"Working Together For Student Success"

619 South Main Street, Tipton, Indiana 46072
Phone: 765-675-7431 Fax: 765-675-9519

Craig Leach	Principal
Tom Lyday	Assistant Principal
Colin Quin	Athletic Director
Carrie Capshaw	Director of Counseling
Telisha Glassburn	School Counselor
Susie Ragan-Walsh	School Nurse
Karen Kesterson	Administrative Secretary
Adele Wright	Guidance/Attendance Secretary
Kim Warner	Treasurer/Bookkeeper

2025-2026 HANDBOOK

First day for Staff (no students)	Aug. 6
Scheduled PD Day (no students)	Aug. 7
First day for Students	Aug. 8
Labor Day (no school)	Sept. 1
End of 1st 9 Weeks	Oct. 7
Parent/Teacher Conferences (no students)	Oct. 8
Fall Break (no school)	Oct. 20-24
Scheduled PD Day (No Students)	Nov. 7
Thanksgiving (no school)	Nov. 26-28
End of 2nd Nine Weeks/1st Semester	Dec. 19
Winter Break (no school)	Dec. 22- Jan. 5
First Day of 3rd Nine Weeks/2nd Semester	Jan. 6
Martin Luther King Jr. Day (no school)	Jan. 19
Scheduled PD Day (no students)	Feb. 9
Presidents' Day (no school)**(Flex Day)**	Feb. 16
End of 3rd 9 Weeks	March 13
Flex Day/Snow Make-up Day	March 26
Spring Break (no school)	March 27-April 3
Flex Day/Snow Make-Up Day	April 6
Memorial Day (no school)	May 25
End of 4th Nine Weeks/2nd Semester	May 29
Staff Day (no students)	June 1
Graduation	June 6

**Note: End of grading periods are subject to change due to school cancellations/delays*.

TIPTON HIGH SCHOOL PRIDE

P-PERSONAL BEST

R-RESPECT

I-INTEGRITY

D-DEPENDABILITY

E-ENTHUSIASM

Table of Contents

I.	GENERAL PROCEDURES	8
II.	MEDICAL INFORMATION	10
III.	ENROLLMENT/WITHDRAWAL	11
IV.	FACILITIES	12
V.	ACADEMICS	14
VI.	STUDENT ACTIVITIES	21
VII.	TECHNOLOGY	22
VIII.	STUDENT CONDUCT	25
IX.	TRANSPORTATION	39

TIPTON HIGH SCHOOL

Welcome

Welcome to Tipton High School! We are delighted to have you as a student, and our dedicated staff and I will do everything we can to ensure your experience here is productive and successful. Our primary goal is to create a safe and conducive learning environment for all students, staff, parents, and visitors. To achieve this, the Board of School Trustees releases an updated Student/Parent Handbook every year, outlining students' rights, responsibilities, and the consequences of misconduct.

We strongly encourage parents to review and discuss the contents of this Handbook with their high school student(s). Additionally, teachers will go over the Handbook with students at the beginning of the school year. By familiarizing yourself with the valuable information provided in this Handbook, you will be well-equipped for the school year ahead. If you have any questions, please don't hesitate to reach out to the Tipton High School Main Office.

This Handbook serves as a comprehensive resource to address common questions you may have throughout the school year. It offers detailed information about the School Board's policies and guidelines. We kindly request that you take the time to become familiar with the important information contained in this Handbook and keep it readily accessible for reference. Should you have any questions that are not addressed in this Handbook, we encourage you to reach out to the High School Administration, whose contact details can be found in the Staff Directory section.

Please note that this Handbook supersedes all previous editions and other written materials covering the same subjects. While this Handbook does not create a binding contractual commitment to the student, it accurately reflects the current status of the Board's policies and the School's rules as of the 2025-2026 school year. In the event of any revisions to the policies or administrative guidelines mentioned herein after the 2025-2026 school year, the most recent policy or administrative guideline shall prevail. Copies of the current Board policies and administrative guidelines can be accessed on the Corporation's website.

At Tipton High School, our faculty and staff are dedicated to preparing our students to become successful and productive citizens. We are committed to fostering an atmosphere that promotes learning, maintaining a highly motivated staff that upholds rigorous academic standards, and delivering a curriculum that meets the needs of all students. As educators, we provide valuable experiences, encourage critical thinking, instill self-esteem and respect for others, and ignite students' lifelong desire for learning.

Foreword

This handbook has been created to provide students and parents with essential information about our school. By fostering a collaborative environment among students, parents, school administrators, teachers, and staff, we believe that each student can maximize their potential and benefit greatly from these opportunities.

If you have any questions regarding our procedures or policies, please don't hesitate to reach out to any member of our staff. We are here to assist you and look forward to working together to ensure a successful educational journey at Tipton High School.

Mission Statement

Growing empowered, future-ready students who are ready for a lifetime of opportunity and success.

Equal Education Opportunity

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

Regular Class Schedule

Tipton High School is on an alternating Block 8 schedule. On a regular week of classes (Monday through Friday), students will begin with a “Silver Day” on Monday, which includes time in all 8 scheduled classes. Tuesday through Friday are alternating “Blue Days” and “White Days”, which includes attending four scheduled classes each day. Blue Days include blocks 1,2,4, and 5, while White days are blocks 6,7,8, and 9.

There are times throughout the year when school is not in-session all five weekdays. A calendar will be shared by the building principal to outline what schedule will be followed; but a standard rule would be all weeks with an odd number of days will start with a “Silver” Day and all weeks with an even number of days in session will begin with a “Blue” Day and will NOT have a “Silver Day”.

Daily Schedule:

	Tuesday (Blue)	Wednesday (White)	Thursday (Blue)	Friday (White)
Block 1	8:00-9:20	8:00-9:20	8:00-9:20	8:00-9:20
Block 2	9:25-10:45	9:25-10:45	9:25-10:45	9:25-10:45
Lunch	10:45-11:15	10:45-11:15	10:45-11:15	10:45-11:15
1st Advisory	10:50-11:40	10:50-11:40	10:50-11:40	10:50-11:40
Lunch	11:40-12:10	11:40-12:10	11:40-12:10	11:40-12:10
2nd Advisory	11:20-12:10	11:20-12:10	11:20-12:10	11:20-12:10
Block 4	12:15-1:35	12:15-1:35	12:15-1:35	12:15-1:35
Block 5	1:40-3:00	1:40-3:00	1:40-3:00	1:40-3:00

Silver Day Schedule:

Block 1	8:00-8:45
Block 2	8:50-9:30
Block 6	9:35-10:15
Block 7	10:20-11:00
Lunch 1st Advisory	11:00-11:30 11:05-11:30
2nd Advisory Lunch	11:35-12:00 11:30-12:00
Block 4	12:05-12:45
Block 5	12:50-1:30
Block 8	1:35-2:15
Block 9	2:20-3:00

Section 1 - General Procedures

VISITOR POLICY

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

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

Protocol for Entering the Building for Parents and Guests

1. All parents and guests are to enter the building using the school's main entrance (Door 14).
2. At the entrance there is a buzzer that is to be pushed.
3. Through the intercom, office personnel will ask, "How may I help you?" Upon a response the visitor may be allowed to enter the building.
4. The visitor will hear a click and may then enter the building.
5. Parents and guests are to report directly to the office personnel.
6. All visitors/parents/guardians entering any Tipton school during the school day (7:30am-4:00pm) will have their ID scanned through the Raptor system.
7. If the parent is picking up their child, they may be asked for state identification and asked to sign the child out. The secretary will call for the student to come to the office to meet their parent(s).
8. If the parent is dropping off something for their child, the secretary will call for the student to come to the office to pick the item up.
9. When a parent needs to talk with a teacher during the school day, they should call the school in advance and make an appointment.
10. If the parent/guest needs to go to a location in the building, they will be given a visitor's badge and then they will either
    a. Have the person they are meeting come down to office and meet them, or
    b. Be provided direction and their destination will be notified that they are on their way, or
    c. Be provided an escort to their location.
11. All doors will be locked at 4:00 PM. No one is to be in the building without school personnel supervision and only for an organized activity.

12. Pickups for after school Fine Arts activities will be at Entrance A. Students involved in other activities; sports, tutoring, clubs, etc., should be picked up at Entrance B.
13. Club sponsors are responsible for the entering/exiting of members in and out of the school building, and arrangements must be done the day prior.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students are expected to respect the rights of their fellow students and the staff. Students are expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Powerschool will contain our student information and Google Classroom will contain our classroom information. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

SCHOOL COMMUNICATION

The school relies on Powerschool (our student management system) to send emails to parents that announce school events, send students' progress reports, report attendance concerns, or any number of other items. **Powerschool relies on the information that parents provide**. Parents have access to keep this information up to date, especially as a new school year begins. It is very important that parents do this whenever there is a change of address, phone number, or email. If you have questions or need help with your Powerschool account, please contact your child's school. Google Classroom contains information about classroom activities and assignments.

SCHOOL CLOSING

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

School closings, for any reason, will also be announced on local radio and television stations and updated on the school's web site. If you notice you are not

receiving notifications from the school, please call the main office to ensure you are signed up to receive notifications.

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

RIGHTS OF NON-CUSTODIAL PARENTS

Non-custodial parents' rights will be respected regarding visiting school, parent-teacher conferences, progress reports, student records, etc. A court order must be witnessed before either parent's rights can be denied.

Non-custodial parents wishing to receive copies of their child's report card, midterm, etc. will need to provide self-addressed, stamped envelopes to their child's teacher.

Section 2 - Medical Information

HEALTH CLINIC PROCEDURES

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

MEDICATION POLICY

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

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

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

Medication will not be administered without the above permission statements. A student's medication is only for that student. If a student gives ANY medication to another student, then disciplinary action will follow. A student with acute or critical illness may possess and self-administer medication if that medication has

been approved by the school administration. Any questions concerning this policy, please ask the school nurse or building administrators.

Injuries and Illnesses

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

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

Immunization Policy

All students must have an updated immunization record provided by a medical professional to the school as stated by School Board Policy C525 before admittance to the school. For more information, please contact the school nurse or reference School Board policy C525.

Section 3 - Enrollment/Withdraw

Student Records and Directories

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

Student Withdrawal (Board Policy C600)

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

Student Transfer

If a student plans to transfer from Tipton High School, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the Tipton High School Attendance Secretary for specific details.

Legal Settlement

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

Section 4 - Facilities

Money and Valuables

The school is not responsible for lost or stolen money or valuables from your person or locker, this includes book bags left unattended. However, if it is absolutely necessary that a student bring a large amount of money or other valuable items to school, such items may be left in the office for security and picked up when needed.

Lost and Found

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

Cafeteria

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

1. All food and beverages must stay in the cafeteria.
2. Students are expected to stay in the cafeteria for the duration of lunch. In certain cases, students may be issued a pass to leave the cafeteria by a classroom teacher, building administration, or school staff.
3. Trays, silverware, paper, and plastic refuse should be removed from the tables and placed in the appropriate receptacles.

Outside Food and drink

Teachers reserve the right to create classroom procedures that prohibit outside food and drinks. Refusal to follow these directives by teachers will result in disciplinary action.

Having food delivered to the high school is strictly prohibited. In the event food is delivered, office staff will hold the food until the end of the day. Repeated deliveries by a student will be handled through the disciplinary process.

Pest Control Policy

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

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to

children. Therefore pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The corporation will:

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

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

USE OF SCHOOL FACILITIES

School and community groups are allowed to make use of the facilities at the high school. To ensure that the facilities are available and in proper condition, any use of high school facilities must be scheduled in advance with a high school administrator. Groups must fill out a Facility Usage Form and receive approval prior to scheduling.

Students are not to be in any part of the school building outside of the regular school day without supervision by a staff member or other properly authorized adult.

LOCKERS

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

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

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

Care of School Property

Students are responsible for maintaining proper care of all furniture, books, etc. supplied by the school. Students who vandalize school properties will be required to pay for the damage and/or face disciplinary action. This includes ANY school issued device. The condition of each textbook will be checked and recorded before assigning the books to students. It becomes the responsibility of each student to maintain the condition of any school issued property in his/her possession through the school year. At the end of the year, books will be collected and checked for damages. Students found to have damages beyond normal wear and tear will be assessed a fine. It is the responsibility of the student to notify the issuing teacher if there is drastic deterioration in the condition of the textbook. This is to be done immediately after the damage has taken place. Lost or damaged property items not paid will be placed on the student's fee as part of their financial obligations for the next school year.

STUDENT SALES

Students are not allowed to bring anything to sell to other students or staff members. All fundraisers will be authorized by the high school administration.

Section 5 - Academics

CURRICULUM

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

GRADUATION REQUIREMENTS

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

GRADUATION PARTICIPATION STATEMENT

Participation in the Tipton High School graduation ceremony is a privilege, not a right. Students are expected to uphold the values and standards of the school throughout their senior year—both in and out of the classroom.

Any serious misbehavior—including actions at school, in the community, at athletic events, or while representing Tipton High School in any capacity—may result in the loss of the privilege to participate in the graduation ceremony. This

includes behavior that undermines the integrity, safety, or reputation of the school.

The decision to revoke graduation walking privileges will not be made lightly and will only occur after careful consideration and collaboration with the student and their parent or guardian.

At Tipton High School, we are committed to preparing students for a lifetime of opportunity and success. We encourage every senior to finish strong, lead with integrity, and represent themselves and their school with pride.

CORE 40 DIPLOMA

1. **Credit Requirements:** Minimum of 50 credits. A credit is given for satisfactory completion of one semester's work in a "solid" academic course.
2. **Subject Area Requirements:**

English	9,10,11,12 reg. or honors	8 credits
Math	Algebra I, Geometry, Algebra II	6 credits
Science	Biology, ICP, Chem I, Env. Sc.	6 credits
Social Studies	Gov. and U.S.History	4 credits
	Geog/His. Of the World	2 credits
	Economics	1 credits
Physical Ed.		2 credits
Health		1 credit
Preparing for College and Career		1 credit
Electives		14 credits
Directed Electives from	World Languages, Fine Arts and/or Career/Technical	5 credits

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

CORE 40 with technical honors diploma

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

Core 40 with Academic Honors Diploma

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

A Complete all requirements for Core 40.

B Minimum of 56 credits

C Earn 2 additional Core 40 math credits

D Earn 6-8 Core 40 world language credits.

E Earn 2 Core 40 fine arts credits.

F Earn a grade of a "C" or better in courses that will count towards the diploma and have a grade point average of a 3.0 or better.

G Complete one of the following:

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

DUAL CREDIT VS. DUAL ENROLLMENT

Dual Credit courses are college-level classes taken at the high school, taught by certified dual credit teachers. These courses allow students to earn both high school and college credit simultaneously, and they are included on the high school transcript.

Dual Enrollment courses, on the other hand, are taken directly through a college or university, either online or in person. These courses may appear on the high school transcript if the school has an agreement with the institution. Dual enrollment provides students with the opportunity to experience college coursework independently while still in high school.

Dual enrollment courses typically do not appear on the high school transcript since they are taken directly though the college or university. However, there may be special circumstances when students can include credits earned through dual enrollment on their high school transcript if prior approval is granted by the high school principal.

EARLY GRADUATION

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

INDIANA GRADUATION PATHWAYS (CLASS 2023- Class of 2028)

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

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

More detailed information can be found on the school website at: https://www.tcsc.k12.in.us/ths-pathways.

INDIANA DIPLOMA REDESIGN (CLASS OF 2029 AND BEYOND)

Beginning with the Class of 2029, Indiana is implementing a redesigned high school diploma framework aimed at providing students with greater flexibility and aligning educational outcomes with postsecondary opportunities. The traditional diploma designations—Core 40, Academic Honors, and Technical Honors—will be phased out, replaced by a single foundational diploma accompanied by optional Readiness Seals that reflect students' preparedness for various postsecondary paths.

Overview of the New Indiana Diploma

Effective for students entering high school in the 2025–2026 academic year, the New Indiana Diploma consists of:

- **Foundational Diploma**: All students must complete a base set of coursework totaling 50 credits (30 base/20 elective), designed to ensure a comprehensive educational foundation.
- **Readiness Seals**: Students have the opportunity to earn one or more Readiness Seals in the following categories:
    - **Enrollment**: Indicates readiness for postsecondary education.
    - **Employment**: Demonstrates preparedness for entering the workforce.
    - **Enlistment & Service**: Reflects qualifications for military service.
- Each category offers two levels: the standard Seal and the advanced Seal Plus, which require additional achievements.

Key Features and Benefits

- **Flexibility in Course Selection**: The new diploma structure allows students to tailor their high school experience to align with their individual goals, particularly in their junior and senior years.

- **Integration with Graduation Pathways**: Earning at least one Readiness Seal fulfills the state's Graduation Pathways requirements, streamlining the process for students.
- **Guaranteed College Admission**: Students who earn the Enrollment Honors Plus Seal will receive automatic admission to Indiana's seven public universities, including Purdue University, Indiana University, and Ball State University.
- **Enhanced Career Opportunities**: The Employment Honors Plus Seal connects students with local employers and apprenticeship programs, providing a direct pathway into the workforce.
- **Support for Military Aspirants**: The Enlistment & Service Seals offer resources such as access to military career counselors and veteran mentors, aiding students interested in military service.

Implementation Timeline

- **2025–2026 School Year**: Schools may begin adopting the new diploma requirements.
- **October 1, 2028**: The current graduation requirements will sunset, making the new diploma framework mandatory for all students.
- **Class of 2029**: Students graduating in 2029 will be the first cohort required to meet the new diploma standards.

For detailed information on course requirements, Readiness Seal criteria, and planning resources, please visit the Indiana Department of Education's official page on the New Indiana Diploma: https://www.in.gov/doe/diplomas

Tipton Virtual Academy (TVA)
The Tipton Virtual Academy (TVA) provides a non-traditional pathway to graduation through fully virtual coursework. Tipton High School utilizes Edmentum and Indiana Online for course delivery. A licensed THS teacher monitors and supports student progress throughout the semester. TVA students remain enrolled at Tipton High School and are expected to meet the expectations outlined during the onboarding process.

To be considered for TVA, the student and a parent/guardian must participate in a meeting with a school counselor and a member of the administration to determine if virtual learning is an appropriate fit. Enrollment in TVA is contingent upon the outcome of this meeting, and administration reserves the right to deny placement when deemed necessary.

Enrollment in TVA is a semester-long commitment. Students may only return to in-person instruction at the beginning of a new semester. For example, a student enrolled in TVA for the fall semester must remain virtual until the spring semester begins.

Tipton Achievement Academy (TAA)
The Tipton Achievement Academy (TAA) offers a blended learning model that combines virtual coursework with in-person support. This program is designed primarily for credit-deficient students who require a flexible schedule to complete graduation requirements. TAA is best suited for students not pursuing

post-secondary education and who are preparing to enter the workforce after high school.

TAA students are expected to attend in-person regularly to receive academic support from a licensed teacher. In addition to completing coursework, students are enrolled in work-based learning experiences or attend a half-day schedule at the John Hinds Career Center. Failure to meet attendance expectations may result in removal from the program and a return to a full in-person schedule.

The goal of TAA is to help students earn their high school diploma while gaining real-world experience to prepare for career opportunities beyond graduation.

JOHN HINDS CAREER CENTER

Hinds Career Center is a vocational school that is an extension of the regular THS curricular offerings. Students are expected to provide their own transportation or sign up for school transport to and from JHCC. They are also expected to follow all THS and JHCC rules.

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

A waiver of liability signed by the parent and student and a copy of your insurance policy will be required prior to attending Hinds Career Center. Students may only drive him/herself if the student's vehicle is registered with THS. A shuttle from the high school is offered for both sessions, and more information will be provided for students interested in school-provided transportation.

JHCC operates on a different academic calendar, and there are times when THS is closed for holidays and JHCC is in session. Students are expected to attend JHCC for all days outlined on the career center's academic calendar.
John Hinds students are expected to monitor their attendance closely. There may be delays, closures, etc. that affect student attendance. It is vital that students are in contact with the THS main office and their instructors at JHCC.

Failure to attend regularly and arrive on time to John Hinds may result in the loss of credit, which will negatively impact a student's ability to graduate.

GRADUATION AND COMMENCEMENT

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

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

Students who meet all the credit requirements for Tipton High School graduation and do not qualify for the waiver, may be issued a Certificate of Completion and be allowed to participate in commencement exercises if they meet all other state and local requirements and are in good standing. A student in good standing is defined as a student who follows the student handbook and behavioral rules. If a student is under expulsion, then that student cannot participate in the graduation ceremony.

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

VALEDICTORIAN SELECTION CRITERIA

1. Weighted grades will be used to determine GPA. (All Honors level courses will carry a .333 weight.)
2. Grades will be based on an eight (8) semester GPA.
3. To be considered for top of the class honors, a student must have taken at least half of the offered honors courses offered at THS.
4. Must achieve an Academic Honors Diploma and/or a Technical Honors Diploma.
5. The next highest GPA(s) will be salutatorian(s).
6. Confirmation and selection will be determined by committee.

GRADING SCALE

A	94-100%
A-	90-93%
B+	88-89%
B	84-87%
B-	80-83%
C+	78-79%
C	74-77%
C-	70-73%
D+	68-69%
D	64-67%
D-	60-63%
F	0-59%

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

REPORT CARDS

There are two nine week grading periods per semester. Grade reports are available approximately one week after the close of a grading period (generally on the first Friday following the end of the first three quarters). Final grades are

posted to Powerschool. GRADE-IN-PROGRESS REPORTS should be reviewed by the student/parent via Powerschool. A copy of a student's report card may be requested from the high school main office.

INCOMPLETE GRADES

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

SEX EDUCATION STATEMENT

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

SCHEDULE CHANGES

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

GUIDANCE INFORMATION

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

STUDENT ASSESSMENT

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

In accordance with the State of Indiana, all juniors at Tipton High School are required to take the SAT as part of the statewide assessment system. To support student success on this important exam, Tipton High School administers the PSAT each fall to students in grades 9 through 11. These assessments help us monitor academic progress, identify areas for growth, and better prepare

students for the SAT during their junior year. This approach ensures that students are equipped with the skills and experience needed to perform at their best.

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

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.
If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

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

T.H.S. HONOR CODE

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

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

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

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

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of work.
- Presenting an idea, theory or formula originated by another person as their own original work.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work.
- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

** **Utilizing artificial intelligence to produce content and representing it as original work will be considered plagiarism and may be punished accordingly.**

Consequences of Cheating and Plagiarizing

First offense:

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

Second offense within the same class:

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

Third and subsequent offense in the same class:

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

Procedure:

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

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

Section 6 - Student Activities

Tipton High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.
THS has many student groups that are authorized by the School. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

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

Eligibility Policy

Grade Nine (9) Requirements:
All ninth (9) grade students must maintain a grade point average of 1.8 or greater and pass every class in order to participate in an extracurricular activity and remain in good standing. If a student's GPA falls below a 1.8 s/he is placed on academic watch and may participate if s/he is successfully involved in an academic watch.
Grade Point Average is based on non-accumulative grades achieved per each grading period. First quarter participation will be determined by meeting the 8th grade qualification criteria.

Grade Ten (10), Eleven (11), & Twelve (12) Requirements
All tenth (10), eleventh (11) and twelfth (12) grade students must maintain a grade point average of 2.0 or greater and pass every class in order to participate in an extracurricular activity and remain in good standing. If a student's GPA falls below a 2.0 s/he is placed on academic watch and may participate if s/he is successfully involved in an academic watch. Grade Point Average is based on non-accumulative grades achieved per each grading period.

Academic Watch

Academic watch status is established for those students who fail one (1) class or (9) ninth, (10) tenth, (11) eleventh, or 12 (twelfth) grade GPA falls below a 2.0. Students on academic watch must:

1. participate in after school study tables or remediation programming one hour, twice a week, after school study tables or remediation programming before activity practice when conflicts arise.
2. be subject to weekly grade checks and must show academic progress in order to remain eligible.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

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

EXTRACURRICULAR ACTIVITIES/SCHOOL DANCES

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

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

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

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

ATHLETIC HANDBOOK

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

Section 7 - Technology

INTERNET AGREEMENT- Student Acceptable Use Policy

All use of the Internet/network shall be consistent with the school corporation's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

This Policy does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Permission for Internet/Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Network access is designed for educational purposes. It is impossible for the school corporation to restrict access to all controversial and inappropriate materials. The school corporation, its employees, agents, or Board members, will be held harmless for any harm caused by materials or software obtained via the network.

Terms and Conditions

1. Acceptable Use-All use of the school corporation's connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to school corporation and building discipline codes.
2. Privileges-The use of the school corporation's Internet/network connection is a privilege,not a right,and inappropriate use will result in a cancellation of those privileges. The building administrator will make all decisions regarding whether or not a user has violated this permission and may deny, revoke, or suspend access at any time; his or her decision is final. Violations of the code of conduct may result in the loss of privileges and/or student discipline. Due Process will be followed and disciplinary consequences will be commensurate with the seriousness of the offense.
3. Unacceptable Use - The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically review the concepts of acceptable and unacceptable use and make revisions to this document as needed.
    a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or State regulation;
    b. Unauthorized access or downloading of software, electronic files, email, or other data (commonly referred to as "hacking");
    c. Downloading copyrighted material for other than legal personal or educational use;
    d. Using the network for private financial or commercial gains which adversely affects the school corporation;
    e. Wastefully using school corporation resources, such as file space;
    f. Gaining unauthorized access to resources or entities;
    g. Invading the privacy of individuals;
    h. Using another user's account or password;

i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
m. Using the network while access privileges are suspended or revoked;
n. Publishing or otherwise disseminating another person's identity, personal information, account, or password;
o. Using the network for product advertisement, political activity, promoting or encouraging the use of illegal or controlled substances;
p. Forgery or alteration of email;
q. Unauthorized installation of any software or hardware component.

TECHNOLOGY AGREEMENT

Before any student may enhance his/her school career by accessing and using the Corporation's computer resources, s/he and his/her parents must sign an agreement that defines the conditions under which the student may access and use these resources.

As required by Federal law, the Corporation will provide the instruction to students regarding the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
B. the dangers inherent with the online disclosure of personally identifiable information; and,
C. the consequences of unauthorized access (e.g. "hacking", cyber bullying and other unlawful or inappropriate activities by students online.

Students have no expectation of privacy in the content of their personal files saved on the Corporation's computer resources, and of the records of their online activity when accessing and using the Corporation's technology resources. As required by Federal law, the Corporation will routinely monitor the online behavior of its students.

Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School or referral to law enforcement authorities.

NETWORK ETIQUETTE

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

- Be polite. Use appropriate language
- Do not reveal the personal addresses or telephone numbers of others
- Recognize that the network is not private. The system administrator can monitor network activity. Situations relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users

SECURITY

Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet/network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Artificial Intelligence (AI)

To enhance learning experiences and streamline educational processes, Tipton Elementary School may utilize AI programs for tasks such as grading, feedback generation, and personalized learning. Student privacy and confidentiality remain our utmost priority throughout these processes. Students are reminded that using AI tools should complement their learning journey and not serve as a means to evade their academic responsibilities or ethical obligations. Utilizing artificial intelligence to produce content and representing it as original work will be considered plagiarism and may be disciplined accordingly.

Section 8 - Student Conduct

ATTENDANCE

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

The State of Indiana places education at the top of its priorities, and the Indiana Compulsory Attendance Law requires students to attend school regularly in accordance with Indiana Code IC 20-33-2-27. Tipton Community School

Corporation will use every reasonable measure to assist students in developing positive attendance habits. While the responsibility for a student being present in school rests with the student and their parents/guardians, the school will assist in this responsibility. This cooperation between the student, parents/guardians, and the school is essential in providing the fundamental foundation of regular school attendance.

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

REPORTING ABSENCES

All absences should be reported to the office via the telephone, email, and/or a note from parents/guardians.

To report any absence(s) for part of a day, for an entire day, or for several days, the parent/guardian must call 765-675-7431 or e-mail Mrs. Wright (awright@tcsc.k12.in.us).

The parent/guardian should leave a message stating who is absent and what grade the student is in, who the caller is, and telling why the student is absent from school. Parents/guardians should call before 9:00 a.m. The school assumes that a student who is unable to attend school will also be unable to work or attend school functions later the same day.

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

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

PROGRESSIVE ABSENCE PROCESS: ATTENDANCE CONFERENCES

Excused absences will be marked when a parent/guardian notifies the school of a student absence. Unexcused absence designations will be used for any “no-call no-show absence.” Students are considered “in good standing” when they have an attendance rating of 94% or better (10 absences per year, 5 absences per semester, 2.5 per quarter).

If students are absent for extended periods due to temporary medical circumstances, arrangements can be made to attend virtually. Please contact the THS office to learn more.

Parents may be asked to provide medical documentation for excessive excused absences (10 or more). If documentation is not provided, these absences can be marked unexcused at the principal’s discretion.

THS administrators will maintain regular contact with students/parents who fall below the 94% attendance rating at any point during the school year. Disciplinary action for students who drop under a 94% attendance rate may include detention, attendance conferences, suspension, loss of extra-curricular and field trip privileges and juvenile probation. The Tipton High School administration reserves the right to deny seniors the privilege to walk at graduation in extreme attendance situations (20 or more absences).

EXEMPT ABSENCES

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

- documented absence
- attending activities under the sponsorship of the school
- death in the family/attendance at a family funeral
- religious observances (documentation required)
- service as page or honoree of the Indiana General Assembly
- service on precinct election board or for political candidates or parties
- witness in judicial proceeding
- duty with Indiana National Guard
- duty with Indiana wing of civil air patrol
- educationally related non classroom activity; non classroom activity
- exhibiting or participating in state fair
- college visitation days during junior and senior year

In order for any absence to be considered ‘exempt’, proper documentation must be submitted to the high school attendance secretary.

BECOMING ILL AT SCHOOL

When a student becomes ill at school, he/she should report to the office. Under no condition is he/she to leave the school grounds without permission. Any phone call related to an illness should be done in the office. Students are not to call parents from a classroom or on a cell phone to report an illness to a parent. Students should never leave due to an illness without notifying the office.

MAKEUP WORK

Students are responsible for making up any schoolwork missed when absent. Students have as many days to make up for the work as they are absent. For example, if one is absent two days, then the student has two days to make up the work without a grade penalty. If absent for more than one day, a student or parent may call the office and ask for paperwork to be sent home. Calls need to be received by 9:00 A.M. and books may be picked-up in the office after 2:30 P.M. Students may access Google Classroom to find school work for the day. If

a student does not have internet access, it is their responsibility to speak with their teachers upon their return.

TARDY POLICY

A student will be considered tardy if they are not in the room when the bell rings. Tipton High School students are expected to give their personal best effort to get to class on time. Students who are not giving their personal best effort to get to class on time will receive a consequence for every four tardies. The consequences will be progressive and range anywhere from detention to suspension. If a student skips a consequence, additional consequences will be imposed, and the student will still be responsible for the original consequence.

TRUANCY

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

Students will receive consequences for being truant to school. Those consequences include, but are not limited to detentions, community service, or suspension. Repeated instances of truancy may lead to a referral to juvenile probation.

FIELD TRIPS

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

Students who have an excessive number of absences, 10 or more, will not be allowed to attend the field trips.

All regular school rules are in effect during field trips and instructors may impose more stringent rules depending on the circumstances of the trip. Violation of these rules could mean an exclusion of the violating student(s) from future field trips in addition to other disciplinary actions taken on the misconduct. All chaperones must have a background check through the school, while also following all school policies during the trip.

STUDENT CODE OF CONDUCT

Students attending Tipton High School are expected to show PRIDE:

Personal Best **R**espect **I**ntegrity **D**ependability **E**nthusiasm

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

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

A. Students are expected to:

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

B. All students have the right to learn, and all teachers have the right to teach. Any student behavior that interferes with the educational environment or disrupts the school day may result in disciplinary action. Offenses include, but are not limited to:

General Misconduct

1. Disruptive or inappropriate behavior in classrooms, hallways, restrooms, cafeteria, library, buses, or on school grounds before, during, or after school, or at any school-sponsored event.
2. Public displays of affection deemed inappropriate in the school setting.
3. Repeated classroom misconduct or multiple referrals may result in classification as a habitual offender, which may lead to suspension or expulsion.
4. Failing to follow reasonable, written or verbal directions from school personnel.
5. Loitering in hallways or being out of class without a valid pass during instructional time.
6. Being tardy, truant, skipping class or school, or assisting others in doing so.
7. Leaving school grounds without proper authorization.
8. Falling to serve assigned detentions or other disciplinary consequences.

9. Violating school driving and parking regulations, including unauthorized access to vehicles during the school day.

Aggressive or Threatening Behavior

10. Fighting, inciting, encouraging, or recording a fight.
11. Threatening, intimidating, or harassing others, including bullying and cyberbullying.
12. Hazing, initiations, or any coercive acts that can harm or humiliate another person.
13. Extortion—threatening others to obtain money, property, or favors.
14. Making or filing false reports, including false allegations, bomb threats, or fire alarms.

Dangerous or Illegal Activity

15. Possession or use of weapons or look-alike weapons. Possession of a firearm will result in immediate suspension and recommendation for expulsion for up to one year, and referral to law enforcement.
16. Possession, use, distribution, or intent to distribute any illegal drug, controlled substance, alcohol, inhalant, or intoxicant—including substances represented as such—or being under the influence at school or any school event. This includes cannabinoids (CBD, THC, Delta-8, etc.).
17. Possession, use, or distribution of drug paraphernalia or over-the-counter/prescription medications without proper authorization.
18. Sharing or distributing any pill, capsule, or drug—including legal medications—on school grounds or at school-related events.
19. Possession or use of tobacco, nicotine, or related products (including look-alikes, electronic cigarettes, and vape devices).
20. Possessing or igniting fireworks, explosives, or incendiary devices; or possessing ingredients with intent to build a bomb.
21. Vandalism, defacing, damaging, or destroying property belonging to the school, staff, students, or others.

Technology and Academic Integrity

22. Cheating, plagiarism, academic dishonesty, or altering school documents or records.
23. Gambling or possession of gambling devices.
24. Theft or possession of stolen property.
25. Use of unauthorized technology or devices (e.g., flash drives, memory sticks, recording equipment) in violation of school policy.
26. Unauthorized access to or tampering with school technology systems, networks, or accounts.

Dress and Expression

27. Wearing clothing, accessories, or displaying symbols that are profane, indecent, vulgar, offensive, or disruptive to the school environment.
28. Speech or conduct that is lewd, discriminatory, harassing, or otherwise disruptive to the educational setting.

Legal Violations

29. Engaging in unlawful activity on or off school grounds that causes or could reasonably be considered to interfere with school purposes or educational functions, including during weekends, holidays, or summer break.
30. Violating any part of the Indiana Student Due Process Code (IC 20-33-8).

Expulsion Appeals

If a student is recommended for expulsion, the superintendent or his designee shall review the recommendation and appoint an expulsion examiner if warranted. A determination related to implementation of a recommendation for expulsion will be made by the expulsion examiner in accordance with the Indiana Student Due Process Code.

By School Board action in February, 2009, the determination of the expulsion examiner will be final and binding and the School Board will not hear expulsion appeals.

Bullying/Harassment

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
B. the bullying behavior results in substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
B. has a substantially detrimental effect on the targeted student's physical or mental health;
C. has the effect of substantially interfering with the targeted student's academic performance; or
D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors

as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing.

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

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

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts may be reported to law enforcement officials.

The complainant shall be notified of the findings of the investigation and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.
Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

WIRELESS COMMUNICATION DEVICE POLICY

Generally, no student may use a wireless communication device during instructional time, pursuant to Indiana law.

“Wireless communication device” means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including a cellular telephone, tablet computer, laptop computer, or gaming device. “Instructional time” means time in which students are participating in an approved course, a curriculum, or an educationally related activity under the direction of a teacher, including a reasonable amount of passing time between classes. At Tipton High School, it is the expectation that no students will have a wireless communication device in an educational setting,

but may use their devices at lunch, during passing periods, and before/after school.

A student is permitted to use a wireless communication device during instructional time only in the following circumstances:

1. As specifically permitted by a teacher for education purposes. Such permission may be given for each episode of use or as an ongoing grant of permission for regularly occurring use, by building level administration through an approval process.
2. To manage a student's health care. Management of health care for this purpose includes action that cannot be reasonably conducted during non instructional time facilitating the maintenance, diagnosis, or treatment of an individual's physical or mental condition. The Corporation may require parent permission for unemancipated minors and medical or other documentation of the necessity of the use to determine whether such use fits into this exception.
3. As permitted by the student's Individualized Education Program (IEP) or Section 504 Plan.

Violation of this policy may result in forfeiture of technological privileges and other discipline as provided in the Student Code of Conduct.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto Corporation property. The Corporation assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property. This Policy should be followed in tandem with Policy 5136.01 TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT I.C. 20-26-5-40.7

Discipline at Tipton High School for the use of wireless communication devices will be progressive and consequences may become more severe for repeated offenses.

RECORDINGS IN SCHOOL/DISSEMINATION POLICY

Video and/or audio recordings intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, presentations) will be permitted on school property, as approved by the classroom teacher or the building principal. However, the use of video and/or audio recordings to engage in non-education-related activities during the instructional day is expressly prohibited. Students shall not send, post, or possess electronic messages or videos that are considered abusive, obscene, threatening, harassing, illegal, or that causes a substantial disruption to the educational environment either on or off school property.

VAPING/ELECTRONIC CIGARETTES

A growing concern in schools across the country is the smoking of vapes and the use of vaping products. Because of this growing concern, THS is taking action in order to protect the health of its students. The following list explains the steps that will be taken when a student is vaping in school or on school grounds or if a student has any vape product at school or on school grounds. This applies to both the school day and for extracurricular activities.

- 1st Offense: TCSC has partnered with IU Health to provide a vaping cessation course titled "INDEPTH". The course includes 4 one-hour sessions with a licensed respiratory therapist over the dangers of vaping. On the first offense, students will be enrolled in the vaping course. Failure to complete the sessions will result in a 1-day OSS, a referral to juvenile probation, and a ticket from the School Resource Officer.
- 2nd Offense: The student will receive three days of OSS. Parents/Guardian will receive a ticket from the SRO, and a referral to juvenile probation.
- 3rd Offense: The student will receive 10 days of OSS pending expulsion.

It should be noted that a vape product using marijuana or any other illegal drug will be treated as if that student has brought illegal drugs onto the school campus. Tipton Community School Corporation makes use of vape sensors throughout the building; which may prompt a student to be called to the office for investigation.

Administrators have the right to search any student at any time. Students found to be in the restrooms or any other location where vaping has taken place will be searched.

Gang Activity Policy (Policy 5840)

Tipton Community School Corporation has adopted this Criminal Gang Policy (5840) pursuant to state law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate students, employees, and parents about criminal gangs and criminal gang activity, and comply with state and federal laws and regulations.

TCSC prohibits criminal gang activity and similar destructive or illegal group behavior on school property, on buses owned by the corporation or used to transport corporation students, and at school sponsored functions. TCSC prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Criminal gang, as used in this policy, means a group with at least three (3) members that specifically, either promotes, sponsors, or assists in, or participates in, or requires as a condition of membership or continued membership the

commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 354221).

THREATS IN THE SCHOOLS

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

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

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

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

SAFE SCHOOL ALERT REPORTING

TCSC'S Tip Reporting Service
Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. **App: Search for "SafeSchools Alert" in the App Store to download for free**
2. **Phone: 317.647.4850**
3. **Text: Text your tip to 317.647.4850**
4. **Email: 1927@alert1.us**
5. **Web: http://1927.alert1.us**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

DISCIPLINE POLICY

Tipton High School recognizes the importance of maintaining the proper environment in which education can flourish. It is the goal of Tipton High School

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

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

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

Classroom Discipline

Teachers will determine discipline procedures in accordance with handbook guidelines that include a tiered discipline model including private conversations, parent contacts, seat changes, etc..

Consequences

Classroom consequences will be tiered and escalate with repeated negative behaviors. This system may include:

1. Using proximity to redirect (eye contact, approaching the desk, etc)
2. Calling the student out directly.
3. A private hallway conversation.
4. Moving the student's seat.
5. A phone call home
6. Lunch detention
7. Office Referral
8. Request an in-person meeting with parents and administration.

Excessive issues with classroom disruptions may result in removal from the class with a "Withdrawal-Fail (WF)."

Administrative Discipline

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

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

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

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

Seclusion and Restraint

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

DRUG TESTING POLICY

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

Tipton High School will exercise the right to ask local law enforcement agencies to assist them in searches of the school grounds. "School grounds" includes but are not limited to: the parking lot, and any cars parked thereon; hallways; lockers; classrooms; and any other rooms in the building used or occupied by students. Local agencies will be permitted to use canine units when necessary.

STUDENT RIGHTS OF EXPRESSION

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

A. A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends is intended to be insulting or harassing,
4. intends tends to incite fighting-, or

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

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

DRESS AND APPEARANCE

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

General Guidelines:

No Offensive Content:

Clothing should not contain hate speech, profanity, or imagery promoting drugs, alcohol, violence, or illegal activities.

No Distracting or Disruptive Clothing:

Avoid clothing that is overly revealing, excessively baggy, or designed to draw undue attention.

Clean and Presentable:

Clothing should be clean, in good condition, and appropriate for a school environment.

No Gang-Related Items:

Clothing, tattoos, or paraphernalia promoting gang affiliation or activities prohibited by school policies are not allowed.

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

PUBLIC DISPLAY OF AFFECTION

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

Section 9 - Transportation

Vehicles or theft of articles within the vehicle while it is parked on school property. The school is not responsible for damages done to cars in the parking lot or on school grounds. All reports of damages will be referred to the Tipton Police Department. Those students choosing to ride the bus to school can access the Ride Guide from their bus drivers, at the beginning of the school year, or on the corporation website. The Ride Guide states the rules and policies associated with riding the bus.

- All students driving to school must park on school property. Students who are riding with their parents or a non-THS student are responsible for them knowing the driving rules.
- Students must turn in a vehicle registration form that has been signed by the student and his/her parent/guardian. Students must then purchase a parking tag from the office. This tag must be displayed on the rearview mirror at all times when the vehicle is on school property. Vehicles parked on school property without proper identification may be subject to tow at the owner's responsibility and expense.
- Only licensed and properly insured drivers may drive a vehicle on school property.
- Students should enter and exit the student parking lot from the north entrance next to the football field.
- Students are not to park next to the building
- No reckless driving will be tolerated at any time on school property. The speed limit is 15 MPH.
- Upon arriving at school, students should park in the proper area and enter the building. Sitting in cars or loitering in the parking lot is not permitted.
- Students should not go to their cars during the school day unless permission has been granted from the office.
- Vehicles are not to be driven during the school day unless permission has been granted by an administrator.
- Students may leave the parking lot as soon as they desire after dismissal. Students are only to turn right when leaving the North parking lot after school is dismissed, and are to follow the instructions, verbal or hand motions, of personnel directing traffic flow: however, once the buses begin to leave, all vehicles are to wait until all buses are out of the parking lot.
- The privilege of bringing a student operated vehicle onto school premises is conditioned on written consent by the student driver, and his/her parent/guardian. This written consent permits school authorities to conduct a search of the vehicle under the regulations stated in the "Lockers" section of this handbook. Lack of cooperation to provide or permit access to a vehicle on school premises when there is reasonable cause for investigation shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto the school

premises. The administration may request a law enforcement officer to search a motor vehicle on school premises.

- Driving to school is a privilege that will be withdrawn if the student does not abide by the rules as outlined in this handbook. When the driving privilege has been withdrawn, the vehicle listed may not be driven onto the school premises by anyone other than the parent/guardian of that student.

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

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

These consequences can be carried over to the subsequent school year. Drivers who fail to stop for a properly displayed bus stop arm will be subject to legal action.

BUS PROCEDURES:

Bus transportation is provided for the students. The corporation's Ride Guide, a booklet outlining various bus rules and procedures, is passed out to bus riders at the beginning of the school year. It is also available at the corporation's web page. Bus drivers will be able to answer any questions about your bus schedule. Students should display good citizenship at all times in a school-supervised situation, which includes the school bus. Upon recommendation of the bus driver, school officials have the authority to deny riding privileges to students who do not conduct themselves in a civilized manner. In case the bus is late arriving to the school, students should report to the office.

RULES FOR STUDENTS RIDING SCHOOL BUS:

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

- Each student shall be located immediately upon entering the bus in the place assigned by the driver.
- No student shall stand or move from place to place during the trip.
- Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.

- No windows or doors will be opened or closed except by permission of the driver.
- No student should enter or leave the bus until it has come to a full stop and the driver has opened the door.
- The child should be waiting at their boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at their station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the boarding station. If the school bus driver is already three minutes late, he need not wait at all.
- Upon notification of the parent, the bus driver may suspend a student from riding the bus for one day.
- Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the bus to any student who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.

BICYCLES, MOPEDS, SKATEBOARDS, AND SCOOTERS

The school is not responsible for the safety associated with or the safekeeping of bicycles, mopeds, skateboards, or scooters. Students that ride mopeds or scooters must have a permit. Students that ride bicycles to school must park them in the racks provided. Mopeds or scooters must be parked beside the bicycle racks in an orderly fashion. Skateboards are not to be ridden in the building and must be stored in the student's locker. Students who demonstrate disregard for the law and use unsafe riding methods may be asked not to ride any of the above items to school.