

I. About Our School

A. Welcome & Purpose of the Handbook

Welcome to Tipton Elementary School, a proud member of Tipton Community School Corporation. We are committed to providing a safe, supportive, and engaging learning environment where every student is encouraged to grow academically, socially, and emotionally. We value strong partnerships with families and believe that clear communication and shared expectations are essential to student success.

This Student Handbook is designed to provide students and families with important information about school operations, academic expectations, student behavior, and safety procedures. It serves as a reference guide to help students understand their rights and responsibilities and to help families know what to expect from the school throughout the year.

While this handbook addresses many common questions and situations, it cannot anticipate every circumstance that may arise during the school year. School administrators may exercise professional judgment in situations not specifically addressed, consistent with School Board policy and applicable law. Families are encouraged to contact the school with any questions or concerns that are not fully addressed in this handbook.

If you have a question that is not answered in the handbook, please feel free to call the school office: 765-675-7397. Visit the Tipton School Corporation website at <http://www.tcsc.k12.in.us>. You can reach the principals, counselor, or secretaries by email:

Brian Johnson, Principal - bjohnson@tcsc.k12.in.us

Sara Wiggington, Assistant Principal - swiggington@tcsc.k12.in.us

Jennifer Cox, Secretary - jcox@tcsc.k12.in.us

Deb Kuhn, Secretary - dkuhn@tcsc.k12.in.us

Rachele Carter, Counselor/Social Worker - rcarter@tcsc.k12.in.us

To reach the Superintendent of Schools, please call 765-675-2147.

B. Mission, Vision, and Core Values

Mission Statement

Working Together for Student Success!

Vision Statement

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

Core Values – Tipton PRIDE

The Tipton Community School Corporation community is guided by the following core values (Tipton **PRIDE**), which serve as the foundation for student expectations and school culture:

Personal best – We encourage students to put forth their best effort in learning, behavior, and personal growth.

Respect – We treat others, property, and ourselves with dignity and consideration.

Integrity – We act honestly, responsibly, and ethically, even when no one is watching.

Dependability – We take responsibility for our actions and follow through on our commitments.

Enthusiasm – We approach learning and school life with a positive attitude and a willingness to participate.

C. Handbook Disclaimer

This Student Handbook is provided to students and families as a general guide to the policies, procedures, rules, and expectations of Tipton Community School Corporation. The contents of this handbook are not intended to create, nor should they be construed as creating, a contract between the school corporation and any student, parent, or guardian.

The School Corporation reserves the right to interpret, modify, amend, or discontinue any policies, procedures, or practices described in this handbook, consistent with applicable law and Board of School Trustees policy. In the event of a conflict between this handbook and Board policy or state or federal law, Board policy and law shall control.

D. Non-Discrimination Statement

Tipton Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including, but not limited to, race, color, national origin, sex, gender, age, religion, genetic information, or disability in the programs or activities which it operates, or in employment or admission.

This commitment applies to all operations, programs, and activities of the School Corporation, including conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school-sponsored program or activity; on school transportation; or through the use of School Corporation property, equipment, or technology.

All students, staff members, and visitors share responsibility for maintaining an environment free from unlawful discrimination and harassment. Reports of discrimination or harassment should be directed to the School Corporation's designated compliance officer.

F. Compliance Officer & Contact Information

The Tipton Community School Corporation has designated a Compliance Officer to receive and address complaints related to discrimination, harassment, accessibility, and civil rights matters, including those arising under Title VI, Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and other applicable state and federal laws.

The School Corporation's Compliance Officer is:

Dr. Ryan Glaze

Assistant Superintendent, Tipton Community School Corporation

Email: rglaze@tcsc.k12.in.us

Phone: 765-675-2147

Address: 1051 S. Main Street, Tipton, IN 46072

Individuals who believe they have experienced discrimination, harassment, or denial of equal educational opportunity are encouraged to contact the Compliance Officer to discuss concerns or to file a complaint. Reports may be made by students, parents, guardians, employees, or community members.

G. Building Administration Directory

The following individuals serve as the primary points of contact for Tipton Elementary School. Families are encouraged to reach out with questions or concerns related to their student, school operations, or support services.

Building Administration

- **Principal:** Brian Johnson, bjohnson@tcsc.k12.in.us 765.675.7397 ext. 4401
- **Assistant Principal:** Sara Wiggington, swiggington@tcsc.k12.in.us 765.675.7397 ext. 4402

Student Support Services

- **School Counselor:** Rachele Carter, rcarter@tcsc.k12.in.us 765.675.7397 ext. 4434

Health Services

- **School Nurse:** Debbie Emberton, demberton@tcsc.k12.in.us 765.675.7397 ext. 4436

Office Staff

- **Building Secretary:** Jennifer Cox, jcox@tcsc.k12.in.us 765.675.7397 ext. 4400
- **Building Secretary:** Debbie Kuhn, dkuhn@tcsc.k12.in.us 765.675.7397 ext. 4470

II. General Information & Daily Operations

A. School Hours & Daily Schedule

School Day

The regular school day at Tipton Elementary School begins at **8:00 AM** and ends at **3:00 P.M.** Students should not arrive on campus **before 7:40 A.M.** Students who arrive at school after 8:10 a.m. will be counted as tardy.

Recess

All students receive recess each day. Generally speaking, this is outdoor activity. Precipitation, wind chill, and/or temperatures below 15 degrees are about the only reason we have for staying inside. Parents must assume responsibility for being certain that their children are dressed appropriately so that they can enjoy their recess time. This includes hats, boots, and gloves in the winter or layers in the spring and fall. On days when we cannot go outside, the students remain in their classrooms for recess. Classroom games and quiet activities are supervised by the recess personnel on duty. Generally we take the position that if a child is well enough to attend school, he/she is well enough to go outside for recess. Due to health reasons, a child may stay inside for recess for three consecutive days on a parent's note. For a child to stay inside due to health reasons for more than three consecutive days, a doctor's note is required.

Student safety is our top priority. In order to maintain a safe atmosphere on the playground, all students must follow the rules, play fair, and be good sports at all times. If a student chooses not to follow the rules they will face the appropriate consequences.

Consequences at TES include but are not limited to: talking to the recess aide or teacher, loss of recess time, recess and/or lunch detention, in school suspension, and out of school suspension. We are confident that all students can and will have a successful and fun time on the playground.

Recess procedures are for everyone's safety. Please make sure that your child knows and understands these procedures. Read to your child the following rules:

- When heading out to recess, students need to walk out to the playground in an orderly fashion.
- During recess, students must abide by the rules of the games they are playing.
- We expect all students to show P.R.I.D.E.:
 - Personal Best - take turns and include everyone
 - Respect - listen to and follow directions the first time
 - Integrity - play safely and fairly
 - Dependability - report problems to an adult
 - Enthusiasm - line up when you hear the whistle

B. Arrive & Dismissal Procedures

If your student is a car rider at arrival and/or dismissal, please see the [drop-off/pick-up map](#). You will enter Drive 1 from State Road 19/Main St. and follow the arrows to join the line. Please stay in your vehicle at all times and have students exit the vehicle from the passenger/curb side. *Only pre-K parents are to park in the parking lot and walk their students to the building at arrival. At dismissal, please have the blue car rider tag displayed in your passenger side window for easy viewing by TES staff. Please contact the TES office at 765-675-7397 with any questions.

Drop Off Procedures

Morning drop off: Students may begin entering the building at 7:40 am. Pull up all the way to the front spot or to the vehicle directly in front of your vehicle. After your child has exited the car, pull away. Do not stop in front of the entrance if there is a line of cars. **Please have children exit cars on the passenger side.**

Pick Up Procedures

Afternoon school dismissal pick up: **The pick up line starts at 2:45.** Pull all the way up to the front spot or to the vehicle directly in front of your vehicle. Stay with your car. Follow the directions of school personnel directing traffic. **Children should only enter cars from the passenger side.**

After School Arrangements

All students have a normal procedure that they follow at dismissal time. Any time that procedure must be changed, the classroom teacher is to receive a written statement from the parent explaining what the child is doing. In the absence of information from the parent, our

usual procedure is to have the child go the way he/she normally goes. The responsibility for making any change rests with the parent. The safety of your child is at stake. **The school should be notified through a phone call by NOON of any changes to the student's dismissal plans. Please do not rely on last minute phone messages or email.**

C. Attendance Bell Times & Tardies

Students are expected to be present and ready for instruction at the start of the school day. A student is considered **present** when they arrive prior to the start of instructional time as indicated by the school's official attendance bell.

Any student arriving **after the attendance bell** will be considered **tardy** and must report to the school office to be admitted to class. Arrival after the attendance bell may impact a student's attendance record in accordance with School Corporation procedures.

A student is considered **absent** when they do not attend school for all or any portion of the school day, unless the absence meets criteria established by Indiana law or School Corporation policy. All absences are recorded for attendance purposes regardless of reason, except for those specifically exempted by statute.

D. School Communication Systems

Tipton Community School Corporation uses the following official communication systems to share academic, attendance, and school-related information with students and families. Families are expected to regularly monitor these systems to stay informed.

ParentSquare

ParentSquare is the School Corporation's primary communication platform for school-wide and building-level announcements, emergency notifications, attendance messages, and general information. Families should ensure that their contact information is kept current to receive timely communications.

PowerSchool

PowerSchool is the School Corporation's student information system and is used to communicate student grades, attendance records, schedules, and other academic information. Families are encouraged to review PowerSchool regularly and update contact information as needed.

Google Classroom

Google Classroom is used by teachers to share classroom information, assignments, instructional materials, and feedback related to student learning. Use of Google Classroom may vary by grade level and course.

E. School Closings, Delays, and Emergency Notifications

Tipton Community School Corporation will communicate school closings, delays, early dismissals, and emergency notifications to families as quickly as possible using the methods listed below. Families are encouraged to rely on official School Corporation communication channels for the most accurate and timely information.

ParentSquare Message

ParentSquare is the School Corporation's primary communication tool for announcements related to school closings, delays, and emergencies. Messages may be delivered through the ParentSquare app, email, and text message, depending on family communication preferences.

Email and Text Message

School-related announcements may also be sent directly to the email addresses and phone numbers on file in PowerSchool. Families are responsible for keeping their contact information current to ensure receipt of these messages.

Local News Channels

School closings and delays are typically shared with local television and radio stations for public broadcast; however, families should prioritize official School Corporation messages for confirmation.

Social Media (Facebook)

The School Corporation may post school closing or delay information on its official Facebook page as an additional communication method. Social media should be used as a supplemental source of information and not as the sole means of notification.

F. Visitor Procedures & Building Access

For the safety and security of all students and staff, all school buildings operate as secure facilities during the school day. All parents, guardians, and visitors must enter the building through the designated main entrance and report directly to the school office.

Visiting School/Volunteering/Eating at School

Parents are welcome to visit the school to observe their child's learning environment and/or volunteer in their child's classroom. **These visits must be scheduled with both the classroom teacher and approved by administration prior to the visit.** Parents and grandparents may also come and have lunch with their child. **The office must be notified at least 24 hours in advance.** For the safety of all students, a volunteer background check will need to be completed and passed prior to any visit. On the day of the visit, all visitors/volunteers will be required to check in at the office and provide photo ID before proceeding to the classroom or cafeteria. No lunches from any fast food and/or restaurant are allowed; soft drinks are not permitted.

School Visitors

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. Please note that students are not allowed to go to their classrooms until 7:50 a.m. each day. We ask that you find other means of supervision for your child prior to this time. We do not have staff available to monitor children that arrive early.

Your child's welfare is our main concern. Students being dropped off in the car rider line should remain in vehicles until 7:40 a.m. and staff will help supervise drop off.

Protocol for Entering Building

1. All parents and guests are to enter the building using the school's main entrance.
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?" They may also require the visitor to present identification. 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. Parents and guests are to report directly to the office personnel.
5. 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.
6. If the parent is picking their child up, they will be asked for identification and asked to sign the child out. Office staff will call for the student to come to the office to meet their parents.
7. When a parent needs to talk with a teacher during the school day, they should call the school in advance and make an appointment.
8. If the parent/guest needs to go to a location in the building, they will be given a visitor's badge and they will either:
 - a. Have the person they are meeting come down to the 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.
9. 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.
10. 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.

G. Non-Custodial Parent Rights

The School Corporation recognizes and respects the rights of non-custodial parents in accordance with state and federal law. Non-custodial parents may have access to student records, parent-teacher conferences, progress reports, and other school-related information unless a court order or legally binding document specifically limits those rights.

The School Corporation must have a copy of any court order, custody agreement, or legal document on file that restricts or modifies parental rights. In the absence of such documentation, the school will presume that both parents have equal rights to access student information.

Non-custodial parents requesting copies of records or reports may be required to follow established procedures and timelines. Questions regarding parental rights or access should be directed to the school office or building administration.

H. Student Deliveries & Forgotten Items

Student Deliveries & Forgotten Items

To minimize instructional disruptions and ensure student safety, families are encouraged to help students arrive at school prepared for the day. Items forgotten at home should be limited whenever possible.

When necessary, essential items such as medications, school materials, eyeglasses, or lunch items may be dropped off at the school office. Families may not deliver items directly to classrooms. Office staff will ensure that students receive essential items at an appropriate time during the school day.

Deliveries of non-essential items, including but not limited to balloons, flowers, food from restaurants, or personal items that are not required for the school day, are not permitted.

Students are responsible for their personal belongings brought to school. The School Corporation is not responsible for lost, damaged, or stolen items.

III. Safety and Security

A. Secure Facilities, Visitor Procedures & Building Access

All Tipton Community School Corporation schools operate as secure campuses to promote a safe and orderly learning environment. During the school day, exterior doors remain locked and access is limited to designated main entrances.

All parents, guardians, and visitors must enter through the designated main entrance and report directly to the school office. Upon arrival, visitors are required to present a valid photo identification and sign in through the School Corporation's visitor management system. Individuals may be asked to verify identification at any time. Visitors must wear a visible visitor badge while on school property.

Visitors are not permitted to proceed to classrooms or other areas of the building without authorization from school personnel. When access beyond the office is approved, visitors will be escorted or directed by school staff. Students are not permitted to open secured doors for visitors at any time.

Parents or guardians picking up a student during the school day must report to the school office, present identification, and sign the student out prior to the student being released.

Access to school property outside of regular school hours is permitted only for approved school-sponsored activities under staff supervision.

The Superintendent, building principal, or designee retains the authority to restrict or deny access to school property when there is reason to believe a person's presence would be disruptive or detrimental to the safety, security, or well-being of students or staff.

Maintaining a secure environment is a shared responsibility among staff, students, families, and visitors.

B. Emergency Drills & Preparedness

Tipton Community School Corporation maintains a comprehensive School Safety Plan developed in collaboration with local law enforcement, emergency responders, and public safety officials. The district conducts regular emergency drills in compliance with Indiana law to ensure that students and staff are prepared to respond appropriately in a variety of situations.

Each school conducts monthly fire drills, at least one tornado drill per semester, one man-made disaster drill per semester, and an armed intruder drill within the first ninety days of the school year. Drills are conducted in an age-appropriate manner with consideration for the emotional well-being of students. Staff members receive annual training on emergency procedures and their specific responsibilities.

To preserve the integrity of the district's safety planning, specific tactical procedures and detailed response protocols are not published in the student handbook.

Standard Response Protocol (SRP)

Tipton Community School Corporation utilizes the Standard Response Protocol (SRP) developed by the I Love You Guys Foundation. The SRP provides a consistent, clear and shared language for emergency responses.

Depending on the nature of an incident, schools may implement one of the following standardized emergency responses designed to protect students and staff. These responses include:

Hold - Students remain in classrooms or designated areas. Hallways are kept clear.

Secure - "Get inside. Lock the outside doors." The building perimeter is secured while instruction continues inside.

Lockdown - "Locks, Lights, Out of Sight." Used when there is a threat inside the building.

Evacuate - Students and staff move to a designated safe location.

Shelter - Protective actions are taken for hazards such as severe weather or environmental concerns.

In certain situations, the district may also implement a reunification process to safely return students to parents or guardians at a designated area.

Students are expected to follow staff directions immediately, cooperate fully, and take all drills and emergency procedures seriously. Compliance with emergency procedures is essential to maintaining a safe environment for everyone. Failure to follow safety directives may result in disciplinary action in accordance with the Student Discipline policy.



Reunification Procedures

In the event of an emergency that requires students to be relocated from campus, the district will implement a structured reunification process to ensure students are safely returned to their families.

Students will only be released to a parent, guardian, or individual listed as an emergency contact in the student information system. Photo identification will be required. Families will receive instructions through official district communication channels regarding reunification locations and procedures.

To ensure safety and efficiency, families should not report directly to an emergency site unless directed to do so by the district.

C. Threat Assessment Process

Tipton Community School Corporation utilizes a structured Behavior Threat Assessment and Management Team (BTAM) process in each building to identify, assess, and respond to potential threats. In accordance with Indiana State Law, and as outlined in the district's formal BTAM protocol, this process is designed to ensure concerns are addressed promptly, consistently, and appropriately. All reported threats are taken seriously and reviewed by a multidisciplinary team that includes school administrators, safety personnel, counseling staff, and other trained professionals.

When a concern is reported, the team conducts a structured assessment to determine the level of risk, whether the threat is transient or substantive, and appropriate interventions or safety measures. Parents are notified as part of the process. When necessary, interventions and individualized safety plans are developed to support the student and reduce the likelihood of future incidents. Law enforcement may be involved if information suggests criminal activity or an immediate safety risk.

If a comprehensive safety assessment is required, a student may be temporarily removed from the general education setting until the assessment process is complete. Law enforcement may be involved if information suggests criminal activity or an immediate safety concern. The purpose of the threat assessment process is prevention, early identification of concerning behaviors, intervention, and support, and maintaining a safe learning environment. This process is designed to provide support and reduce risk, not to serve as disciplinary action in itself. Follow-up monitoring may occur to ensure that implemented safety measures and interventions remain effective.

D. Reporting Safety Concerns

Tipton Community School Corporation encourages students, parents, staff, and community members to report any safety concern immediately. Timely reporting allows the district to respond proactively, provide support, and address concerns before situations escalate. Some safety concerns may include, but not limited to:

- Threats of violence
- Bullying, cyberbullying, or harassment
- Suspicious activity
- Possession of dangerous or prohibited items
- Social media posts suggesting harm, or mental health concerns involving school safety

Who to report to:

- Teacher
- School counselor or social worker
- Building administrator
- School Resource Officer

In addition, the district provides a 24/7 online tip reporting system accessible through the TCSC website, under “Tip Line” on the District webpage banner. This system allows individuals to submit reports using:

- Text messaging
- Web-based submission
- Email
- Phone call

Reports may be made at any time, and individuals may choose to remain anonymous where permitted by law. All reports are reviewed promptly and addressed in accordance with district procedures. The district strictly prohibits retaliation against any individual who reports a safety concern in good faith. If there is an immediate emergency, individuals should call 911.

E. Search and Seizure

To maintain a safe, secure, and orderly learning environment, the Tipton Community School Corporation authorizes school officials to conduct searches and seizures in accordance with Indiana State law and school board policies.

School administrators or their designees may search a student or student’s property where there is reasonable suspicion that a violation of school rules or law has occurred. Searches may include, but not limited to:

- Student Cubbies
- Backpacks, purses, and personal belongings
- Electronic devices as permitted by law and board policy

Searches will be conducted in a manner that is reasonably related in scope to the circumstances that justified the search and not excessively intrusive in light of the student's age and nature of suspected infraction.

Items found during a search that violate school rules of the law may be confiscated. Confiscated items may be returned to parent/guardian when appropriate, be retained as evidence in a disciplinary matter, and/or turned over to law enforcement when required.

The purpose of search and seizure procedures is to ensure the safety and well-being of all students and staff. Students are expected to comply with reasonable requests from school officials. Failure to do so may result in disciplinary action consistent with the Student Discipline Policy.

F. Seclusion and Restraint

Tipton Community School Corporation is committed to maintaining a safe learning environment for all students and staff. Seclusion and restraint are emergency safety interventions and are used only when a student's behavior presents an imminent risk of serious physical harm to the student or others and less restrictive interventions have been ineffective or are not feasible.

Seclusion or restraint is not used as a form of discipline, punishment, convenience, retaliation, or as a substitute for appropriate educational or behavioral support. These interventions are employed only by trained personnel and only for the duration necessary to address the immediate safety concern.

When seclusion or restraint is used, the School Corporation follows all applicable state and federal laws and required documentation and parent notification procedures. Families will be informed in accordance with established guidelines when these interventions are implemented.

G. Law Enforcement and Emergency Responders

The Tipton Community School Corporation maintains a cooperative partnership with local law enforcement agencies and emergency responders to promote a safe and orderly learning environment. This collaboration supports prevention, preparedness, and timely response to situations that may affect student or staff safety.

Law enforcement may become involved when criminal conduct is suspected, a reported threat requires investigation, a safety concern presents potential risk to students or staff, or assistance is needed during an emergency situation.

In accordance with board policy, the Superintendent or designee will be notified when law enforcement requests to question a student during the school day. Parents/guardians will be notified when appropriate and consistent with applicable state and federal laws.

School officials will cooperate with law enforcement while also respecting student rights and ensuring procedures are followed in accordance with legal requirements.

Representatives of the Indiana Department of Child Services (DCS) may interview students at school under specific conditions by state law and board policy. A representative of the Tipton Community School Corporation has the right to be present at their discretion. In certain circumstances permitted by law, such as interviews may occur without prior parental notification.

If a student is taken into custody or removed from school by law enforcement or another authorized agency, parents/guardians will be notified as promptly as possible, consistent with legal requirements and circumstances involved.

The district's partnership with law enforcement and emergency responders is intended to protect the safety and well-being of all students and staff while maintaining compliance with applicable laws and board policies.

IV. Health and Medical Information

A. Illness, Injury, and Emergency Procedures

Student health and safety are a priority of Tipton Community School Corporation. The purpose of the school health clinic is to provide care to students who are ill or injured during the school day.

All injuries must be reported to a teacher or the school office. Except in emergencies, students should request permission from their teacher before reporting to the health clinic.

Minor illnesses or injuries will be treated by school staff, and the student may return to class if appropriate. Students who are deemed to be more seriously ill or injured will remain in the clinic area until a parent or guardian can be contacted and arrangements are made for dismissal, if necessary.

If medical attention beyond basic first aid is required, the school will follow established emergency procedures, which may include contacting emergency medical services. Parents or guardians will be notified as soon as reasonably possible when emergency care is required.

Students will not be released from school due to illness or injury without proper authorization from a parent or guardian and completion of required sign-out procedures through the school office. Parents or guardians may be required to present proper identification when picking up a student.

To protect the health of all students and staff, families are asked to carefully assess whether a student is well enough to attend school. Students must be fever-free (temperature below 100.4°F) for at least 24 hours without the use of fever-reducing medication before returning to school. Students must also be vomit-free and diarrhea-free for at least 24 hours prior to returning. Students diagnosed with a communicable illness may be required to follow additional guidance from a healthcare provider, including remaining home for a specified period of time or providing documentation before returning to school. Students who are prescribed antibiotics for a contagious condition should complete at least 24 hours of treatment before returning, unless otherwise directed by a healthcare provider.

Students who return to school before they are fully recovered may be sent home if symptoms persist or reoccur. Maintaining a healthy school environment is a shared responsibility among students, families, and staff.

B. Medication Administration

Prescription medication that is required to be taken by a student during the school day must be delivered to the school office by a parent or guardian. All prescription medications must be clearly labeled with the student's name, medication name, dosage, and instructions, and must have the original pharmacy label attached.

Before any medication may be administered at school, a parent or guardian must complete and submit a written and signed Medication Permission Form on an annual basis.

All medications, whether prescription or over-the-counter, must be delivered to the school office by a parent or guardian and must be clearly labeled with the student's name, medication name, dosage, and instructions. Prescription medications must have the original pharmacy label attached and include a written and dated physician's order or pharmacy label indicating the prescribed dosage and administration instructions.

Over-the-counter medications may not be shared between students.

Under no circumstances should students take medication at school without the knowledge and approval of school personnel. Medications brought to school without proper documentation or required forms will not be administered.

Emergency and Self-Carry Medication

A student may be permitted to carry and self-administer emergency prescription medication, such as an inhaler, epinephrine auto-injector (EpiPen), or other approved rescue medication, when the following conditions are met:

- A written order from a licensed physician is provided stating that the student has a chronic or life-threatening medical condition requiring immediate access to medication during school hours.
- The medication has a pharmacy label attached.

- A parent or guardian has provided written consent.
- The school has approved the student's self-carry authorization in accordance with established procedures.

Medication Transport and Pick-Up

In accordance with Indiana law, students in grades K–8 may not transport medication to or from school. Parents or guardians are responsible for delivering medications to the school and picking up medications when they are discontinued or at the end of the school year. High school students may transport medication only when permitted under approved self-carry provisions.

C. Immunization Requirements

Indiana state law requires schools to maintain a current immunization record for each student. Students must meet all immunization requirements established by the Indiana Department of Health in order to attend school.

Documentation of required immunizations must be on file with the school. In accordance with state law, students who do not have complete and up-to-date immunization records may be excluded from school until the required documentation is provided.

Exemptions to immunization requirements are granted only as permitted by Indiana law and may include medical, religious, or other exemptions recognized by the State of Indiana. Appropriate documentation must be submitted to the school to request an exemption.

Families with questions regarding immunization requirements or documentation should contact the school office or school nurse for additional information.

Required Immunizations for School Attendance

The following immunizations are required for school attendance in accordance with current Indiana Department of Health guidelines:

Pre-K

- 3 Hepatitis B
- 4 DTAP (Diphtheria, Tetanus, & Pertussis)
- 3 Polio
- 1 Varicella (Chickenpox)
- 1 MMR (Measles, Mumps, & Rubella)
- 2 Hepatitis A

Kindergarten-4th Grade

- 3 Hep B

- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hep A (Hepatitis A)

5th Grade:

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella

Vision Screenings are done in Grades K, 3, and 5

Hearing Screenings are done in Grades K, 1, and 4

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State of Indiana.

D. Nurse Services & Clinic Information

School health services are available to support students during the school day. Each building maintains a health clinic staffed by a licensed school nurse or trained health personnel.

Students who feel ill or are injured during the school day should notify their teacher, who will provide permission for the student to report to the health clinic. Students should not leave the classroom to visit the clinic without staff approval.

The school nurse provides basic first aid, illness assessment, medication administration in accordance with School Corporation procedures, and support for students with documented medical needs. The health clinic is not intended to replace care provided by a medical professional.

School Nurse: Debbie Emberton, demberton@tcsc.k12.in.us 765.675.7397 ext. 4436

Hours of availability: 8:00 AM-3:00PM

Parents or guardians will be contacted when a student's condition requires additional care or dismissal from school.

V. Enrollment

A. Enrollment & Registration

Students enrolling in Tipton Community School Corporation must complete all required registration forms and provide documentation as required by state law and

School Corporation procedures. Required information may include proof of residency, immunization records, birth certificate, and other records necessary to establish enrollment eligibility.

Families are responsible for ensuring that enrollment information remains accurate and up to date. Changes to address, phone number, emergency contacts, or legal status should be reported to the school office promptly to maintain accurate student records.

B. Transfer In / Transfer Out Procedures

Students transferring into Tipton Community School Corporation during the school year must complete enrollment procedures through the school office and provide required documentation before attending classes.

When a student transfers out of the School Corporation, student records will be forwarded to the receiving school upon request and in accordance with applicable state and federal laws. Families are encouraged to notify the school office as soon as possible when a transfer is anticipated to ensure a smooth transition.

C. Withdrawal from School

When a student formally withdraws from Tipton Community School Corporation, a parent or guardian must notify the school office and complete required withdrawal procedures.

All school-issued materials, including textbooks, devices, and other property, must be returned prior to withdrawal. Failure to return school property may result in financial obligations in accordance with School Corporation procedures.

D. Residency & Legal Settlement

Enrollment in Tipton Community School Corporation is based on residency and legal settlement as defined by Indiana law. The School Corporation may require documentation to verify residency or legal settlement status.

Families are responsible for notifying the School Corporation of any changes that may affect residency or legal settlement. Providing false or misleading information regarding residency may result in withdrawal of enrollment and potential financial liability as permitted by law.

E. Student Records & Directory Information

Student education records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable state laws. Student records are confidential and are accessible only to authorized individuals.

Directory information, as defined by the School Corporation, may be released without prior written consent unless a parent or eligible student submits a written request to restrict disclosure. Requests to review or amend student records must follow established procedures and timelines.

F. Textbooks, Devices, and Property Return

Students are responsible for the proper care and use of all school-issued textbooks, technology devices, and other materials. These items remain the property of Tipton Community School Corporation and are provided for educational purposes.

School-issued materials must be returned upon request, at the end of the school year, or upon withdrawal from the School Corporation. Families may be financially responsible for lost, damaged, or unreturned items in accordance with School Corporation procedures.

Section VI. Academics

A. Curriculum Overview

Tipton Community School Corporation is committed to providing a rigorous, standards-based instructional program designed to prepare students for success in college, careers, and citizenship. The district's curriculum is aligned to the Indiana Academic Standards and is reviewed regularly to ensure relevance, accuracy, and academic rigor.

Instruction across all grade levels emphasizes literacy, mathematics, science, social studies, and responsible citizenship, while also providing meaningful opportunities in fine arts, career and technical education, physical education, world languages, and technology integration. Teachers utilize research-based instructional practices and approved curricular materials adopted by the School Board.

The district is committed to continuous improvement and ensures that instructional materials and programs are selected in accordance with Board policy and state requirements. Families seeking additional information regarding curricular materials may contact their child's school or the Corporation office.

B. Instructional Programs & Academic Supports

Tipton Community School Corporation recognizes that students learn in different ways and at different paces. A variety of instructional programs and academic supports are available to meet diverse student needs.

Title I

Title I is a federally funded program designed to provide additional academic support in schools with identified needs. Title I services focus primarily on strengthening reading and mathematics skills and are provided through targeted instructional support. Families of students

participating in Title I programs receive additional information regarding services, parental engagement opportunities, and program expectations.

RTI / MTSS Process

The district utilizes a Multi-Tiered System of Supports (MTSS), sometimes referred to as Response to Intervention (RTI), to provide academic and behavioral support based on student needs.

This structured, data-driven process includes:

- Tier I: High-quality classroom instruction for all students
- Tier II: Targeted small-group interventions
- Tier III: Intensive individualized interventions

Student progress is regularly monitored, and instructional adjustments are made based on data. Parents are informed when students receive additional support services.

Dyslexia Services

In accordance with Indiana law, the district screens students for characteristics of dyslexia and provides structured literacy interventions when appropriate. Students identified as at risk may receive targeted reading support aligned with state-approved guidelines. Families are notified of screening results and any recommended interventions.

Counseling Services

School counselors provide academic guidance, social-emotional support, and college and career planning services. Counseling services are available to assist students in goal setting, conflict resolution, academic planning, and navigating personal challenges that may impact learning.

Students and families may contact their school counselor to request assistance.

High Ability Services

The district provides services for students identified as high ability in accordance with Indiana requirements. These services may include differentiated instruction, advanced coursework, enrichment opportunities, and accelerated learning pathways.

Additional details regarding identification criteria and programming are available in the district's High Ability Handbook.

C. Grading & Reporting

Student progress is evaluated using developmentally appropriate grading systems aligned with district expectations and academic standards. Grades reflect student mastery of content and skills as demonstrated through assessments, projects, class participation, and other learning activities.

Report cards will be made available in PowerSchool and a PowerSchool notification will be sent to parents following the end of each nine-week period. Parents should know when to expect report cards and then discuss with the student the evaluation of their progress. We encourage conferences between parents and teachers in order to discuss any problems that a student may be having.

Lines of communication must be kept open so that both teachers and parents are aware of and understand all of the factors that may be related to academic problems. Please do not hesitate to contact the school on any matter in which we share a concern. ParentSquare and email will be used as much as possible to share these reports with parents. If no email address is on file, a hard copy will be mailed home. Teachers communicate regularly with families regarding student performance. Questions about grades should be directed first to the classroom teacher.

Grading System

Each semester is divided into two grading periods of nine weeks each. The grade “A” represents work of definitely superior quality. The grade “B” represents work of excellent quality clearly above the average. The grade “C” represents work of average quality and is given to the large group of substantial students who do average work. The grade “D” represents work that is clearly below the average but above failure. The grade “F” represents work that is not of an acceptable quality.

Grade	Percentage
A+	100
A	94-99
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	Below 60

D. Assessments

Tipton Community School Corporation utilizes both state and local assessments to measure student learning and academic growth.

State assessments may include:

- IREAD (Grade 2 and 3)
- ILEARN (Grades 3–8)
- End-of-Course Assessments (when applicable)
- SAT (Grade 11)

Local assessments may include benchmark assessments, screeners, classroom-based formative assessments, and diagnostic tools used to guide instruction.

Assessment data is used to:

- Inform instruction
- Identify students in need of additional support
- Monitor progress
- Evaluate program effectiveness

Families receive information regarding assessment results and opportunities to review student performance data.

E. Promotion, Retention, and Placement

Student promotion and placement decisions are based on academic performance, attendance, social-emotional development, and readiness for the next level of instruction.

In certain cases, retention may be considered when a student has not demonstrated sufficient mastery of grade-level standards. For students subject to IREAD requirements, state law governs specific retention criteria and exemption processes.

Parents are notified when retention is under consideration and are provided information regarding intervention efforts and appeal procedures, consistent with Board policy.

Final decisions regarding promotion, placement, and retention are made in accordance with district guidelines and applicable state law.

F. Academic Integrity & Plagiarism

Tipton Community Schools believes learning is built on trust, responsibility, and respect. Our mission is to help students think critically, build confidence, and develop a lifelong love of learning.

Honest work is essential to that mission. When students complete their own work and give credit to others when needed, they strengthen their skills and character. Dishonesty, including cheating or plagiarism, places grades above learning and damages trust within our school community. Students are expected to complete their work honestly and take responsibility for their learning.

G. Honors, Awards, and Recognition

The district values and celebrates academic achievement, growth, leadership, and citizenship. Recognition opportunities may include:

- Honor Roll
- Bringing up Grades
- Citizenship
- Attendance

VII. Student Activities & Extracurricular Programs

A. Definition of Curricular vs. Extracurricular Activities

Student activities generally fall into two categories: curricular and extracurricular.

Curricular activities are directly tied to classroom instruction and occur as part of an academic course or required instructional program. These activities are extensions of the curriculum and may take place during or outside the regular school day.

Extracurricular activities are voluntary programs that occur outside the regular instructional day and are not required for academic credit. These may include athletics, clubs, student organizations, performing arts groups, and other enrichment opportunities.

Participation in extracurricular activities is a privilege, not a right. Students choosing to participate must meet established eligibility and conduct expectations.

B. Establishing Student Organizations and Non-Curricular Clubs

Tipton Community School Corporation encourages student participation in extracurricular activities and student organizations that promote engagement, leadership, and positive school culture.

Non-Curricular Student Clubs

A non-curricular student club is a group that:

- Is not directly related to the academic curriculum;
- Is student initiated and student led; and
- Meets during non-instructional time.

Examples may include service, hobby, advocacy, faith-based, or political organizations.

Club Approval

Students requesting approval for a club must submit a Student Organization Application that includes the club name, purpose, at least five (5) student members, student leaders, and a proposed meeting schedule.

Approval will be determined by the building administration based on whether the procedural requirements for student organizations have been met. Decisions will be made in a viewpoint neutral manner.

Staff members, outside organizations, or community groups may not initiate or direct the formation or activities of a student club.

Faculty Monitor

Each club must have a faculty monitor approved by the administration to provide supervision and ensure school rules are followed. Faculty monitors may not direct, control, or regularly participate in club activities, which must remain student led.

Meeting Times and Facilities

Non-curricular clubs may meet only during non-instructional time, such as before school, after school, or during non-instructional activity periods. Meetings may not interfere with instructional time.

Approved clubs may use school facilities under the same conditions as other student groups and must follow all school policies and conduct expectations. Student organizations do not represent the views of the school, district, or its employees.

Guest Speakers and Outside Organizations

Guest speakers or outside presenters may participate only with prior administrative approval and in accordance with school visitor procedures. Outside organizations may not direct or control student clubs.

Student Eligibility for Participation

Students participating in extracurricular activities, including clubs, must meet district academic, attendance, and behavioral expectations. Students who are not demonstrating satisfactory academic progress may be placed on probation or deemed ineligible until performance improves. Violations of school rules, suspensions, or serious disciplinary incidents may also result in loss of eligibility.

Participation in some activities may require completion of forms, parent consent, insurance documentation, or other requirements such as physical examinations for athletics.

C. Student Conduct at Activities

Students participating in school-sponsored activities are representatives of Tipton Community School Corporation and are expected to conduct themselves in a manner that reflects positively on the school and community.

Behavioral expectations apply:

- During practices and rehearsals
- At competitions and performances
- While traveling to and from events
- At any school-sponsored function

Students must follow the directions of coaches, sponsors, and supervising staff at all times. Inappropriate conduct, unsportsmanlike behavior, harassment, substance use, or violations of the Student Code of Conduct may result in disciplinary action, removal from the activity, or suspension of participation privileges. Standards of conduct apply regardless of the location of the event.

D. Transportation & Supervision

The district provides appropriate supervision for all school-sponsored activities. Students are expected to remain under the supervision of designated staff during events and travel.

When transportation is provided by the district, students are expected to travel to and from events using school-approved transportation unless prior arrangements have been approved in accordance with district procedures.

Students must follow all transportation rules and behavioral expectations while on school vehicles. Misconduct during travel may result in disciplinary consequences and loss of participation privileges. Parents are responsible for ensuring timely pick-up of students following activities and events.

E. Clubs, Organizations, and Athletics

Tipton Community School Corporation offers a wide range of extracurricular opportunities designed to meet diverse student interests. Opportunities may include:

- Academic teams
- Service organizations
- Athletic teams
- Special interest clubs

Availability of specific programs may vary by grade level and school.

Students are encouraged to become involved in activities that align with their interests and strengths. Participation supports leadership development, responsibility, time management, and school engagement.

A current list of available clubs, organizations, and athletic programs is available from each school office.

F. Athletic Handbook Reference

Students participating in athletics are subject to additional rules and requirements outlined in the Athletic Handbook.

The Athletic Handbook provides detailed information regarding:

- Athletic eligibility requirements
- Physical examination requirements
- Training rules and substance policies
- Code of conduct expectations
- IHSA regulations (for high school)
- Travel and supervision guidelines

Students and parents are responsible for reviewing and signing all required athletic documentation prior to participation. In cases where the Athletic Handbook contains additional requirements, those provisions apply to student-athletes.

VIII. Technology & Digital Citizenship

A. Acceptable Use of Technology

District technology resources include computers, tablets, networks, internet access, digital learning platforms, software applications, email accounts, and any other electronic systems provided by the Corporation. These resources are provided for educational purposes and must be used in a manner consistent with classroom instruction and school activities.

Students are expected to respect the integrity of equipment, protect login credentials, and comply with copyright and intellectual property laws. Accessing inappropriate material, attempting to bypass security measures, using another person's account, installing unauthorized software, or using district technology for illegal, commercial, or non-educational purposes is prohibited.

Before being issued a device or granted access to district systems, students and parents must review and acknowledge the district's Technology Use Agreement. Failure to adhere to established expectations may result in the suspension or revocation of technology privileges.

B. Network & Internet Safety

The district employs filtering and security systems to comply with the Children's Internet Protection Act and to reduce exposure to inappropriate online content. However, no filtering system can eliminate all risks. Students are expected to demonstrate responsible digital behavior at all times.

Students must protect personal information, refrain from interacting inappropriately with unknown individuals online, and immediately report any concerning or inappropriate content to a staff member. Online behavior that disrupts the school environment, threatens the safety of others, or infringes upon the rights of students or staff may result in school discipline, even if the conduct occurs off campus.

Digital citizenship includes respectful communication, ethical participation in online communities, and thoughtful decision-making when creating or sharing content.

C. Monitoring, Privacy, and Data Security

All district technology systems and devices remain the property of Tipton Community School Corporation. Students should have no expectation of privacy when using district-issued devices, networks, or accounts. The Corporation reserves the right to monitor, access, and review files, communications, browsing history, and stored content to ensure compliance with school policies and applicable law.

To help maintain a safe digital learning environment, Tipton Community School Corporation utilizes Securly, a web filtering and monitoring system that helps manage and protect student access to online content while using district technology. The Corporation also uses Bark, a monitoring service that helps identify potential safety concerns by alerting school administrators when certain types of inappropriate or concerning content are accessed or entered through school-issued devices or accounts.

These monitoring tools are used to support student safety, promote responsible digital citizenship, and help the school respond to potential safety concerns. They are not intended to monitor students unnecessarily but to help protect students and maintain a safe and appropriate educational environment.

The district is committed to safeguarding student data and follows state and federal regulations regarding privacy and data security. Student records are protected in accordance with the Family Educational Rights and Privacy Act (FERPA) and related policies. Unauthorized access to, misuse of, or compromise of student data may result in disciplinary action and, when appropriate, referral to law enforcement.

D. Artificial Intelligence (AI) Use

Artificial intelligence tools may be incorporated into instruction when approved by a teacher and aligned with learning objectives. When permitted, AI should serve as a support tool to enhance understanding, creativity, and skill development. Students may not use AI to generate work that is submitted as their own without authorization or to circumvent academic expectations.

Misrepresentation of AI-generated content as original work may be treated as a violation of academic integrity. Students are responsible for following teacher-specific guidelines regarding the appropriate and ethical use of AI tools. The district encourages students to use emerging technologies responsibly and to develop critical thinking skills alongside technological proficiency.

E. Cell Phones & Personal Devices

Students may bring personal electronic devices to school, including cell phones, smartwatches, earbuds, or similar wireless devices. However, in accordance with Indiana law and school policy, these devices may not be used during the school day from the first bell until the final bell.

During the school day, personal devices must be turned off and stored in a student's locker, backpack, or another location designated by the school. Students may not use their devices during class time, passing periods, lunch, or other school activities during the school day.

Exceptions may be made for:

- Documented medical needs
- Accommodations in a student's IEP or Section 504 Plan
- Emergency situations

- Situations approved by school administration

Students may not use personal devices to photograph, record, or livestream others without permission when doing so disrupts the school environment or violates privacy expectations. Using personal devices for cyberbullying, harassment, or accessing inappropriate content is prohibited and may result in disciplinary action.

The school is not responsible for lost, stolen, or damaged personal devices brought to school. Schools may establish additional procedures for storing and managing devices during the school day to ensure compliance with state law and to maintain a focused learning environment.

F. Recordings, Media, and Dissemination

The creation, distribution, or posting of audio, video, or photographic recordings on school property or during school-sponsored activities must comply with Board policy and applicable law. Students may not record staff or other students without permission when such recordings violate privacy, disrupt instruction, or are used to embarrass, threaten, or harm others.

Unauthorized dissemination of recordings through social media or other platforms may result in disciplinary consequences. Students should understand that digital content, once shared, can be difficult or impossible to fully remove and may have long-term consequences.

G. Consequences for Misuse

Failure to comply with technology expectations may result in temporary or permanent loss of technology privileges, confiscation of devices, academic consequences when applicable, and disciplinary action under the Student Code of Conduct. In cases involving illegal activity or serious violations, referral to law enforcement may occur.

Consequences will be determined based on the nature and severity of the violation, the student's prior disciplinary history, and applicable Board policy.

H. Student Device Repairs and Replacement

Tipton Community School Corporation provides student technology devices to support instruction, communication, and learning. Students are expected to use and care for school-issued technology responsibly so that devices remain safe, functional, and available for educational use.

The purpose of this policy is to maintain school technology in good working condition while encouraging responsible use and care of school property.

Care and Maintenance Expectations

Students are responsible for properly caring for their assigned device and must follow these guidelines:

- Devices should be handled carefully and transported securely when moving between locations.
- Devices should remain free from damage, markings, stickers, or graffiti.
- Students must not remove keys, pry open components, or attempt to repair or modify the device.
- Unauthorized modifications to device software or operating systems (such as rooting or jailbreaking) are prohibited.
- Devices should be kept away from liquids, food, and extreme temperatures.

Students are responsible for bringing their device to school each day in a condition that allows it to be used for learning.

Damage, Loss, or Theft

Students and families are responsible for the care of school-issued devices. Damage that occurs through intentional misuse or negligence may result in repair or replacement charges.

If a device is lost or stolen, the student or parent/guardian must report the incident to the school as soon as possible. When a device is reported stolen, the school may require a police report before the device is classified as stolen rather than lost.

Repair and Replacement Costs

The school may assess repair or replacement costs when a device is damaged, lost, or not returned in usable condition. Repair costs may increase if damage occurs repeatedly within the same school year.

Typical charges may include:

Incident	Charge
First Damage Incident	Up to \$50
Second Damage Incident	Up to \$100
Third Damage Incident	Up to \$300 or full replacement
Lost or Damaged Charger	\$35

If the cost of repairing a device exceeds its value or the device cannot be recovered, the student may be charged the full replacement cost of the device.

Authorized Repairs

All repairs to school-issued technology must be completed through the school corporation's technology department. Students and families should not attempt to repair devices independently or through outside vendors.

Devices that require repair may be temporarily replaced with a loaner device, when available.

Device Return

All school-issued technology equipment, including chargers and accessories, must be returned:

- At the end of the school year
- When a student withdraws from the school corporation
- When requested by the school

Students who fail to return devices or accessories may be charged the replacement cost.

Outstanding Technology Fees

Outstanding technology fees may result in restrictions on the issuance of replacement devices or loaner devices until balances are resolved. In accordance with school corporation procedures, final records, transcripts, or diplomas may be withheld until school property is returned or outstanding balances are paid.

Testing or Temporary Loaner Devices

Temporary devices may be issued at the discretion of school staff for purposes such as classroom instruction, testing, or device repair. These devices must be returned to the school office or designated location at the end of the school day unless otherwise authorized.

IX. Student Conduct & Attendance

A. Attendance Philosophy

Regular school attendance is essential for student learning and success. Students benefit from daily participation in classroom instruction, discussion, and collaboration with teachers and peers. Indiana law requires students to attend school regularly unless a lawful exemption applies.

Tipton Community School Corporation works with families to support consistent attendance and will implement progressive interventions when a pattern of absences occurs.

B. Reporting Absences

Parents or guardians must notify the school office when a student will be absent. Absences may be reported by telephone, email, or written note. When reporting an absence, please provide the student's name, grade level, and the reason for the absence.

Parents are encouraged to notify the school as early as possible, preferably before 9:00 a.m. If the school does not receive notification, school personnel may contact the parent or guardian to verify the student's absence.

Make-Up Work

Students are responsible for completing all assignments missed during an absence. For excused absences, students will be allowed the same number of days to complete make-up work as the number of days absent.

Teachers may post assignments through Google Classroom or other instructional platforms when appropriate. If assignments are not available online, parents may request materials through the school office.

Participation in Activities During an Absence

Students who are absent from school due to illness or other circumstances are expected to refrain from participating in extracurricular activities, employment, or school events occurring later that same day unless approved by school administration.

Classification of Absences

Tipton Community School Corporation classifies absences as excused or unexcused.

An absence is considered excused when a parent or guardian notifies the school and the reason meets school or state guidelines. Some absences may also be considered exempt under Indiana Code.

If a student is absent and the school does not receive notification from a parent or guardian, the absence will be recorded as unexcused.

Attendance Monitoring and Communication

Tipton Community School Corporation is committed to promoting consistent student attendance through early identification of concerns, timely communication with families, and targeted interventions that support student success. The school actively monitors attendance and will implement progressive interventions when patterns of unexcused absences are identified.

Level 1: Early Attendance Concern

When a student accumulates five (5) total absences, the school will notify the parent or guardian to offer support and address any potential barriers to attendance, if necessary. This notification will occur each time a student reaches an additional five (5) absences (e.g., 5, 10, 15, 20 absences).

In addition, on any day a student is absent without prior notification (no call, no show), the school will attempt to contact the parent or guardian that same morning to verify the absence and ensure the student's safety.

Level 2: Attendance Warning

When a student accumulates five (5) unexcused absences, the school will notify the parent or guardian by phone that the student is approaching the legal definition of truancy under Indiana law.

Level 3: Attendance Intervention Plan

When a student accumulates ten (10) unexcused absences, the school will schedule an attendance conference, at the latest, with the student and parent or guardian to develop a plan to improve attendance.

Continued Absences and Intervention

If attendance concerns persist, the school will implement additional supports or consequences, which may include an Attendance Improvement Plan, loss of extracurricular or school-related privileges, or referral to outside agencies as appropriate.

In cases of excessive absenteeism, the school may notify the Tipton County Prosecutor's Office, Tipton County Probation Department, or the Indiana Department of Child Services in accordance with Indiana Code IC 20-33-2-27.

Level 4: Habitual Truancy

Under Indiana law, a student may be considered habitually truant when the student accumulates ten (10) or more unexcused absences. When this threshold is reached, the school may implement additional interventions consistent with state law and local procedures.

Chronic Absenteeism

A student who misses 10% or more of the school year, for any reason, may be considered chronically absent. Students who are chronically absent may receive additional monitoring and support to improve attendance.

Extended Absences (Pre-Approved)

Tipton Community School Corporation recognizes that students may, on occasion, be absent from school for an extended period due to family circumstances, travel, or other unique situations. Parents/guardians requesting an extended absence must submit a written request to the building principal in advance of the absence, including the reason for the request and the anticipated dates.

The building principal (or designee) will review each request on a case-by-case basis and determine whether the absence will be classified as excused or unexcused. Approval of extended absences as excused is not guaranteed and will be based on the individual circumstances of each request.

In making this determination, the principal may consider factors including, but not limited to:

- The student's current academic standing and progress
- The student's attendance history
- The length and timing of the requested absence
- The educational impact of the absence

For the purposes of this review, good academic and attendance standing generally includes passing grades in all courses and a pattern of regular attendance. Students in good standing may be granted excused absences for extended leave. Students who are not in good standing may have extended absences classified as unexcused.

Extended absences of significant length may require additional administrative review prior to approval. Approval of an extended absence does not exempt the student from completing missed assignments. Teachers may provide reasonable opportunities to make up work; however, teachers are not expected to provide advanced instruction or replicate missed classroom experiences.

Families are encouraged to communicate with teachers in advance of the absence to plan for missed work and expectations. Appeals of the principal's decision may be made in writing to the Superintendent (or designee), whose decision shall be final.

C. Exempt Absences

Indiana law allows certain absences to be classified as exempt absences. In accordance with Indiana Code IC 20-33-2 (14-17.7), the following circumstances may qualify as exempt when appropriate documentation is provided to the school office.

Exempt absences may include:

- Documented illness or medical appointments
- Attendance at activities sponsored by the school
- Death in the immediate family or attendance at a family funeral
- Religious observances (documentation may be required)
- Appearance as a witness in a judicial proceeding
- Participation in an educationally related non-classroom activity approved by the school
- Participation in or exhibition at the Indiana State Fair

For an absence to be considered exempt, appropriate documentation must be submitted to the school office.

D.Tardies, Truancy, & Field Trips

Tardies

Students are expected to arrive at school and to each class on time. Punctuality is an important part of developing responsible habits and ensures that students do not miss important instructional time.

A student will be considered tardy if they are not present in their assigned classroom or learning space when the bell rings or when the school day officially begins. Students who arrive after the start of the school day must report to the school office before going to class.

Excessive tardiness may result in disciplinary consequences. Consequences may be progressive and may include detention, loss of privileges, suspension, or other disciplinary measures as determined by school administration. In some cases, excessive tardiness may be addressed in a manner similar to excessive absences.

Truancy

A student is considered truant when the school has not received notification from a parent or guardian explaining the student's absence, or when a student willfully refuses to attend school or class without permission.

Indiana courts define truancy as the willful refusal to attend school in defiance of parental authority.

Examples of truancy may include, but are not limited to:

- Arriving five or more minutes late to class without permission
- Leaving class, assigned areas, or the school building without permission
- Failing to attend a scheduled class or assigned location during the school day

Truancy is cumulative throughout the school year. Students who are truant may not receive credit for work missed during the period of truancy and may be subject to disciplinary consequences. These consequences may include detention, loss of privileges, suspension, or referral to appropriate authorities when required by law.

Field Trips

Field trips are valuable educational opportunities that enhance classroom instruction and provide students with experiences that may not be available in the regular school setting.

Students must have a signed parent or guardian permission form on file in order to participate in a field trip. It is the responsibility of the student to ensure that required forms are completed and returned by the designated deadline. Students will not be permitted to attend a field trip without proper authorization. Students who have accumulated an excessive number of absences (10 or more) may be restricted from participating in field trips.

All school rules and expectations remain in effect during field trips. Teachers or trip sponsors may establish additional expectations depending on the nature of the activity. Violations of school rules during a field trip may result in removal from the activity, exclusion from future trips, or other disciplinary consequences. All adult chaperones participating in school-sponsored field trips must complete the required school background check and follow all school policies and procedures during the trip.

E. Student Dress and Appearance

Students are expected to dress and maintain their appearance in a manner that supports a safe, respectful, and distraction-free learning environment. Clothing and personal appearance should not disrupt the educational setting, interfere with health or safety, or promote vulgar, illegal, or inappropriate content.

Students have flexibility in personal style; however, the following expectations apply during the school day:

General Expectations

- Clothing must be clean, appropriate for school, and worn properly.
- Clothing may not display lewd, vulgar, or suggestive language or images.
- Clothing may not advertise or promote products or activities that are illegal for students, including alcohol, tobacco, or drugs.
- Pants and shorts must be worn at the waistline.

Clothing Guidelines

- Shirts must have sleeves and cover the shoulders.
- Clothing may not expose the midriff or back.
- Shorts and skirts must be of an appropriate length, generally reaching at least mid-thigh. Clothing with rips or tears should not expose skin above mid-thigh.

Headwear and Accessories

- Hats, bandanas, hoods, and other head coverings may not be worn inside the school building during the school day unless approved for religious, medical, or school-approved purposes.
- Earbuds, headphones, or similar devices should not be worn in hallways or other areas where they may interfere with hearing directions or announcements.
- Sunglasses should not be worn inside the school building unless supported by medical documentation.

Administrative Discretion

School administrators may determine whether a student's clothing or appearance violates these expectations. Students who are not in compliance with the dress expectations may be asked to change clothing, cover the item, or contact a parent or guardian for appropriate attire. Repeated

or refusal to comply with dress expectations may result in disciplinary action consistent with the Student Code of Conduct.

F. Code of Student Conduct

Tipton Community School Corporation is committed to maintaining a safe, orderly, and respectful learning environment that supports student learning and growth. Students are expected to demonstrate PRIDE in their behavior and interactions with others.

These expectations apply whenever students are:

- On school property
- Traveling to or from school
- Attending school-sponsored activities or events
- Participating in extracurricular activities
- Representing the school in any capacity

The expectations outlined in this handbook support the school corporation's authority to maintain safety, order, and discipline within the school environment.

Student Expectations

Students are expected to:

- Follow school rules and directions from school staff.
- Respect the rights, safety, and property of others.
- Treat fellow students, staff, and visitors with courtesy and respect.
- Be prepared for class and avoid behaviors that disrupt learning.
- Attend school regularly and arrive on time.
- Take responsibility for their actions and demonstrate positive character.

Student Rights and Responsibilities

School rules and procedures are designed to support a safe and respectful learning environment for all students. Students can expect to be treated fairly and respectfully by school personnel and are expected to follow school expectations and respect the rights of others.

Disciplinary procedures will follow appropriate due process, including notice of the violation and an opportunity for the student to respond before disciplinary action is taken when appropriate.

Student Conduct Violations

The following violations are examples of behaviors that may result in disciplinary action under Indiana Code IC 20-33-8. Each violation is assigned a reference code to assist school administrators in documenting disciplinary actions.

A. Disruption and Defiance

- **A.1 Disruption of the Educational Environment** - Engaging in behavior that substantially interferes with teaching, learning, school operations, or school-sponsored activities.
- **A.2 Insubordination** - Refusing to comply with reasonable directions or requests from school personnel.
- **A.3 Disorderly Conduct** - Behavior that is disruptive, unsafe, or inappropriate in the school environment.
- **A.4 Leaving Campus Without Permission** - Leaving school grounds during the school day without authorization.
- **A.5 Restricted Area Violation** - Entering or attempting to enter restricted areas without permission.

B. Harassment, Bullying, and Intimidation

- **B.1 Bullying** - Engaging in repeated actions that intimidate, threaten, or harm another student.
- **B.2 Harassment or Intimidation** - Behavior that threatens, demeans, or creates a hostile environment for another student or staff member.
- **B.3 Threats or Intimidation** - Making statements or engaging in behavior that communicates a threat of harm to another person.

C. Safety and Violence

- **C.1 Fighting or Physical Aggression** - Engaging in physical confrontation or aggressive physical conduct.
- **C.2 Unsafe Conduct** - Behavior that creates a safety risk for students or staff.
- **C.3 Weapons Possession or Use** - Possessing, handling, transmitting, or using a weapon, firearm, destructive device, or object used in a dangerous manner.
- **C.4 Criminal Activity on School Property** - Engaging in conduct that may violate local, state, or federal law while under school jurisdiction.

D. Property Violations

- **D.1 Theft** - Taking or attempting to take property belonging to the school or another person without permission.
- **D.2 Vandalism or Property Damage** - Damaging, destroying, or defacing school property or the property of others.

E. Alcohol, Drugs, and Tobacco

- **E.1 Possession or Use of Alcohol or Drugs** - Possessing, using, distributing, or being under the influence of alcohol or illegal drugs.
- **E.2 Possession of Drug Paraphernalia** - Possessing items commonly used for preparing, using, or distributing drugs.
- **E.3 Tobacco or Vaping Products** - Possessing or using tobacco products, vaping devices, or related materials.

F. Technology and Electronic Communication

- **F.1 Unauthorized Technology Use** - Using school technology or personal electronic devices in violation of school rules.
- **F.2 Inappropriate Electronic Communication** - Sending or sharing inappropriate, threatening, or harmful digital communications.

G. Academic Conduct and Dishonesty

- **G.1 Cheating or Academic Dishonesty** - Engaging in cheating, plagiarism, or other academic misconduct.

H. Other Serious Misconduct

- **H.1 False Reports or Misrepresentation** - Providing false information to school personnel or making false reports.
- **H.2 Criminal Gang Activity** - Participating in gang-related behavior or activities.
- **H.3 Conduct Inconsistent with School Purposes** - Any behavior that substantially interferes with school purposes or the educational environment.

Safety and Threat Reporting

Tipton Community School Corporation maintains zero tolerance for threats or behaviors that endanger the safety of students or staff. Any statements or behaviors that could pose a threat to the school community will be taken seriously and investigated promptly.

Threats, weapons, or other safety concerns may result in disciplinary action and may also be reported to law enforcement when appropriate.

Students and families are encouraged to report safety concerns to school administrators so that concerns can be addressed quickly and appropriately.

Disciplinary Authority

School administrators and staff may take appropriate disciplinary action when student behavior interferes with the educational environment or violates school rules.

Disciplinary responses may include:

- Restorative practices
- Behavioral interventions
- Detention
- Loss of privileges
- Suspension
- Expulsion
- Other disciplinary actions permitted under Indiana law and school corporation policy

Application of the Code of Conduct

The Code of Conduct applies to student behavior:

- During the school day
- On school property
- At school-sponsored events or activities
- While traveling to or from school or school activities
- In situations where student behavior substantially affects the school environment

Students participating in extracurricular activities or school events are expected to follow the same standards of conduct that apply during the regular school day.

G. Progressive Discipline & Due Process

Tipton Community School Corporation uses a progressive discipline approach when addressing student misconduct. The goal of discipline is to promote positive behavior, protect the learning environment, and help students understand the consequences of their actions.

Disciplinary responses will consider the nature of the offense, the age of the student, the student's prior disciplinary record, and the impact of the behavior on the school environment. School administrators may apply disciplinary measures progressively when appropriate, while also maintaining the authority to impose more serious consequences when warranted by the severity of the offense.

The rules outlined in this handbook are not intended to be an exhaustive list of all prohibited conduct. School administrators may take appropriate action whenever student behavior interferes with school purposes or the safety and well-being of students or staff.

Progressive Discipline Interventions

In addition to formal disciplinary actions such as suspension or expulsion, school staff may use a variety of interventions designed to address behavior concerns and support students. These actions may include, but are not limited to:

- Counseling with a student
- Conferences with parents or guardians
- Restorative practices or behavior reflection activities
- Assignment of additional schoolwork or corrective assignments
- After-school detention or supervised study
- Restriction from extracurricular activities
- Removal from school-provided transportation
- Community service or other corrective measures

These interventions are intended to help students correct behavior while maintaining a safe and productive learning environment.

Removal from Class

Teachers are responsible for maintaining an orderly classroom environment and may address minor behavioral concerns through classroom management strategies. When a student's behavior substantially interferes with instruction or disrupts the learning environment, the teacher may refer the student to the school office for administrative review.

The authority to remove a student from a class period or school activity is reserved for the building principal or the principal's designee. After reviewing the circumstances, school administration may determine whether temporary removal from the class or activity is appropriate. If a student is removed from class, the student may be assigned work to complete in another supervised setting during the period of removal.

H. PBIS / PRIDE Framework

Tipton Community School Corporation uses a Positive Behavioral Interventions and Supports (PBIS) framework to promote positive behavior and establish consistent expectations for all students. PBIS focuses on teaching, modeling, and reinforcing behaviors that contribute to a safe, respectful, and productive learning environment.

Within this framework, students are expected to demonstrate **PRIDE** in their behavior throughout the school day and during all school-related activities.

PRIDE represents the core behavioral expectations for all Tipton students:

- **Personal Best** – Students are expected to put forth their best effort in academics, behavior, and participation in school activities.
- **Respect** – Students should treat others, including peers, staff, and visitors, with kindness, courtesy, and consideration. Students should also respect school property and the property of others.
- **Integrity** – Students are expected to demonstrate honesty, responsibility, and ethical behavior in their actions and decisions.
- **Dependability** – Students should be accountable for their behavior, follow school rules, complete responsibilities, and contribute positively to the school community.
- **Enthusiasm** – Students are encouraged to approach learning with curiosity, positive energy, and a willingness to participate in school opportunities.

The PRIDE framework provides a common set of expectations that apply across classrooms, hallways, buses, cafeterias, playgrounds, extracurricular activities, and all school-sponsored events.

Teaching and Reinforcing Positive Behavior

School staff actively teach and reinforce PRIDE expectations through daily interactions, classroom instruction, and schoolwide initiatives. Students may receive recognition for demonstrating positive behaviors aligned with the PRIDE framework.

Examples of positive reinforcement may include:

- Verbal recognition from teachers and staff
- Classroom or schoolwide acknowledgment programs
- Positive communication with parents or guardians
- Incentives or privileges recognizing positive behavior

These practices help reinforce expectations and encourage students to contribute to a positive school climate.

Supporting Student Behavior

The PBIS framework emphasizes teaching appropriate behavior before disciplinary consequences are necessary. When behavior concerns arise, staff will work with students to address the issue through guidance, corrective feedback, and appropriate interventions.

Possible supports may include:

- Behavior reflection activities
- Restorative conversations or restorative practices
- Counseling or mentoring
- Parent or guardian conferences
- Behavior support plans

These supports are designed to help students develop stronger decision-making skills and build positive relationships within the school community.

Relationship to Discipline

While PBIS focuses on promoting positive behavior, students remain responsible for following school rules and expectations. If a student's behavior violates school rules or interferes with the learning environment, disciplinary action may be taken in accordance with the Progressive Discipline and Due Process procedures outlined in this handbook.

The PRIDE framework supports the goal of helping students develop the character, responsibility, and citizenship necessary to succeed in school and beyond.

I. Bullying, Harassment & Intimidation

Tipton Community School Corporation is committed to providing a safe, respectful, and supportive learning environment for all students. Bullying, harassment, or intimidation that interferes with a student's ability to learn or participate safely in school activities will not be tolerated.

Definition of Bullying

Consistent with Indiana Code IC 20-33-8-0.2, bullying is defined as overt, unwanted, and repeated acts or gestures, including verbal or written communications, images transmitted electronically or digitally, physical acts, aggression, or other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student.

Bullying creates an objectively hostile school environment when the behavior:

- Places a student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Substantially interferes with the student's academic performance
- Substantially interferes with the student's ability to participate in or benefit from school services, activities, or privileges

Bullying may occur through physical behavior, verbal or written communication, social exclusion, or electronic or digital communication (cyberbullying).

Application of the Policy

In accordance with Indiana law, disciplinary action may be taken regardless of where the conduct occurs if the students involved attend the same school corporation and the behavior substantially disrupts school discipline or interferes with a student's ability to participate in the educational environment.

Reporting, Investigation, and Response

Students, parents, and staff members are encouraged to report suspected bullying to a teacher, counselor, administrator, or other school personnel. Reports may be made in person, in writing, electronically, or anonymously.

School administrators will promptly review and investigate reports of bullying. Retaliation against any student who reports bullying or participates in an investigation is prohibited and may result in disciplinary action.

When bullying is substantiated, the school may take appropriate action, which may include behavioral interventions, counseling, restorative practices, parent conferences, loss of privileges, suspension, or expulsion under the Code of Student Conduct. The school will also take reasonable steps to protect the targeted student and prevent further incidents.

Knowingly making a false report of bullying may result in disciplinary action.

Parent Notification and Support

In accordance with Indiana Code IC 20-33-8-13.5, the school will notify the parents or guardians of both the targeted student and the alleged perpetrator within five (5) business days after a bullying incident has been reported.

The school may provide support services for students involved in bullying situations, which may include counseling, social-emotional supports, educational interventions, or follow-up monitoring.

Acts of bullying may be documented under the Student Conduct Violation Codes, including:

- B.1 Bullying
- B.2 Harassment or Intimidation
- B.3 Threats or Intimidation

Disciplinary responses will follow the Progressive Discipline and Due Process procedures outlined in this handbook.

J. Substance Use & Prohibited Items

Tipton Community School Corporation is committed to maintaining a safe and healthy learning environment for all students. The possession, use, distribution, or being under the influence of alcohol, drugs, or other controlled substances is prohibited on school property, at school-sponsored activities, and while traveling to or from school or school events.

Students are expected to comply with all state laws and school rules related to controlled substances and prohibited items. Violations of this policy may result in disciplinary action in accordance with the Progressive Discipline and Due Process procedures outlined in this handbook.

Alcohol and Controlled Substances

Students are prohibited from possessing, using, transmitting, distributing, or being under the influence of:

- Alcoholic beverages
- Illegal drugs or controlled substances
- Prescription medications used in a manner inconsistent with medical authorization
- Drug paraphernalia
- Any substance represented to be a drug or controlled substance

Students may not possess or distribute any substance that is intended to imitate or appear to be a controlled substance.

Any student found in violation of this policy may be subject to disciplinary action including suspension, expulsion, referral to law enforcement, or other corrective measures as determined by school administration.

Tobacco, Nicotine, and Vaping Products

The possession, use, or distribution of tobacco, nicotine products, vaping devices, or electronic cigarettes is prohibited for all students.

This includes, but is not limited to:

- Cigarettes or cigars
- Smokeless tobacco products
- Electronic cigarettes or vaping devices
- Vape cartridges or pods
- Nicotine pouches
- Any device designed to deliver nicotine or vaporized substances

Students found in possession of or using these products will be subject to disciplinary consequences consistent with the vaping violation procedures outlined in Section IX – Progressive Discipline and Due Process.

Medication at School

Students may only possess medication at school in accordance with school medication policies and appropriate medical authorization. Prescription and non-prescription medications must be administered according to school procedures.

Students may not share or distribute medication to other students.

Violation of medication policies may result in disciplinary action and may require parental or medical review.

Prohibited Items

Students are prohibited from possessing items that could endanger the safety of the school community or interfere with the educational environment. Prohibited items include, but are not limited to:

- Weapons or items designed to cause harm
- Firearms, knives, or other dangerous objects
- Fireworks, explosives, or incendiary devices
- Laser pointers used in a disruptive or unsafe manner
- Drug paraphernalia or materials associated with drug use
- Stolen property

- Any item that could reasonably be considered dangerous or disruptive to the school environment

Possession of a firearm or destructive device on school property may result in expulsion for at least one calendar year, as required by Indiana law.

School Authority to Investigate

School administrators may investigate suspected violations of this policy and may take appropriate action to maintain safety and order within the school environment. This may include searching student property in accordance with school policy and applicable law.

Violations involving illegal substances, weapons, or other serious safety concerns may also be referred to law enforcement authorities.

K. Suspension & Expulsion

Tipton Community School Corporation maintains the authority to suspend or expel students whose conduct interferes with school purposes or the safety and well-being of students, staff, or the school community. These disciplinary actions are taken in accordance with Indiana Code IC 20-33-8 and the policies of the Tipton Community School Corporation.

Disciplinary action may be imposed when a student engages in student misconduct or substantial disobedience, including violations of the rules and expectations outlined in this handbook.

Suspension

A suspension is the removal of a student from school for a temporary period of time due to a violation of school rules or expectations. The principal or the principal's designee may suspend a student from school or from school activities for up to five (5) school days. If a principal recommends expulsion, the student may be suspended for up to ten (10) school days while the expulsion process is being considered.

During a suspension, the student may be prohibited from:

- Attending school
- Being present on school property
- Participating in extracurricular activities or school-sponsored events

School administrators will notify the student and provide written notice to the student's parent or guardian describing the suspension, the reason for the disciplinary action, and the length of the suspension. Notification may be delivered by written letter, electronic communication, or other reasonable means.

Students are responsible for completing any assigned academic work missed during the suspension in accordance with school procedures.

Expulsion

An expulsion is the removal of a student from school attendance for a longer period of time due to serious misconduct or repeated violations of school rules.

Expulsion may be recommended by the principal when a student's conduct warrants removal beyond the suspension period. Expulsions are determined in accordance with Indiana law and school corporation policy.

In general, a student may be expelled for the remainder of the current semester and the following semester unless otherwise specified by law.

Certain violations may require a longer expulsion period, including possession of a firearm or destructive device on school property, which may result in expulsion for at least one calendar year as required by law.

Expulsion Procedures

When expulsion is recommended, the superintendent or their designee will appoint an expulsion examiner to conduct a disciplinary hearing.

Parents or guardians will receive written notice of:

- The alleged misconduct
- The date, time, and location of the expulsion meeting
- The student's right to appear at the meeting and present evidence

During the expulsion meeting, the student and parent or guardian may:

- Respond to the allegations
- Present evidence or witnesses
- Ask questions regarding the incident

After the hearing, the expulsion examiner will issue a written summary of evidence and determination, including the disciplinary action to be taken.

Return Following Expulsion

Students returning from expulsion may be required to meet with school administration and comply with conditions for re-entry. These conditions may include:

- A behavior contract
- Counseling or intervention services
- Compliance with attendance and academic expectations

Failure to comply with re-entry conditions may result in additional disciplinary action.

Alternative Educational Options

Students who are expelled may be offered alternative educational opportunities when available. These options may include virtual learning, alternative education programming, or other services determined by the school corporation.

The purpose of these options is to support continued educational progress while maintaining the safety and integrity of the school environment.