



Tippecanoe Alternative Learning Center

Student & Family Handbook

2026–2027 Founding Edition

Every Student.

Every Day.

Every Opportunity.

Welcome to TALC

Dear Students and Families,

Welcome to the Tippecanoe Alternative Learning Center (TALC)!

We are excited to welcome you to our inaugural school year. At TALC, we believe that every student deserves a supportive learning environment where they are known, respected, and encouraged to reach their full potential.

Our school was created with the understanding that students thrive when learning is personalized, relationships are meaningful, and every day brings new opportunities for growth.

Whether your goal is to earn credits, prepare for graduation, explore future careers, or simply find a place where you feel supported, we are committed to helping you succeed.

This handbook is designed to answer many of your questions and to serve as a guide throughout the school year. It outlines our expectations, available resources, and the partnerships that make our school community successful.

We encourage students and families to read this handbook together and refer to it throughout the year.

Together, we will build a school community where every student is empowered to learn, grow, and succeed.

Sincerely,

Stevi Cornelius
Coordinator

Why TALC?

At the Tippecanoe Alternative Learning Center, we believe every student deserves a place where they feel supported, challenged, and inspired to succeed. Through personalized learning, caring relationships, and high expectations, we help students build confidence, earn credits, and prepare for life after high school.

Our Focus

- Personalized Learning – Meeting students where they are and helping them reach their goals.
- Strong Relationships – Building trust through supportive connections with staff.
- Student Success – Encouraging academic growth, responsibility, and future readiness.
- A Place to Belong – Creating a respectful and welcoming school community for everyone.

Core Values

- Respect
- Responsibility
- Growth
- Integrity
- Belonging

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Your School Day

School Information

School Address:

2241 Old Romney Road, Lafayette, IN 47909

Main Office Phone:

(765) 772-1860

School Hours:

8:00 a.m.- 2:50 p.m.

School Leadership

Position	Name
Coordinator	Stevi Cornelius
Administrative Assistant	Courtney Deno
Elementary Teacher	Cheryl Crowder
Middle School Teacher	Brittany Davis
High School Teacher	Joe Richardson

Office Hours: 7:30-4:00

The school office is available during regular school hours to assist students and families with:

- Attendance questions
- General information
- Student services
- Parent support

Families are encouraged to contact the office whenever assistance is needed.

Student Hours

Morning students will arrive at 8:00 a.m. Students will be excused at 10:50 a.m.

Afternoon students will arrive at 12:00 p.m. and be excused at 2:50 p.m.

Arrival

Students should arrive at school on time and enter through the designated entrance.

Upon arrival, students should:

- Report directly to their assigned location.
- Prepare for student search
- Coats, Jackets, Backpacks, Cell Phones, etc. will go into a locked locker while students are at TALC. Only the teacher will have access to the locker.
- Be prepared for the school day.
- Follow staff directions.
- Respect fellow students and staff.

Beginning each day on time helps establish positive routines and supports academic success.

Breakfast & Lunch

Breakfast will be available for morning students and lunch will be available for afternoon students in accordance with Tippecanoe School Corporation procedures. Students will place their breakfast and lunch order on the day prior.

No outside food or drinks will be permitted.

Students with dietary needs should contact the school office.

Transportation

Transportation services are provided according to Tippecanoe School Corporation guidelines.

Students are expected to:

- Follow bus expectations.
- Respect the driver and fellow passengers.
- Remain seated while the bus is moving.
- Follow all safety procedures.

Questions regarding transportation should be directed to the school office.

Visitors

To maintain a safe school environment:

- All visitors must report to the main office.
- Visitors must sign in.
- Identification may be required.
- Visitors will receive a visitor badge.
- Classroom visits should be scheduled in advance.

Unauthorized visitors are not permitted on campus.

Student Parking

Students who drive to school may be required to register their vehicles and follow all parking expectations.

Students should:

- Park only in designated areas.
- Drive safely on school property.
- Follow all posted traffic signs.
- Lock their vehicles during the school day.

Parking privileges may be suspended for unsafe driving or policy violations.

Calendars/Closings/Delays

TALC follows the Tippecanoe School Corporation breaks, delays, and cancellations.

If you have a morning only student and there is a delay, they will not come in that day.

Your child's Individualized Continuous Learning Plan (found in your child's IEP) provides information regarding services that day.

Showing Up for Success

Why Attendance Matters

Regular attendance is one of the strongest predictors of student success.

Students who attend school consistently are more likely to:

- Earn credits on time.
- Improve academically.
- Build positive relationships.
- Stay engaged in learning.
- Graduate prepared for future opportunities.

Every school day provides valuable learning experiences that cannot always be replicated outside the classroom.

Daily Attendance

Students are expected to attend school every day unless illness or another approved circumstance prevents attendance.

Families should notify the school office as soon as possible when a student will be absent.

Excused Absences

Examples may include:

- Illness
- Medical appointments
- Family emergencies
- Court appearances
- Religious observances
- Other circumstances approved by school administration

Documentation may be requested when appropriate.

Tardiness

Students are expected to arrive at school and each class on time.

Repeated tardiness disrupts learning and may result in interventions designed to support improved attendance habits.

Make-Up Work

Students who are absent should communicate with teachers regarding missed assignments.

Teachers will provide reasonable opportunities to complete missed work in accordance with school and district expectations.

Students are encouraged to complete assignments as soon as possible following an absence.

Attendance Support

If attendance becomes a concern, school staff will partner with students and families to identify barriers and develop strategies for improvement.

Support may include:

- Student conferences
- Family meetings
- Attendance improvement plans
- Counseling support
- Community resource referrals

Our goal is to help every student remain engaged and successful.

Learning at TALC

Our Goal

At TALC, learning is personalized, engaging, and focused on helping every student achieve success. We recognize that students learn in different ways and at different paces. Our staff works collaboratively with students to build academic skills, confidence, and a plan for the future.

Personalized Learning

Every student arrives at TALC with unique strengths, experiences, and goals.

Our instructional approach emphasizes:

- Individualized learning opportunities
- Credit recovery when appropriate
- Flexible pathways to graduation
- Goal setting and progress monitoring
- Career and college readiness
- Building confidence through success

We believe learning should challenge students while providing the support they need to succeed.

Academic Expectations

Students are expected to:

- Attend class daily.
- Arrive on time.
- Bring required materials.
- Participate actively.
- Complete assignments on time.
- Ask questions when assistance is needed.
- Demonstrate academic honesty.

Academic success begins with consistent effort and personal responsibility.

Academic Integrity

Integrity is an essential part of learning.

Students are expected to:

- Complete their own work.
- Give credit when using the work of others.
- Avoid plagiarism and cheating.
- Use technology responsibly.
- Demonstrate honesty in all academic activities.

Making mistakes is part of learning—but honesty is always expected.

Academic Support

Students who need additional assistance are encouraged to seek help early.

Support may include:

- Individual teacher assistance
- Small-group instruction
- Academic intervention
- Credit recovery support
- Study strategies
- Progress monitoring

Seeking help is a positive step toward success.

Case Conferences

- A case conference will hold 60-day reviews for all students to review their IEP, grades, and progress at TALC.
- Participants from the the student's homeschool will attend and the transition to the homeschool will be included in the agenda
- Annual case reviews (ACRs) will be held every year and can coincide with a 60-day review.

Student Conduct

Positive School Culture

Students are expected to contribute to a school environment where everyone feels safe, respected, and supported.

Positive conduct includes:

- Respectful communication
- Cooperation
- Honesty
- Responsible decision-making
- Appropriate use of school property

Bullying, Harassment & Intimidation

TALC is committed to maintaining a learning environment free from bullying, harassment, intimidation, discrimination, and retaliation.

Students should immediately report concerns to:

- Any teacher
- Coordinator
- Any trusted staff member

Reports will be investigated promptly in accordance with Tippecanoe School Corporation policies.

Restraint and Seclusion

TALC is committed to using the **least restrictive interventions** necessary to protect the safety of students and staff.

Physical restraint or seclusion will **only be considered when a student's behavior presents an immediate risk of serious physical harm to themselves or others** and only after less restrictive interventions have been attempted or determined to be ineffective or unsafe.

When restraint or seclusion is necessary:

- It is used only by trained staff members in accordance with Indiana law, Tippecanoe School Corporation policy, and TCIS practices.
- The intervention lasts only as long as necessary to maintain safety.
- Students are continuously monitored throughout the intervention.
- Parents or guardians will be notified as required by district policy and state law.
- A debriefing is conducted with the student and staff to support learning, recovery, and future prevention.

Dress Expectations

Students should dress in a manner that:

- Supports learning.
- Promotes safety.
- Respects others.
- Complies with district expectations.

Questions regarding student attire should be directed to school administration.

Personal Property

Backpacks are not needed. If they choose to bring a backpack, it will be searched and locked up until departure.

The school is not responsible for lost, stolen, or damaged personal property.

Student Responsibilities

Every TALC student is expected to:

- Attend school regularly.
- Treat others respectfully.
- Follow staff directions.
- Take responsibility for actions.
- Care for school property.
- Contribute positively to the school community.

Safe, Healthy & Supported

Our Goal

Student success begins with a safe, healthy, and supportive learning environment. At TALC, we are committed to ensuring that every student has access to the resources, guidance, and support needed to thrive academically, socially, and emotionally.

School Safety

Safety is everyone's responsibility.

Students help create a safe school by:

- Following staff directions promptly.
- Reporting unsafe situations.
- Respecting school property.
- Helping maintain a positive school environment.
- Looking out for one another.

A safe school allows everyone to focus on learning.

Emergency Procedures

Throughout the school year, students will participate in safety drills that prepare them to respond appropriately during emergencies.

These may include:

- Fire drills
- Severe weather drills
- Lockdown drills
- Evacuation drills
- Shelter-in-place procedures

Students should remain calm, listen carefully, and follow staff directions during every drill.

Safety Self Disclosure

To help maintain a safe learning environment for all students and staff, the Tippecanoe Alternative Learning Center (TALC) conducts a safety screening for every student upon entry to the building each school day.

As part of the screening process, students will be asked to:

- Empty or pull out all pockets, including squeezing sewn-in pockets to demonstrate they are empty.
- Lift each pant leg to expose the top of their socks.
- Lift the bottom of their shirt to expose the beltline/waistband.

A handheld metal detector or walk-through metal detector may also be used as part of the screening process. When there is reasonable suspicion that a student may be in possession of an item that could pose a safety concern or violates school rules, staff may conduct a pat-down search in accordance with Tippecanoe School Corporation policies and applicable law.

Students are discouraged from bringing backpacks or large handbags to school. Any bag brought into the building is subject to inspection upon arrival. Following the inspection, the bag will be secured and stored until dismissal, at which time it will be returned to the student.

These procedures are intended to promote a safe, secure, and supportive learning environment for everyone at TALC. Students are expected to cooperate with all entry safety procedures. If a student refuses to participate in the required safety screening, they may be denied entry to the building. In that event, a parent, guardian, or emergency contact will be notified to arrange for the student's pickup or determine appropriate next steps for the day.

Student Health Services

If a student becomes ill or injured during the school day:

1. Notify a teacher or staff member immediately.
2. Report to the health office as directed.
3. Parents or guardians will be contacted when necessary.
4. Students should not leave campus without authorization.

Students who are too ill to participate in learning may be sent home according to school health guidelines.

Medication at School

Medication administered during the school day must follow Tippecanoe School Corporation procedures.

Parents or guardians should:

- Provide medication in the original labeled container.
- Complete required authorization forms.
- Deliver medication to the school office whenever possible.

Questions regarding medications should be directed to the school office.

Electronic Cigarettes (Vapes) and Tobacco Products

The possession or use of electronic cigarettes (vapes), vape devices, vape cartridges, e-cigarettes, tobacco products, nicotine products, or related paraphernalia is prohibited on TALC property, at school-sponsored events, and while participating in school activities.

Indiana law prohibits individuals under the age of 21 from purchasing, possessing, or using tobacco and electronic cigarette products. Students must not bring these items to school.

If a vape or other prohibited nicotine or tobacco product is found in a student's possession:

- The item will be confiscated immediately.
- A parent or guardian will be contacted.
- A School Resource Officer (SRO) will be notified and will issue a **citation**. This is a Class C infraction and can carry a fine of up to **\$500**, plus additional local court costs. These tickets often require a mandatory appearance in the local city or juvenile court.

TALC is committed to providing a healthy, safe, and distraction-free learning environment. Students are expected to comply with all state laws and school policies regarding prohibited substances and devices.

Learning in a Digital World

Technology for Learning

Technology plays an important role in education and career readiness.

Students are expected to use school technology responsibly and in ways that support learning.

School Devices

Students who are issued school-owned technology are responsible for:

- Bringing devices to school as required.
- Charging devices before school.
- Caring for equipment appropriately.
- Reporting damage promptly.

School-issued devices remain the property of Tippecanoe School Corporation.

Responsible Technology Use

Students are expected to:

- Use technology for educational purposes.
- Follow teacher directions.
- Respect the privacy of others.
- Protect passwords.
- Access approved websites and applications.

Artificial Intelligence (AI)

Artificial Intelligence (AI) tools may be used only with teacher approval.

Students should:

- Use AI to support learning.
- Complete their own thinking and writing.
- Follow teacher expectations.
- Credit AI use when required.

AI should enhance learning—not replace it.

Digital Citizenship

Students should:

- Be respectful online.
- Protect personal information.
- Think before posting.
- Report cyberbullying.
- Demonstrate good digital citizenship.

Students' online behavior should reflect the same respect expected in school.

Cell Phones & Personal Devices

To promote learning:

- Personal devices should remain put away during the instructional school day.
- Families needing to contact students should call the school office.
- Students will get 1 reminder and then an adult from their house will have to pick up their phone from the office.

Partners in Success

Working Together

Student success is strongest when students, families, and school staff work together.

Families are encouraged to:

- Monitor attendance.
- Review grades regularly.
- Communicate with teachers.
- Attend conferences.
- Read school communications.
- Celebrate student progress.

Communication

TALC communicates with families through:

- PowerSchool
- Finals site
- Email
- Phone calls
- Parent conferences

Please keep your contact information current.

Student Records (FERPA)

Student education records are protected under the Family Educational Rights and Privacy Act (FERPA).

Parents and eligible students have the right to:

- Review educational records.
- Request corrections.
- Understand how information is shared.
- Receive annual FERPA notifications.

Celebrating Success

Students may be recognized for:

- Academic achievement
- Growth
- Attendance
- Citizenship
- Leadership
- Perseverance
- Community service

Recognition may include certificates, celebrations, positive phone calls home, and other school acknowledgements.

A Message to Our Students

Every student has unique strengths and unlimited potential.

We encourage you to:

- Believe in yourself.
- Work hard.
- Ask for help.
- Learn from mistakes.
- Treat others with kindness.
- Never stop growing.

Your future begins today, and we are honored to be part of your journey.

Tippecanoe Alternative Learning Center

Every Student.

Every Day.

Every Opportunity.

Thank you for being part of the **2026–2027 Founding Edition** of the Tippecanoe Alternative Learning Center.

Together, we are building a school community where every student is known, supported, challenged, and inspired to succeed.

Student & Family Handbook Acknowledgement

We acknowledge that we have received access to the **Tippecanoe Alternative Learning Center (TALC) Student & Family Handbook (2026–2027)**. We understand that it contains important information about school programs, expectations, policies, procedures, and student responsibilities. We agree to review the handbook together and understand that it is our responsibility to become familiar with its contents.

We further acknowledge that we have **read and understand the Safety Self-Disclosure information on page 15** and recognize the importance of immediately informing school staff if a student becomes aware of any situation that could pose a threat to the safety of themselves or others.

We understand that this handbook is intended as a guide and does not create a contractual relationship between the student, parent/guardian, and the school. Tippecanoe School Corporation reserves the right to revise or amend policies, procedures, and practices as necessary to comply with district policy, state law, or federal law. Any significant changes will be communicated to students and families.

Student Name

Parent/Guardian Name

—

Student Signature

—

Parent/Guardian
Signature

—

Date

—