order to receive an excused absence. Student must bring a note from the doctor anytime he/she makes a doctor visit. All excuse notes must be turned in upon returning to school the following day.

### **PRE-ARRANGED ABSENCES**

A pre-arranged absence must be submitted for approval for any absences that are planned, including, but not limited to, family vacations (3 days excused), college visits, medical or dental appointments that will consume an entire day, etc. Parents should make every effort to schedule appointments outside the school day, on school holidays, or during in-service days. Forms are available in the principal's office and must be completed and submitted to the principal's office for approval prior to the absence. Messages can be left after school hours by calling the office and dialing extension X238.

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

Any time you leave school during school hours, you must have permission from the office and verification from a parent or guardian. Students will not be allowed to sign out and leave unless they have parental/guardian permission, either by a signed note or a phone call made to the Principal's office. A student who has open campus privileges and who leaves school at lunch and doesn't return for afternoon classes must have a parent/guardian call the office that day in order not to be considered 'skipping class.' After hours messages may be left at 547-3131, extension 258. **THESE PROCEDURES WILL ALLOW YOU TO LEAVE SCHOOL, BUT THEY DO NOT GUARANTEE AN EXCUSED ABSENCE.** Your absence will be judged excused or unexcused by the attendance policy previously stated.

### **APPOINTMENTS (MEDICAL, LEGAL)**

Appointments during school hours should be kept to a minimum. If they do become necessary, students should bring a note signed by your parent/guardian to the Assistant Principal's office before the school day begins. The note should state the reason for leaving and the dismissal time. This can be reported by a phone call as well but with as much advance notice as possible. If you return to school on the same day, sign in at the main office with a note from the place of appointment. If you return the next day, follow the regular absence procedure. Absences will not be noted as medical, dental, or legal unless a note from the place of appointment is received.

### **DISCIPLINE REFERRALS**

A student may be referred to the office for major classroom disruptions as necessary. Students may also be referred to the office for receiving 3-5 discipline warnings in a particular class for minor disruptions. (Dates of all warnings should be in the referral.) Once a student has received a discipline referral for multiple warnings in one class, no more warnings will be given. All future discipline problems will be handled with the referral process. Parents/Guardians may access their child's behavior record online via Harmony. It is the responsibility of the classroom teachers to contact the parent before issuing the third referral for minor class disruptions.

### **STUDENT DISCIPLINE**

It should be understood that the following are examples of punishment that students can expect to receive for various offenses. An administrator can deal with any problem in an appropriate manner after an investigation of the individual situation. The administrator may

take away privileges, give detention halls, suspend students, and hold parent conferences. The only reason for punishment is to correct behavior.

**VIOLATION OF ELECTRONIC DEVICES (Cell phones, mp3 players, computer rules violations, CD players, etc.)**

First Offense Parent or guardian must pick up electronic device in the Principal's office at end of the school day.

Second Offense Parent or guardian must pick up electronic device in the Principal's office. Student will serve a two-day (2) in-school suspension.

Third/Subsequent Offense Parent or guardian must pick up electronic device in the principal's office. Student will have a three-day (3) out-of-school suspension.

The school is not responsible for the loss, theft, damage, or vandalism to student devices.

**\*If a student does not give up their device to a staff member, he/she will automatically be given a 5-day out-of-school suspension.**

**SKIPPING**

First Offense Conference with parents. Students will serve after school detention until 4:00pm for 5 days.

Second Offense Three (3) day in-school suspension: A student who continues to skip can expect to be recommended for possible expulsion.

**LEAVING SCHOOL GROUNDS WITHOUT PERMISSION (Takes effect upon arrival at school.)**

First Offense Two (2) day in-school suspension.

Second Offense Three (3) day in-school suspension

**DRESS CODE VIOLATIONS**

If a student has more than 3 violations of the dress code policy, he/she will serve the following:

Fourth Offense 1 day of after-school detention

Fifth Offense 2 days of after-school detention

Sixth Offense 3 days of after-school detention (pattern continues thereafter)

**STEALING**

First Offense Three (3) day out-of-school suspension

Second Offense Five (5) day out-of-school suspension

**FIGHTING (Law enforcement may be called with each offense.)**

First Offense Three (3) to five (5) day out-of-school suspension depending on the severity of the incident.

Second Offense Five (5) day out-of-school suspension and/or possible recommendation for expulsion.

\* Students who take video/photos of an altercation will be suspended 3 days out-of-school.

### **USE OF PROFANITY IN CLASS OR ON SCHOOL PROPERTY**

Detention halls, disciplinary referrals, or suspension after investigation of situation, appropriate discipline will be applied.

### **DRUGS, ALCOHOL, AND THREATS OF INTIMIDATION OF EMPLOYEES**

First Offense            Ten (10) day out-of-school suspension with the possible recommendation of expulsion.

**See Drugs and Alcohol for further information**

### **INAPPROPRIATE PHYSICAL CONTACT**

First Offense            Call placed to parents/guardians

Second Offense        Conference with parents/guardians

Third Offense          One day suspension

Fourth Offense        Three day suspension

### **FORGED NOTES OR FALSIFYING EXCUSE**

Two (2) day in-school suspension, parent/guardian conference

### **BULLYING/HARASSMENT**

First Offense            Verbal and written warning. Call to parents/guardians.

Second Offense        Conference with parents/guardians of the student who is harassing/bullying.

Third Offense          Suspension (in-school, out-of-school – determined on an individual basis according to the offense.) This will be determined by the principal.

### **INSUBORDINATION**

Every staff member has the same authority to discipline students in any area of the building, or the campus, and at school functions as they would in their classroom. Students shall comply with the requests of the staff as they relate to student conduct, classroom work, and safety. Students not responding to any staff member's direction are guilty of insubordination and should be referred to the office immediately. Students will be disciplined in compliance with the Tell City Junior-Senior High School Discipline Procedure.

### **TOBACCO DISCIPLINE PROCEDURE**

If a student is in possession of tobacco products or is using tobacco products in school, during school hours, or at a school sponsored event, the following policy will be enforced in addition to contacting law enforcement who may issue a ticket or citation.

First Offense:            Mandatory completion of the tobacco education program during two-day In-School-Suspension

Second Offense:        Mandatory completion of a different tobacco education program during two-day In-School-Suspension

Third Offense:          Three-day Out-of-School-Suspension

Fourth Offense:        Five-day Out-of-School-Suspension



## **DRUGS AND ALCOHOL**

The use or possession of alcohol, other illegal drug, controlled dangerous substance, counterfeit controlled dangerous substance or other intoxicant by any student is expressly forbidden on school property at any time, at any school related function, and while the student is under the supervision of school personnel while away from school property.

A student's discipline record as it pertains to drugs and alcohol violations remain with the student for the entire time they attend Tell City Jr-Sr High School. If a student is in violation of the stated policy, the student will receive a ten (10) day out-of-school suspension with the recommendation of expulsion.

Note: When it has been established that a student is involved in the distribution, possession with intent to distribute, or conspiracy to distribute an alcoholic beverage, controlled dangerous substance, counterfeit controlled dangerous substance or other intoxicant, the Principal will suspend the student with a request to the Superintendent for expulsion.

## **OTHER VIOLATIONS OF STUDENT CODE OF CONDUCT**

Other violations of the student code of conduct will result in the appropriate punishment as deemed by the principal and assistant principal.

## **TELL CITY JR.-SR. HIGH SCHOOL DRUG AND ALCOHOL TESTING PROGRAM GUIDELINES**

### **INTRODUCTION**

The Board of School Trustees of the Tell City-Troy Township School Corporation recognizes that the misuse of drugs/alcohol is a serious problem with legal, physical, and social implications for the entire community. As the educational institution of this community, the school should strive to prevent substance abuse and help substance abuse users.

This policy will not affect the policies, practices, or rights of the School Corporation in dealing with drugs/alcohol handling, possession, or use where reasonable suspicion is obtained by means other than random sampling provided herein. The policy and program is intended for athletes, extra-curricular participants, students who park and/or drive on school property, and volunteers to the random testing pool.

### **PURPOSE**

Athletics, extra-curricular activities, and parking and/or driving on school property are an integral part of the school system and the community. The recognized value of participation to a student's personal development has given these activities a high priority in the total school program. All students are encouraged to participate in the programs of the school; however,

the opportunity for such participation is not an absolute right. Rather, it is a privilege offered to students who meet both the scholastic and physical conditions of eligibility.

The testing program serves several purposes:

1. Operating as an integral component of the overall physical and mental educational program of Tell City Jr.-Sr. High School
2. Serving as a medical diagnostic aid in disclosing possible drug related problems and providing opportunities for early intervention
3. Preventing impaired students from engaging in athletics, extra-curricular activities, parking and/or driving on school property while he/she has drug residues in his/her body

Obligation to govern the medical condition of students:

Indiana Code 20-34-3 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **CONSENT FORM**

Each student shall be provided with a consent form, which must be dated and signed by the student and by a custodial parent or guardian before such student shall be eligible to practice or participate in athletics, extra-curricular activities, or park and/or drive on school property. By signing the consent form, the student, if selected as part of the random-testing procedure, agrees to provide a urine sample to be tested for drugs/alcohol. The custodial parent(s) or guardian(s) also gives consent for his/her child to provide the urine sample by signing the form.

In addition, the school will also test any student who VOLUNTEERS to participate in the drug testing program as well as students under the age of 18 whose parents/guardians wish to have them included in the drug testing program. Such parents/guardians must provide the school with their consent in writing.

Once consent is given for testing, it shall be in effect for the remainder of the student's tenure at Tell City Jr.-Sr. High School or until the consenting parent or guardian withdraws his/her child from the program in writing.

### **FINANCIAL RESPONSIBILITY**

The Tell City-Troy Township School Corporation will pay for all initial random drug tests. A request on APPEAL for another test on the same specimen of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

### **TESTING PROCEDURES**

Each participating student will be assigned a number, and the principal or his/her designee will maintain one cross-reference list of names and numbers. The selection of students to be tested will be done randomly on any given Monday through Saturday throughout the school year. The drug testing company will select random numbers from the pool. They will inform the school of the numbers selected, and the principal and a designee will cross reference the numbers selected to the master student list.

All students will remain under school supervision until they have produced an adequate, acceptable urine specimen as required by the drug testing and collection companies. If a student is unable to produce a specimen, the student will be given a glass of water or soft drink. Additional liquids will be given to the student until an adequate, acceptable urine specimen is collected.

If student tampering or cheating has occurred during the collection, the student will become ineligible for all athletics, extra-curricular activities, and parking and/or driving on school property for the remainder of the school year.

When students' test results are complete, the laboratory will report to the principal and a designee the results of each test by the identification numbers on the samples. The specific test results of any test shall not be made known to anyone else other than the student, the student's parent(s) or guardian(s), and the principal/designee. The fact of testing and the results of testing of any student shall not be made known to any school official other than stated above.

If the results of the test are 'positive', that is, if they show drug/alcohol residue, the principal/designee will advise the student and the student's parent(s) or guardian(s). When notified by phone call, letter, or personal contact, the student and student's custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in determining whether a positive test can be satisfactorily explained. If not, the parent/guardian will be given names of agencies that can be of help to the child. The principal/designee will also notify the student of any consequences, based on the policies/procedures as outlined in this program. The coach, sponsor, and athletic director will be notified of any suspensions.

Collections may be conducted by outside agencies. If collections are conducted by the principal/designee, the certified laboratory will first provide training to principal/designee who collects the sample.

### **INCLUDED ACTIVITIES**

Parking and/or driving on school property, all athletics, cheerleading, and all extra-curricular activities will be reviewed annually. Extra-curricular activities are those activities that occur outside of the regular school day; participation does not impact grade.

### **DURATION OF CONSEQUENCES**

These consequences are not solely within one school year at Tell City Jr.-Sr. High School. After the student completes grades 7 and 8, the student will enter grade 9 resetting the consequences to **zero**. The consequences then accumulate over the entire tenure from grades 9 through 12. A student is considered a 9th grader the day following his/her last day of school when he/she is a registered 8th grader.

### **STUDENT EXCLUSION FROM DRUG AND ALCOHOL TESTING PROGRAM**

Only students on an approved Individualized Education Plan (IEP) can be considered for exemption from the Drug and Alcohol Testing Program. Merely being on an IEP will not exclude

a student from this policy; rather an IEP qualifies the student for consideration of an exemption.

A student on an IEP can only be excluded from the Drug and Alcohol Testing Program if the Case Conference Committee determines either:

1. testing under the policy is not physically practical or possible due to the student's medical condition    OR
2. test student is not mentally capable of understanding the testing procedures, the testing policy, or the intent of the Drug and Alcohol Testing Program.

If a student meets the condition(s) above, his/her exemption from the program will be specifically stated in the IEP along with the specific reasoning for meeting the condition(s) above. No other student shall be excused or excluded from the Drug and Alcohol Testing Program.

## CONSEQUENCES FOR TOBACCO/DRUGS/ALCOHOL

### FIRST OCCURRENCE

#### **Athletics/Cheerleading**

The student shall be suspended for a minimum of 20 percent of the contests scheduled for that sport for that school year (e.g. 9 football games x .20 = 1.8 or 2 games; 20 basketball games x .20 = 4 games.) If the suspension falls near enough to the end of a season so that the full penalty of 20 percent of the contests cannot be assessed, the penalty shall carry over to the next sport season in which the athlete participates. IHSAA guidelines will be used to determine the number of contests.

#### **Clubs/Activities**

The student will not be allowed to participate for 3 weeks.

#### **Driving/Parking on School Property**

Students will not be allowed to park/drive on school property for 3 weeks.

### SECOND OCCURRENCE

#### **Athletics/Cheerleading**

The student shall lose eligibility to participate in all athletic activities for (1) year from date of such confirmation.

The athlete/cheerleader may elect a probationary period in lieu of the one year suspension, and may re-establish his/her eligibility to participate in athletic/cheerleading activities provided the following terms are met:

- The probationary period will last for one calendar year, the same length as the period of the suspension.
- The athlete/cheerleader shall be suspended from participation an additional 20% as described in the first violation.
- The athlete/cheerleader shall agree to meet regularly with a substance abuse program at the student/parent expense for the purpose of becoming and staying free of illicit, mood altering chemicals.
- The student and parent/guardian must sign a release of confidential information.
- The principal/designee will stay in contact with the substance abuse program to monitor the student's progress.
- The student will meet the provisions of the substance abuse counselor.

Failure to meet these requirements will result in suspension from the original date of the confirmation of the occurrence for one calendar year.

#### **Clubs/Activities**

The student will not be allowed to participate in clubs/activities for one year. The student may elect a probationary period in lieu of the one year suspension, and may re-establish his/her eligibility to participate in clubs/activities for 5 weeks, and receive counseling at the student/parent expense at a substance abuse program. The student and parent/guardian must

sign a release of confidential information for the principal/designee in order to verify completion of the program.

### **Driving/Parking on School Property**

The student will not be allowed to park and/or drive on school property for one year. The student may elect a probationary period in lieu of the one year suspension, and may re-establish his/her eligibility to park and/or drive for 5 weeks, and receive counseling at the student/parent expense at a substance abuse program. The student and parent/guardian must sign a release of confidential information for the principal/designee in order to verify completion of the program.

### THIRD OCCURRENCE

### **Athletics/Cheerleading/Extra-Curricular Activities/Driving**

The student shall lose eligibility to participate in athletics, extra-curricular activities, and parking/driving on school property for the remainder of his/her tenure.

## **GENERAL POLICY NOTES**

- The participant will be allowed to practice during suspensions after his/her first or second occurrence. After a third occurrence, the student will not be allowed to attend practices or have contact with the coaching staff (personal workouts included).
- Jamborees or scrimmages will NOT be considered a contest for suspension purposes. An athlete will not be allowed to participate in a jamboree or scrimmage while under suspension.
- For any participant no longer "in season," any suspensions shall carry over to the next normally played sport and the percentage recalculated based on the number of games/matches scheduled.
- If the student chooses to participate in a new sport or activity, he/she must complete the season in the newly chosen sport or the consequences will carry over to the subsequent season or activity. In confrontation, the final decision will be made by the Athletic Director and guardians of the student.

### **CHAIN OF CUSTODY**

1. The principal/designee will be responsible for escorting the students to the test site. The student should bring all possessions from the classroom with him/her to the test site, the nurse's station and will not be allowed to go to his/her locker before going to the testing area.
2. Once in the testing area, the student will agree to complete the testing paperwork that is required by the testing laboratory.
3. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until testing has taken place.

4. If the testing sample has been tampered with or ruined, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible for a new specimen.
5. The student will be instructed to remove all coats, empty pockets, and wash his/her hands in the presence of the principal/designee prior to entering the testing restroom. The door will be closed so that the student is by himself/herself in the restroom to provide the urine specimen. The principal/designee will wait outside the restroom.
6. Results from the test will be shared with the Principal/designee. Immediate results will not be shared with students. All tests indicating a positive presence of drugs will be sent to a laboratory for further testing. The laboratory will report the results back to the principal.
7. After testing a student, the principal/designee will attempt to contact the parent via telephone or email to inform the parent/guardian of the test. Further contact with the parent/guardian will only occur if the test is confirmed positive by laboratory results.
8. In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. The results for the urinalysis will be mailed back to the principal/designee with no name attached; only the student's random identification number will appear on the results.

#### **INCLUDED ACTIVITIES**

Parking/driving on school property, all Athletics, Academic Teams, Spell Bowl Teams, Student Council, Renaissance Student Steering Committee, VICA (Skills USA), Class Officers, Natural Helpers, HOSA, World/Foreign Language Club, Advocates Club, JAG, Health and Wellness Club, Outdoorsmen Club, Prom Court, Homecoming Court, Hacky Sack Club, Film Society, Key Club, Drama Club, Art Club, Pep Club, National Honor Society, Intramural Sports, any club/sport/activity defined as an extra-curricular activity.

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#### **SECTION V - TRANSPORTATION**

##### **Bus Transportation to School**

The School provides bus transportation for all students who live farther than 1 (one) mile from School. Homeless students are eligible to receive transportation services. The bus schedule and route is available by contacting the Transportation Director at Central Office (812) 547-3300.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

## **Bus Conduct**

Students who are riding to and from School on transportation provided by the School are required to follow some basic safety rules. This applies to School-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

### Previous to loading (on the road and at School)

Each student shall:

- be on time at the designated loading zone ( 5 (five)) minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents'/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

### During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not tamper with the bus or any of its equipment.
- take valuables with them when exiting the bus.

### Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at School unless s/he has proper authorization from School officials.

## **Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.