

# Tri-County Junior/Senior High School

August 2024

Dear Parent/Guardian and Student:

Attached are the rules and regulations for Tri-County Junior/Senior High School. These rules and regulations have been prepared by the School Improvement Team (SIT) and approved by the Tri-County School Board.

Students and parents should acquaint themselves with the contents of this handbook. The guiding principles found in this handbook help clarify those expectations the faculty and staff have for students. The rules and regulations set forth in this manual have been formulated to ensure a safe and orderly atmosphere in which meaningful education can take place. Additionally, these rules also provide students with a set of standards for individual behavior.

We are appreciative of our school's strong parent involvement and desire to work with you to ensure your students are successful. We encourage parents to maintain contact with teachers, counselors, and administrators on a regular basis in an effort to resolve minor issues before they become major problems. We stand ready to assist you.

Best wishes to both students and parents as we begin a new school year.

Yours in education,

J.R. Haskins

Principal

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## WELCOME

Welcome to Tri-County Junior/Senior High School. Your student handbook is designed to provide you with information that will assist you in being successful at Tri-County. As you become thoroughly acquainted with it, you will know what is expected of you as a student. We wish you success as you accept the challenge of involvement in the academic, social, and extracurricular activities of Tri-County Junior/Senior High School.

**SCHOOL SONG:** Fight, Fight for TC high and fight for the blue and the red. Tri-county Cavaliers have spirit that out shines the rest. We're out for victory and victory is just what we'll get. We're the mighty Cavalier! We wear the blue and red.

C A V A L I E R S. We're out for victory and victory is just what we'll get. We're the mighty Cavaliers. We wear the blue and red.

**SCHOOL COLORS:** The school colors are royal and red.

**SCHOOL MASCOT:** The school mascot is the Cavalier.

### STUDENTS RECORDS ANNUAL NOTICE TO PARENTS

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records.

Parents and/or students of the age of majority have the right to access and review their students' recorded files and to an interpretation of the record by a school official. They have the right to a hearing should they desire to challenge any part of the file and/or to lodge a complaint with the Indiana Department of Education.

Parents and students have the right to refuse permission to the schools to make public any portion of "directory information" but they must notify the school principal in writing of those parts they do not wish public.

Directory information is as follows:

Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent educational institution attended by the student.

Within fifteen days following the publishing of the Annual Notice to parents, directory information listed above may be released unless written notice to the contrary is received by the school principal. For further information or clarification, please contact Natasha Demerly or Eric Sharp, school counselors, at Tri-County Junior/Senior High School.

Effective July 1, 2000, military recruiters have access to student directory information. Any parent, guardian, or custodian must submit to the school a written request at the end of the student's sophomore year if they do not want "student directory information" released to military recruiters.

## IMPORTANT NOTICE

The Student-Parent Handbook for the 2024-2025 school year has been written in an effort to ensure an orderly and safe school environment for our students to further enhance student learning. **This handbook pertains to all students in grades 7-12.**

## NON-DISCRIMINATION POLICY

Tri-County School Corporation is currently practicing a non-discrimination policy and all courses are open to all students regardless of age, race, color, national origin, sex, and handicapped condition. Educational services, programs, instruction, and facilities will not be denied to anyone in the Tri-County School Corporation as the result of his or her age, race, color, national origin, sex, or handicapped condition. For further information, clarification, or complaint, please contact the following person: *TITLE IX COORDINATOR AND SECTION 504 COORDINATOR*- Shawn McCracken, Assistant Principal, Tri-County Junior Senior High School, 11298 W. 100 S, Wolcott, IN 47995 – 219-279-2105.

### **Tri-County Junior/Senior High School**

11298 W 100 South  
Wolcott, IN 47995  
(P) 219-279-2105  
(F) 219-279-2108

### **Tri-County Junior/Senior High School Administration and Staff**

#### Superintendent

Mr. Patrick Culp

#### Board of Education

Dr. Brandi Schemerhorn —President  
Bob Gerber —Vice President  
Jason Kilmer —Secretary  
Rachel Cantrell  
Cheyenne Suitors  
Renee Overbeck  
Spencer Geib

#### Principal

J.R. Haskins  
Bridgett Redstone (Principal/HS Treasurer Secretary)

#### Assistant Principal

Shawn McCracken  
Tinika Whitcomb (Guidance/Attendance Secretary)

#### Athletics/Transportation

Jeff LeBeau  
Kim Hensler (Athletic/Transportation Secretary)

#### School Counselors

Natasha Demerly  
Eric Sharp

#### Director of Technology

Shannon Kelly

#### School Nurses

Sara Arvin  
Amanda Alberts  
Teresa Earney

#### Director of Multi Language Learners (MLL)

Millie Rogers

#### Corporation Media Specialist

Megan Oilar

#### Family Support Specialist

Monica Dyke

\*\*We encourage students and parents to communicate with the teachers and staff regularly to monitor the progress of the student and to talk about any concerns. To email any individual in the school corporation, you will use their last name and first initial@trico.k12.in.us

Example: To contact J.R. Haskins, Principal  
 Email address: [haskinsi@trico.k12.in.us](mailto:haskinsi@trico.k12.in.us)

<p><b><u>Language Arts</u></b>                  Amanda Tieke (Department Chair)                  Susan Rayburn                  Victoria Coley                  Dan Szombathy                  Maria Galan (Spanish)</p>	<p><b><u>Math</u></b>                  Jill Bahler                  Amy Kauffman                  Sarah Schambach (Department Chair)                  Matthew Garner</p>
<p><b><u>Science</u></b>                  Rose Scherer (Department Chair)                  Kristina Yeoman                  Amber McClatchy</p>	<p><b><u>Social Studies/History</u></b>                  Matthew Bowman                  Jake West                  Scott Luesse</p>
<p><b><u>Business/CTE/FACS</u></b>                  Trev Parker (Business)                  Shawna Duncan (Business)                  Mollie Mosier (Consumer &amp; Family Science) (ITE)                  Travis Scherer (Agriculture/FFA)                  Kylei Hickner (Agriculture/FFA)                  Steve Schemerhorn (Welding)                  Frank Rodgers (Engineering/CTE)                  Missi Tyler (Physical Education)                  Sara Iseminger (Health)</p>	<p><b><u>Fine Arts</u></b>                  Cynthia Underwood (Choir)                  Lori Wittke (Art)                  Jeremy Sterk (Department Chair, Band)</p> <hr/> <p><b><u>MLL (Multi Language Learner) Instructor</u></b>                  Maria Salvo</p>
<p><b><u>Special Education</u></b>                  Michele Buswell (Interventionist)                  Rachel Neidlinger (Life Skills Teacher, Department Chair)                  Andrea Stevens (Spec. Ed.)                  Scott Eberhard (Spec. Ed.)                  Paige Bowman (Life Skills)</p>	<p><b><u>Technology</u></b>                  Diane Smith                  Dwayne Schultz                  Nile Seward                  Shannon Kelly (Director of Technology)</p>

### Tri-County Bell Schedule

<b><u>Monday/Thursday (Red Day)</u></b>		<b><u>Wednesday: PD Day (Purple Day)</u></b>		<b><u>Remote Learning Day</u></b>	
<b><u>Tuesday/Friday (Blue Day)</u></b>					
Warning Bell	8:05	Teacher PD	7:45 – 8:45	Prepare for Remote Learning	8:55
Block 1/5	8:10 – 9:30	Warning Bell	9:00	Block 1/5	9:00-10:00

Block 2/6	9:35 – 10:55	Block 1	9:05 - 9:39	Block 2/6	10:10-11:10
JH LUNCH	10:55 – 11:25	Block 2	9:44 - 10:18	Block 3/7	11:20-12:20
JH CAV TIME	11:30 – 12:15	Block 5	10:23 - 10:57	Block 4/8	12:30-1:30
JH Block 3/7	12:20 – 1:40	Block 6	11:02 - 11:36	Lunch	1:30-2:10
		LUNCH Gr. 7,8,9	11:36 - 12:06	Office Hours	2:10-3:10
HS CAV TIME	11:00 – 11:45	HS CAV TIME	11:41-12:06		
HS A LUNCH	11:45 – 12:15	MS CAV	12:11-12:36		
HS A Block 3/7	12:20 – 1:40	LUNCH Gr. 10,11,12	12:06 - 12:36		
HS B Block 3/7	11:50 – 12:20	Block 3	12:40 - 1:14		
HS B LUNCH	12:20 – 12:50	Block 4	1:19 - 1:53		
HS B Block 3/7	12:50 – 1:40	Block 7	1:58 - 2:32		
Block 4/8	1:45 – 3:08	Block 8	2:37 - 3:10		

<u>One Hour Delay</u>		<u>Two Hour Delay</u>		<u>Purple Day/Two Hour Delay</u>	
Warning Bell	9:05	Warning Bell	10:05	Warning Bell	10:05
Block 1/5	9:10 – 10:30	Block 1/5	10:10 – 11:15	Block 1	10:10 – 10:40
Block 2/6	10:35 – 11:55	Block 2/6	11:20 – 12:25	Block 2	10:45 – 11:15
LUNCH-gr. 7,8	11:55 – 12:20	LUNCH-Grades 7,8	12:25 – 12:55	LUNCH- grade 7,8	11:15 – 11:45
JH Block 3/7	12:25 – 1:55	JH Block 3/7	1:00 - 2:05	HS Block 5	11:20 – 11:45

HS Block 3/7	12:00 – 12:20	HS Block 3/7	12:30 - 1:00	LUNCH-grade 9,10,11,12	11:50 – 12:20
LUNCH- Grade 9, 10,11,12	12:20 – 12:45	LUNCH Grade 9, 10, 11, 12	1:00 - 1:35	JH Block 5	11:50 – 12:20
Block 3/7 continued	12:45-1:55	Block 3/7 continued	1:35 - 2:05	Block 6	12:25 – 12:55
Block 4/8	2:00 – 3:10	Block 4/8	2:10 – 3:10	Block 3	1:00 – 1:30
				Block 4	1:35 – 2:05
				Block 7	2:10 – 2:35
				Block 8	2:40 – 3:10

## **Section I—Academics**

### 1.1 GRADUATION POLICY

The completion of the Core 40 becomes an Indiana graduation requirement beginning with students who enter high school in 2007-2008. The Board of School Trustees of Tri-County School Corporation established the following as minimum requirements for graduation from high school:

1. Beginning with the class of 2016. Students must complete 48 credits. The following are required credits (24):
 

English 9, 10, 11, 12 (8)	Math (6)
U.S. History (2)	Science (6)
Government (1)	Economics (1)
Health & Wellness (1)	Careers (1)
Digital Citizenship (1)	Physical Education (2)
2. Attendance requirements are normally eight (8) semesters in grades 9-12.
3. Seniors must have completed all requirements and paid all financial obligations to the school by graduation date to be eligible to participate in commencement exercises.
4. Tri-County High School will accept credit for non-traditional courses with administrative approval and proper documentation. This includes distance learning courses, on-line courses, correspondence courses, and courses from other schools. The following criteria must be met if a non-traditional course is to be counted toward graduation:
  - A. The course must be approved by the high school counselor prior to enrolling in the course.
  - B. An official transcript indicating course completion must be received no later than May 20th of the senior year.
  - C. The course must be passed with a grade of 'C' or better in order to receive Tri-County credit.
5. Students who transfer to Tri-County from homeschool or non-accredited private schools must have valid paperwork of their attendance and course completion. An evaluation and assessment of the child's education development shall be made to determine credits earned. In the case of middle school students, the evaluation and assessment will be used to determine grade level.

Starting with the graduating class of 2023 (and grandfathered for the 2020-2022 cohorts), students must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options:

1. High School Diploma (Core 40, General, Core 40 with Technical Honors or Core 40 with Academic Honors)
2. Learn and Demonstrate Employability Skills (complete at least one of the following; Project-Based, Service-Based or Work-Based Learning Experience)

3. Postsecondary-Ready Competencies (Honors Diploma, or ACT or SAT College-ready benchmarks, or ASVAB minimum AFQT score, or State- and Industry-recognized Credential or Certification or Federally-recognized Apprenticeship, OR Career-Technical Education Concentrator, OR AP/IB/Dual Credit/Cambridge International courses, OR locally created pathway

\*\*This policy may change without notice if there are policy changes dictated by the State of Indiana.

1.2 GRADING SCALES

<u>BLUE GRADING SCALE</u>			<u>RED GRADING SCALE</u> (Anatomy & Physiology, Chemistry II, English 11 Honors, Honors U.S. Govt., Honors U.S. History, Physics 1, Pre-Calculus, Trigonometry)		
<u>Letter Grade</u>	<u>Percent Range</u>	<u>Point Value</u>	<u>Letter Grade</u>	<u>Percent Range</u>	<u>Point Value</u>
A	93-100 and above	4.00	A	93-100 and above	4.25
A-	90-92	3.67	A-	90-92	4.13
B+	87-89	3.33	B+	87-89	3.65
B	83-86	3.00	B	83-86	3.25
B-	80-82	2.67	B-	80-82	3.13
C+	77-79	2.33	C+	77-79	2.65
C	73-76	2.00	C	73-76	2.13
C-	70-72	1.67	C-	70-72	1.67
D+	67-69	1.33	D+	67-69	1.33
D	63-66	1.00	D	63-66	1.00
D-	60-62	0.67	D-	60-62	0.67
F	0-59	0.00	F	0-59	0.00

<u>WHITE GRADING SCALE</u> (AP Biology, AP Calculus, ACP English 12)		
<u>Letter Grade</u>	<u>Percent Range</u>	<u>Point Value</u>
A	93-100 and above	4.50
A-	90-92	4.17
B+	87-89	3.83
B	83-86	3.50
B-	80-82	3.17
C+	77-79	2.83
C	73-76	2.50
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00

D-	60-62	0.67
F	0-59	0.00

### 1.3 WEIGHTED GRADES

There are two different categories of weighted grades described below:

1. Class rank and GPAs are figured on a weighted grade system with each course a student takes fitting in the Red, White, or Blue grading scale. Weighted classes are listed with the individual grading scales in Section 1.2.
2. Individual teachers have the autonomy to weigh assignments, tests, quizzes, homework, projects, etc. differently. Teachers advise the students of their grading system at the beginning of the course and in their course syllabus.

### 1.4 VALEDICTORIAN-SALUTATORIAN-TOP TEN

Students must be a regular student for the final five (5) consecutive semesters at Tri-County High School. Beginning with the Class of 2016, the valedictorian and salutatorian will be named after the completion of the 7th semester.

### 1.5 SEMESTER GRADES

The procedure for determining semester grade averages and to grant credit is outlined below:

1. Final Exams are to be administered in each class and students are required to take finals to meet all course requirements. The value of the final exam is twenty percent of the semester's grade. A semester grade average will be determined by multiplying the nine week average by eighty percent and adding that to the product of the final exam score times twenty percent.

#### Example

1st nine weeks grade average = 88% Letter Grade B

2nd nine weeks grade average = 84% Letter Grade B-

$88 + 84 = 172$        $172/2=86$     $86 \times 0.80 = 68.80$

Final Exam Score = 82%

$82 \times 0.20 = 16.40$     $68.80 + 16.40 = 82.50$    Letter Grade B

2. Students must receive a semester average of 60% or better in order to earn credit in a course.

### 1.6 MAKE UP WORK

Students who are absent from school have the opportunity to make up their missed work.

1. Students with verified absences will receive credit for their missed work if it is completed within the specified time frame. Students receive one 'block' day to complete and turn in missed work.

#### Example:

If a student misses a Monday (Red) day he/she must pick up work no later than the following Wednesday (Purple) day and turn it in by the next Monday (Red) day. It will be the responsibility of the student to pick up their work.

2. Students with unverified absences are encouraged to make up their missed work.
3. If a student misses more than one consecutive day upon the request of the student or teacher the office will collect homework which may be picked up at the end of the second day.

### 1.7 LATE WORK

Both junior and high school teachers have the autonomy to create and administer their own late work policy. This policy is distributed to each student on the first day of class through the course syllabus.

### 1.8 SCHEDULE CHANGES

Students requiring schedule changes may contact the School Counselor prior to the start of school. Final schedule changes will be completed during the first week of the semester. Schedule changes may not be permitted after the first week of classes.

### 1.9 TRANSCRIPTS

A permanent record of the courses taken by a student, grades and credits received, and attendance record are kept in the main office. When a student transfers to another school, applies for admission to college or makes an application for employment, the school will, upon request from the student or other school, make an official copy. To be official, a transcript must be sent where requested without passing through the hands of the person whose record is transcribed.

### 1.10 ACADEMIC HONESTY

Teachers and administrators hold students to a heightened level of academic integrity. We expect students to set rigorous goals and benchmarks for themselves and to do their own work. Cheating and/or plagiarism is not tolerated.

- 1) Cheating includes, but is not limited to:
  - (a) copying answers to test items, compositions, essays, projects, or homework from another student or electronic source.
  - (b) using artificial intelligence such as apps and equation solving websites to find or arrive at answers.
  - (c) offering or receiving answers to test items, compositions, essays, projects, or homework from another student or electronic source.
  - (d) unauthorized removal of material from a teacher's desk, computer, classroom, etc.
  - (e) using phones, smart watches, etc. during testing.
- 2) Plagiarism is the presentation of someone else's ideas or words as your own. Tri-County teachers are diligent in teaching students correct documentation.

To avoid plagiarism, students should consult resources, including their documentation notes and Purdue OWL at <http://owl.english.purdue.edu/owl/>. Plagiarism includes but is not limited to:

- (a) copying a phrase, a sentence, or a longer passage from a source and passing it off as your own.
- (b) summarizing or paraphrasing someone else's ideas without acknowledging your debt.
- (c) handing in as your own work a paper you have bought, had someone else write, or copied from another source.

3) Plagiarism with AI is defined and explained in the next section (1.11)

The penalties for cheating and for plagiarism are as follows:

**First Offense:**

- (a) Student receives a zero on assignment or assessment.
- (b) Student confers with an administrator and/or faculty member.
- (c) Offense is documented and both the Athletic Council and NHS are informed.

**Second Offense:**

- (a) Student receives a zero on assignment or assessment
- (b) Student fails the class the current offense is in for the nine weeks term.
- (c) Student confers with administrator and/or faculty member.
- (d) Parents are contacted
- (e) Offense is documented and both the Athletic Council and NHS informed.

**Third Offense:**

- (a) Student receives a zero on assignment or assessment
- (b) Student fails the class the current offense is in for the semester.
- (c) Student confers with an administrator and/or faculty member.
- (d) Parents are contacted
- (e) Offense is documented and both the Athletic Council and NHS are informed.

**Fourth Offense:**

- (a) Student receives a zero on assignment or assesment.
- (b) Student fails the class the current offense is in for the semester.
- (c) Parents are contacted.
- (d) Offense is documented and both the Athletic Council and NHS are informed.
- (e) Student is recommended for expulsion

Students will accumulate penalties in grades 7-8, 9-10 and 11-12. Past mistakes will be forgiven and students will begin at the first offense penalty again after grades 8 and 10.

1.11 AI (Artificial Intelligence) at Tri-County Jr/Sr High School

All AI usage at Tri-County Jr/Sr High School is subject to the following policies:

1. Prior Teacher Approval:

All usage of AI programs in all courses requires prior approval from the teacher. Before incorporating any AI tool into an assignment, activity, or assessment, students must discuss their intent with the teacher.

2. Verbal Review:

Any assignment created with (or supposedly without) the use of AI programs is subject to a verbal review with the teacher. Students must be prepared to explain and discuss the content of their work, without the contributions or assistance of AI. If students cannot independently explain and discuss the work they submitted, it will be assumed AI was utilized as a replacement for their learning. Their actions will be considered a violation of Tri-County's Academic Honesty policy (listed above in 1.10) and subject to the penalties laid out in said policy.

1.12 ACADEMIC PROBATION

A Tri-County Junior Senior High School student will be placed on Academic Probation status if:

1. He/she has an F in any class at midterm or on the report card
2. He/she has two or more D's at mid-term or on the report card

**Any student on Academic Probation has the following restrictions:**

1. Must stay in their assigned CAV Time each day
2. Must stay at school in assigned classes or assigned academic rooms during field trips and special events, unless prior administrative approval is obtained.
3. Wait for the next mid-term or report card and have no failing grades and not more than one D.

**\*\*For Junior High**

A Junior High student athlete is only allowed to have one (1) F at the midterm grade check or report card in order to continue to participate in athletics. If a student has more than one (1) F, they will be academically ineligible to participate in games during their ineligibility. They are expected to continue to participate in practices. Junior high school students who are ineligible for more than one grade check or report card will not be allowed to participate with the team or other teams until they become eligible. Eligibility checks are done at midterm and the end of the quarter. The final semester grades will supersede quarter grades.

A Junior High student may be released from Academic Probation if they complete the following:

1. Attend Wednesday After Hours for Junior High students (if offered)



- a. Students must bring work and stay on task during the After Hours to get credit for their attendance
  - b. Teachers will provide administration with attendance and credit for each week
2. Wait for the next mid-term or report card and have no more than one (1) failing grades.

## **SECTION II—ATTENDANCE POLICY**

### 2.1 RATIONALE

Tri-County Junior/Senior High School is committed to fostering the academic and personal growth of its student body. Classroom attendance is an integral factor in a student's ability to learn and provides valuable opportunities that can only be fully utilized in the classroom. Students who are absent are unable to derive the benefits from classroom discussion and the interactions among teachers and fellow students that enhance the educational process. The primary goal of the TC Jr/Sr HS attendance policy is to encourage maximum student attendance that will allow students to attain the educational benefits of school and the fulfillment of academic and career goals. **Both the student and parent must accept responsibility for the student's attendance.** The business of school can be considered a person's first job in life. The habits developed and started in school may transfer to the rest of the student's academic and professional life.

**PERFECT ATTENDANCE GUIDELINES PERFECT ATTENDANCE IS DEFINED AS A STUDENT WHO IS IN SCHOOL EVERY DAY FROM 8:10 AM TO 3:10 PM, IS NOT TARDY TO SCHOOL, ATTENDS EVERY CLASS, AND DOES NOT SIGN IN OR OUT FOR A DOCTOR'S APPOINTMENT, FUNERAL, ETC.**

#### **Indiana Codes Related to Attendance**

##### Compulsory Attendance – Duty of Parents

It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public school. (I.C. 20-8.1-3-34)

##### Certificate of Child's Incapacity

Whenever a student, for medical reasons, misses any one class more than six (6) times during any semester, the school can request the parent/guardian to provide the school with a Certificate of Incapacity (I.C. 20-8.1-3-20). A licensed physician must complete the certificate. Forms will be provided by the school and must be returned before the student is admitted back to school.

##### Penalties – Violating Attendance Laws

Any person knowingly violating this chapter commits a Class B misdemeanor, which is punishable by imprisonment up to 180 days and/or a fine up to \$1,000 (I.C. 20-8.1-3-32)

Indiana attendance law mandates that every student enrolled must be in attendance unless he/she is ill or there is a death in the immediate family. As a means of emphasizing the importance of school attendance, a student who violates the attendance policy may receive one or more of the following consequences: in-house school discipline, out-of-school suspension, loss of driving privileges through the BMV, loss of credit, referral to the Prosecutor's Office, or expulsion from school.

### 2.2 PROCEDURES TO REPORT AN ABSENCE

A parent/guardian is to call the attendance office at 219-279-2105 to report an absence on the day of the absence. An absence may be reported on voice mail when school is not in session. **A call is needed each day a student is absent.** Calls prior to 8:00 a.m. are encouraged and appreciated. Doing so enhances the effective and efficient operation of the school day.

If a parent/guardian does not call, the absence will be recorded as unexcused. The absence will be considered truancy if it is not excused by the parent/guardian within 24 hours after the student returns to school, and the student will receive the appropriate disciplinary action. **Emancipated students must call the day of the absence.** They do not receive the additional 24 hours to clear an absence.

It is expected that if a student is sick for more than three (3) days in a row, he/she is not able to return to school without doctor's verification. Appointments should be scheduled during non-school hours when possible.

### 2.3 ABSENCE TYPES

There are three categories of absences: Exempt, Excused, and Unexcused

**Exempt Absences:** Exempt absences are exempt from the six (6) day limit and are not recorded as the student being absent. Exempt absences require appropriate documentation.

- a. Service as a page or honoree of the general assembly.
- b. Service on a precinct election board or helper to a political candidate on the date of an election.
- c. Subpoena to appear in court as a witness in a judicial proceeding.
- d. Service in active duty with the National Guard for not more than ten (10) days.
- e. Participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days.
- f. Exhibiting at the State Fair
- g. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the Tri-County School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal.

**Excused Absences:** Limited to six (6) days per semester. These absences require appropriate notification of school officials and supporting documentation. Students may make up missed work for credit.

#### **The following excused absences will also count towards the six (6) day limit**

- a. Pre-arranged trip (Limited to a total of two (2) days), all other days will be considered unexcused. A pre-arranged absence form must be received by the principal no later than three (3) days before the absence.
- b. Parent note or phone call verifying illness. (ILL)

**The following excused absences do not count towards the six (6) day limit:**

- a. Medical and Dental Appointments in which the office has received documentation from the doctor. (Medical and Dental appointments, confirmed with a written doctor release will count as an absence but not toward the six (6) day limit per semester.)
- b. Death of immediate family member (with appropriate documentation)
- c. Emergency family illness that has been approved by school administration
- d. Count appearance or appointments that are verified
- f. Observance of a religious holiday (prior approval of administration)
- g. Situations as determined by the Principal or designee
- h. Senior students may be granted an excused absence for up to two (2) days for the purpose of visiting a college campus or military recruitment. If the proper paperwork is submitted prior to the appointment, these will not count toward the six (6) day limit. Juniors will be allowed one (1) day for a college visit that will not count toward the six (6) day limit.

Upon the seventh (7) absence, a student may not receive credit for the course(s). Students will be notified in person and a letter will be sent home after the fourth and sixth absences. After the sixth absence, the student and parent/guardian will be required to sign an attendance contract acknowledging their understanding of the loss of credit should the student have a seventh absence.

Students may file a written appeal within three (3) school days of the seventh absence with the

Assistant Principal. An Appeal Committee will meet at the end of the semester to review requests. To be considered for an appeal, the student must:

1. Continue to complete work for the class until the committee renders a decision. The appeal committee will be led by the Assistant Principal. Additional committee members will consist of the student's school counselor and the student's teacher(s).
2. Earn a 70% or higher on the final exam for each class credit that is under review.
3. Principal or Principal's designee will set the completion rate of all assignments, projects, or other assigned material by the teacher including any and all eLearning assignments.

The student and his/her parents or guardians are expected to attend the conference. The student will be notified of the committee's decision in writing within 48 hours.

**Unexcused Absences:** Unexcused absences are absences not listed above, any absence without documentation from the parents, or any absence beyond the six (6) day limit per semester that is not verified by a doctor's statement. The student may not receive credit for the course work during the time of absence, and it will count toward the limited six (6) days per semester. If a student is unexcused for the day, they are not able to participate in extracurricular activities or athletics for that day. A student who is truant will not be able to make up missed work.

**Discipline for unexcused absences per school year: (The administration recognizes that there may be extenuating circumstances, and that the following disciplinary flow chart represents a common flow of consequences).**

1st—2 hour After-School detention

2nd—2 hour After-School detention and contact with parent/guardian

3rd—2 days In-School suspension, loss of driving privileges for the remainder of the semester and required in-person parent/guardian meeting is required

4th—Student and parent/guardian is referred to the Prosecutor's office, suspension of driving privileges is sent to the BMV, student is unable to participate in field trips, prom and dances, student discipline may include In-school suspension or Out-of-school suspension.

5th—Expulsion waiver, Student and parent/guardian is referred to the Prosecutor's office, suspension of driving privileges is sent to the BMV, student is unable to participate in field trips, prom and dances, student discipline may include In-school suspension or Out-of-school suspension.

Habitual Truant: "a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unverified absences from school for more than twelve (12) days of school in one (1) school year."

**Extended absences (ie. In/outpatient facilities, long term illness, hospitalizations) of more than 4 days will require a meeting between the parents and administration upon the student's return in order to support their care.**

## 2.4 TARDIES

Students are to report to their classrooms in a timely fashion and will be recorded as present, absent or tardy by the teacher. Students are considered tardy up until 5 minutes after the bell has rung. The students will be considered Truant if he/she arrives for class five (5) or more minutes after the bell. Students are expected to obtain a pass from a teacher if they are detained after class. Tardies will start over each semester. Any student who misses a majority of a class period without permission will be considered truant. Any student who is truant from school for a period of 3 days in a semester will be considered a habitual truant and will be reported to the County Prosecutor's Office.

1. 3rd tardy: 1 Lunch detention (30 minutes).

2. 4th Tardy: 1-½ hour After-School detention (90 minutes).

3. 5th Tardy: 1-½ hour After-School detention (90 minutes). Parents/guardians contacted.

4. 6th tardy: 1 day In-School Suspension, loss of driving privileges for the remainder of the quarter or semester and parent/guardian notification. An in-person meeting with the parent/guardian, student and administration will take place. Discipline to be determined by administration may include, but not limited to, in-school and/or out-of-school suspensions.

## 2.5 HALL PASSES

It is expected that any time students are out of the classroom during class time, they are to have a hall pass signed by the teacher. If students are found in the hall without a hall pass, they will be considered truant to class. It is the responsibility of both the teacher and student to ensure that each student is accounted for.

## 2.6 ATTENDANCE CHECK-IN/CHECK-OUT

School begins at 8:10 a.m. and students are to be in class at that time. Students arriving after 8:15 a.m. must report to the attendance office. Students arriving after 8:15 a.m. without a parent or doctor's note will be considered truant and unverified. Students who arrive after the end of 1st block will be considered absent for a half-day. They will need a parent excuse in order for the absence to be verified.

If a student arrives at school after 9:00 a.m., he or she is not eligible to participate in an extracurricular event or practice that day. \*To be eligible to participate in an extracurricular event or practice if arriving after 9:00 a.m., the student must present a doctor's note upon return to school, or a verifiable family emergency.

Any student leaving the school during the school day must sign out/in through the attendance office. Permission to leave may be granted after receiving a telephone call from a parent or guardian. If a student does not sign in/out, they are considered unverified.

If the student arrives at school after 8:10 a.m. because of an appointment or other pre-arranged reason, the student is to sign in at the attendance office and will be given a pass to class. If the arrival is after 8:20 a.m., the student will be considered unverified.

## 2.7 STUDENT RESPONSIBILITIES

1. Requests to be absent must be made by using a pre-arranged absence form from the office. It must be turned in three (3) days prior to the absence and have a parent or guardian signature.
2. Students will not leave the building during the day without obtaining permission from the principal or his/her designee. The student must sign out of the office. In the event that a student is in school in the morning but is not present in the afternoon, he/she must have secured school permission for the absence before leaving the building or the absence will be unverified regardless of the reason.
3. **NO STUDENT WILL BE SENT HOME UNLESS A PARENT OR GUARDIAN IS CONTACTED BY THE SCHOOL.**

**Emergency names can be used if the school is unable to reach a parent or guardian. Students shall not contact parents on their own via cell phone, as cell phones are not to be used during the school day. All students who want to go home for medical reasons must go through the school nurse.**

4. The responsibility for a student being present at school and in class rests upon the student and his/her parent(s) or guardian(s). The school will make a reasonable effort to notify the student and parent(s) or guardian(s) as the student approaches the maximum allowable limit of absences for school or class. This reasonable effort might include parent(s) or guardian(s) being contacted by letter, telephone, or in person after four (4) Verified or Unverified absences and six (6) Verified or Unverified absences.

## **SECTION III—DISCIPLINE**

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### 3.1 BULLYING

As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- a. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - b. Has a substantially detrimental effect on the targeted student's physical or mental health;
  - c. Has the effect of substantially interfering with the targeted student's academic performance; or
  - d. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
1. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  2. Use of data or computer software that is accessed through a school computer, a school computer system, or a school computer network to engage in any bullying conduct described in this rule is also prohibited.
  3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
  4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
  5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

### 3.2 STUDENT CONDUCT

School officials may find it necessary to discipline students when their behavior interferes with school purpose or educational functions of the school corporation. During school and at all school functions, all students of Tri-County are subject to school policy and Indiana state law. Any staff member has the legal authority and duty to correct any Tri-County student at all times.

### 3.3 DISCIPLINARY CHART

Tri-County Junior/Senior High School's disciplinary program is created out of caring and respect for all individuals with a sincere desire to help our students succeed.

The following list of violations and penalties are provided to aid in the communication of our expectations and obligation to the student body to insure a proper school atmosphere. Each student who is subject to disciplinary action by the school administration may be dealt with according to this list. However, the unique circumstances of each individual's case will be considered before a decision regarding punishment is made. **This list is not intended to be the "last word" concerning penalties. The merits of each case require flexibility; however, this list is provided to demonstrate a conscientious attempt to deal consistently and fairly with each individual. Misbehaviors not listed here will also be handled with this stated intent in mind. In cases involving expulsion, the Student Due Process will be followed.**

**The contents of this chart do not limit the scope or severity of the penalties for violations.** Please read the chart detailing the possible discretionary discipline consequences for violations of rules and guidelines. **Students who accumulate multiple disciplinary consequences, may also lose privilege to a work permit.** Copies of mailed disciplinary referrals are kept in the student's discipline file.

<b>Infraction</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>
Leaving class without permission, cutting, not reporting to the office	Detention	After-School Detention (s)	In-School or Out-of-School suspension as determined by administration.
Obscenity/Profanity, Inappropriate Language or Gestures	Detention	After-School Detention (s)	In-School or Out-of-School suspension as determined by administration.
Obscenity/Profanity, inappropriate language or gestures directed at a staff member	In-School or Out-of-School suspension as determined by administration.	In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.	In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.
Gambling	Detention	In-School or Out-of-School suspension as determined by administration.	In-School or Out-of-School suspension as determined by administration.
Selling items not preapproved for sale by the principal	Detention	In-School or Out-of-School suspension as determined by administration.	In-School or Out-of-School suspension as determined by administration.
Insubordination: Failure to follow teacher request, excessive rudeness, defiant attitude, being disruptive, refusing to do assigned work, etc.	2 Detentions	In-School or Out-of-School suspension as determined by administration.	In-School or Out-of-School suspension as determined by administration.
Classroom rules violation	Detention	2 Detentions	Detentions, In-School, or Out-of-School suspension as determined by administration.
Harassment, intimidation or threat, Bullying	Reprimand to Recommendation for expulsion pending seriousness of the matter	Reprimand to Recommendation for expulsion pending seriousness of the matter	Reprimand to Recommendation for expulsion pending seriousness of the matter
Inappropriate display of affection	Conference and warning	Detention	2 Detentions
Fighting or heaving in a manner that may result in physical injury	In-School or Out-of-School suspension as determined by administration.	In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.	In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.
Student attack on a staff member	In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.	In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.	
Cheating, plagiarism	Student receives zero on assignment and referred to administration.	Student receives zero on assignment, referred to administration and parents are contacted.	Student receives zero on assignment, referred to administration and parents are contacted. Student could fail either 9 weeks, semester

			or both.
Forged hall pass, progress report, falsifying school documents, and/or phone calls for absences or early dismissals	Detention	2 Detentions	In-School or Out-of-School suspension as determined by administration.
Bus Behavior Violation	Student Conference, parent contact, and detention.	Bus Suspension for up to 1 week	Permanent Bus Suspension
Bus Destruction	Pay for Damages and/or Suspension		
Driving/parking lot violation; including no "tag or not school driving form filled out	Warning up to loss of driving privileges and/or suspension	Warning up to loss of driving privileges and/or suspension	Warning up to loss of driving privileges and/or suspension
Skipping school/leaving school without permission	Detention after school	2 Detentions after school	Administrative Intervention
Missed Detention	2 Detentions after school	1 Day In-School Suspension	Administrative intervention
Dress Code Violation	Conference, student must change clothes or have parents bring clothes. Time in the office is unexcused.	Detention, student must change clothes or have parents bring clothes. Time in the office is unexcused.	After-School detention (s), student must change clothes or have parents bring clothes. Time in the office is unexcused.
Vandalism	In-School or Out-of-School suspension as determined by administration. Restitution is required.	In-School or Out-of-School suspension as determined by administration. Restitution is required.	In-School or Out-of-School suspension as determined by administration. Restitution is required.
Theft	In-School or Out-of-School suspension as determined by administration. Restitution is required.	In-School or Out-of-School suspension as determined by administration. Restitution is required.	In-School or Out-of-School suspension as determined by administration. Restitution is required.
Firecracker and other fireworks	In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.	Recommendation for Expulsion	
Pulling Fire Alarm	10 Days Out-of-School Suspension and a possible recommendation for expulsion		
Violation of the Technology Acceptable Use Policy	Detention	2 After-School detentions, loss of privileges	Loss of privileges up to a school suspension
Damage to a school owned laptop or piece of technology	Detention and restitution	2 After-School detentions and restitution	Loss of privileges up to a school suspension and restitution
Sex offense	In-School or Out-of-School suspension as determined by administration up to	In-School or Out-of-School suspension as determined by administration up to	In-School or Out-of-School suspension as determined by administration up to

	recommendation for expulsion.	recommendation for expulsion.	recommendation for expulsion.
Sexual Assault	Law enforcement notified; In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.		
Use or possession of tobacco/tobacco product/nicotine/eCigarette or look alike to include CBD Oils and/or products*	Law Enforcement notified; In-School or Out-of-School suspension as determined by administration.	Law Enforcement notified; In-School or Out-of-School suspension as determined by administration.	Law Enforcement notified; In-School or Out-of-School suspension as determined by administration.
Use or possession of alcohol or being under the influence of alcohol	Law Enforcement notified; In-School or Out-of-School suspension as determined by administration. **See policy *****	Law enforcement notified; In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.	
Possessing, using, distributing, or being under the influence of marijuana or any other kind of illegal substance or intoxicant of any kind	Law enforcement notified; In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.		
Possessing, using, or being under the influence of a controlled substance or possession of paraphernalia	Law enforcement notified; In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.		
Sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.	Law enforcement notified; In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.		
Selling, distributing and/or possessing controlled substance and/or look-alike	Law enforcement notified; In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.		
Inappropriate use/abuse of prescription or over the counter medication	Law enforcement notified; In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.		
Possession of a weapon, or the threatened use of a weapon	Law enforcement notified; In-School or Out-of-School suspension as determined by administration up to recommendation for expulsion.		

\*\*Penalties can carry over to the next school year

### 3.4 DISCIPLINARY CONSEQUENCES DEFINITIONS

1. **After-School Detention** – Students remain after school for a maximum of 1-½ hours and are required to remain in an area supervised by a teacher or administrator. Students are expected to bring work to do and not to talk. If students are not compliant with the rules of after-school detention, a subsequent detention may be given. A written notice is sent to parents so transportation can be arranged.

**Detentions will not be rescheduled and students are expected to attend.** Students will be given no less than 5 days' notice of the detention.

Note: If the detention is canceled because of a school cancellation or early school closing, then the student will attend detention on the next scheduled detention date.

2. **Alternative programming** – Alternative programming allows the administration to place the student in an alternative setting or assign a student with a one-on-one mentor. This disciplinary procedure may be used when students are suspended from class or school.

3. **Behavioral Contract (BC)** -- In a proactive approach to help a student become responsible for his or her misconduct, a BC may be written. This contract usually lists misconduct that the student will refrain from, in contract form, and it should contain signatures from the student, parent/guardian and administrator/designee. The main purpose for a BC is so the student, parent/guardian, and administrator(s) can join in partnership to help the student establish good conduct. Behavioral Contracts usually contain pending consequences should a student choose to break the contract. The administration reserves the right to establish contracts and determine pending consequences.

4. **Suspension** – Students may be suspended from school for a maximum of ten school (10) days. This disciplinary procedure is used when students fail to respond to other efforts, when a serious problem has occurred or when removal is necessary for a cooling-off period. Work missed may be made up.

5. **Expulsion** – Students, any age, may be removed from school for a semester or a school year if there is a serious disruption of school, if they are habitual offenders of school policies or if they are habitual offenders of attendance policies. Due process procedures are utilized.

6. **Habitual Offenders** – Students who commit a third (3rd) related or unrelated suspension offense are identified as habitual offenders.

**HABITUAL OFFENDER - 12 DAYS of SUSPENSION RULE** • A student who accumulates any combination of twelve (12) days of Friday detention, in-school suspension, and/or out-of-school suspension in one (1) semester may be recommended for expulsion from school for the remainder of that semester. If the twelfth day of suspension occurs within the last three (3) weeks of the semester, the request for and expulsion may be for the following semester as well as the remainder of the current semester. **11 STATUS OF STUDENTS UNDER SUSPENSION OR EXPULSION** Students who are under suspension by administrative action and those who have been expelled from school are not permitted on school grounds or in the buildings, or to participate in or attend any school sponsored activity during the period of suspension or expulsion. **IC 9-24-2 - HOUSE ENROLLED ACT NO. 1279 - DRIVER'S LICENSE** A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions: 1. A habitual truant IC 20-33-2-11, more than 10 unexcused absences per school year. 2. Is under at least a second suspension from school for the school year, 3. Is under expulsion from school. The license or permit will be invalidated by the BMV until the earliest of the following: 1. The person becomes eighteen (18) years of age, 2. 120 days after the person is suspended, or the end of the semester during which the student returns to school, whichever is longer.

### 3.5 DISCIPLINE INTERVENTIONS

The superintendent, principal, administrative personnel, or any teacher of the school corporation, shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this handbook, reasonably desirable or necessary to help any student, to further school purposes or to prevent an interference therewith, such action including such matters but not limited to counseling with a student or group of students, conferences with a parent or group of parents, assigning student additional work, rearranging class schedules, requiring a student to remain in school, after and before regular school hours, out-of-school suspension, and expulsion.

The superintendent, principal, and administrative personnel shall be authorized to take any action in connection with student behavior that interferes with school purposes. Action taken shall include, but not be limited to, the following:

- a) Counseling with a student or group of students
- b) Conferences with a parent(s) or guardian(s) or group of parents;
- c) Assigning students additional work;
- d) Loss of special privileges
- e) Rearranging class schedules;
- f) Community service
- g) Time-out periods;
- h) Behavior plans;
- i) Requiring a student to remain in school before or after regular school hours to do additional school work or for counseling.
- j) Restriction of extracurricular activity
- k) In-School suspensions, Out-of-School suspensions; or
- l) Assignment to an alternative school program; or
- m) Expulsion

The teacher or any other staff member responsible for students shall be authorized to take any action in connection with student behavior that interferes with school purposes. Action taken shall include, but not be limited to, the following:

- a) Counseling with a student or group of students
- b) Conferences with a parent(s) or guardian(s) or group of parents;
- c) Assigning students additional work;
- d) Loss of special classroom privileges

- e) Time-out periods; or
- f) Behavior Plans
- g) Removal from class for a specified period of time to be determined by administration. Students will be assigned regular or additional work to be completed in another school setting. The principal or designee may place the student in one of the following settings: another appropriate class, another appropriate setting, or In-School suspension.
- h) Detention School: A term used to describe an after-school or before-school session to provide an alternative strategy for discipline or for students to perform make-up assignments. A teacher or administrator may determine the time and place of the detention. Detention school assignments take precedence over other school activities such as athletics, clubs, etc.

High school students are reminded of the school policy of only holding hands as an appropriate display of affection. Junior high school students will not be allowed to hold hands. Anything beyond hand holding for high school or contact for middle school will be referred to the office and dealt with by the administration.

### 3.6 GUIDELINES FOR STUDENT DRESS CODE

Public school education is considered formal education and students should dress accordingly. While fashion changes, the reason for being in school does not. Grooming and dress that is distracting to the educational process or presents a safety risk, shall not be permitted. Students are in school to learn. Any fashion (dress accessory or hair style that disrupts the educational process or presents a safety risk, will not be permitted.

Students not conforming to proper attire will not be admitted to school. We request that you help us reinforce the fact that there is a time and place for certain clothing. If a teacher feels that a student is not dressed properly for class, the teacher may dismiss the student from class to the office. Teachers and staff will complete a student referral for a dress code violation and send a notice to the main office. Students whose attire does not fit within the bounds of the dress code will be given school-provided clothing to wear and/or have a parent or guardian bring them appropriate clothes. Students are not allowed to miss class while waiting for a parent to bring a change of clothes. The item in violation will be kept in the office and returned at the end of the day. Failure to change clothing or failure to remove items that violate the dress code could result in In-School Suspension for the remainder of the day. Continued violation of the dress code will be considered insubordination or a failure to follow faculty or staff member directives and may result in specific administrative disciplinary action. **The administration reserves the right to determine appropriate attire.** We ask for the support of our parents/guardians in ensuring that students come to school properly groomed and dressed so that health and safety compliance is followed, it is not distracting or demeaning to the student(s), and it **is modest.**

1. Clothing with offensive language or gestures, obscene markings, sexually suggestive wording or sketches, sexploitation, discrimination, gangs or gang activity, hate garments, references to guns and firearms, or which advocates illegal practices (drugs, alcohol, or tobacco, etc.) including innuendos, are not allowed.
2. All jeans, pants, skirts, and shorts must be worn at waist level and may not hang down and expose undergarments.
3. Any holes or tears in a student's pants, jeans, or shorts must not exist above the knee unless holes are properly patched or another article of clothing is worn underneath.
4. Dresses and skirts shall be at mid-thigh or lower.
5. Length of shorts must be school appropriate.
6. No clothing can be worn that reveals undergarments.
7. Any visible piercings shall be limited to the ears, nose, eyebrow, and lip. Spiked jewelry and/or chains are not allowed. Any jewelry that can be construed as a weapon will not be allowed. All jewelry must be removed during P.E. or any other physical activity.
8. Tank tops and tops with 3-inch wide straps or 3-finger length straps are allowed. Morph suits, muscle shirts, cut-out shirts, tube tops, halter tops, spaghetti strap tops, sports bras, or vests without shirts, wide mesh and/or see through clothing (except as an outer layer over another article of clothing) are unacceptable. All tops must be long enough so that the tops and pants meet, revealing no skin in the front or back. Necklines should be high enough so there is no visible cleavage.
9. No spandex-type pants, stretch pants, leggings, etc. that are form fitting (including form fitting jeans or jean-like "jeggings") to the student shall be worn without wearing a dress, skirt or shirt over it that covers the waist. **\*\*Students may be asked to cover appropriately if dress is distracting or demeaning and/or is not modest.**
10. Sleep apparel, including but not limited to pajamas, robes, and slippers, is not appropriate to wear to school.
11. Sunglasses, headgear of any kind, including bandanas are not to be worn in the building. Hats and caps must be left in the locker during the school day. Hats and hoods are not to be worn inside the building unless there is a specific event or permission granted by administration.

If the student is in violation of the dress code, the student will change into school clothing. Additional discipline will be to the discretion of the administration.

The school administration, having the discretion to render judgments on appropriateness may, if necessary, waive these guidelines for religious circumstances, for medical situations and /or if it is necessary and proper for carrying out the educational purpose.

## **SECTION IV—ALTERNATIVE DISCIPLINE ACTIONS**

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### SUSPENSIONS/EXPULSIONS/DRIVER'S LICENSE/WORK PERMIT

#### 4.1 STATE STATUTES\*\*

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C.20-33-8, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY-TEACHER:** 1) A junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.



2. **SUSPENSION FROM SCHOOL-PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
  3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy.
  4. **COMMUNITY SERVICE:** A student may be assigned up to 120 hours of school-approved community service for violation of a suspendable misconduct or substantial disobedience as a substitute for suspension or expulsion.
  5. **JUVENILE COURT:** Any student suspended may be referred to the juvenile court for additional disciplinary action deemed reasonable and necessary.
- \*\* Indiana Code Citations listed in Section IV are subject to change due to recodification. The language of the Discipline Code listed in Section IV did not change only the code numbers.

#### 4.2 GROUNDS FOR SUSPENSION OR EXPULSION

1. Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:
  - A. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
    3. Setting fire to or damaging any school building or property.
    4. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
    4. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
    5. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property.
    6. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
    7. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
    8. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
  - B. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the students have information about such actions or plans.
  - C. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #13 below.
  - D. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this rule.
  - E. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  - F. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  - G. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  - H. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
    1. Engaging in sexual behavior on school property;
    2. Disobedience of administrative authority;
    3. Willful absence or tardiness of students;
    4. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or tobacco of any kind;
    5. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
    6. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
    7. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld telephone in a situation not related to a school purpose or an educational function.

#### 4.3 DISCIPLINARY PROCEDURE FOR ALCOHOLIC BEVERAGE VIOLATION

The discipline will be the same for a violation whether during school day or at any school sponsored event, home or away. This policy is not intended to remove responsibility for discipline of athletes by the Athletic Council. A student is in violation of the school's alcohol beverage rules when he/she is in possession or under the influence. A strong odor on the breath deemed to be alcohol and/or observation of behavior indicating being under the influence as observed by a staff member will be considered evidence of under the influence. Whenever possible, the staff member may substantiate the evidence by a second staff member. When this occurs, teachers are encouraged to call the police and the parents and have a breathalyzer test administered. Refusal to take any breath test will be an admission of

guilt and shall result in suspension of ten (10) school days and expulsion recommended for one calendar year with the return of the student to be at the beginning of the first semester after the one-year period.

**First Violation** – The student will be suspended from school for 5 days and expulsion from school will be recommended to the superintendent if the waiver process is not followed. The expulsion shall be waived if the student submits to a chemical abuse evaluation and enrolls in and/or completes appropriate prescriptive counseling and/or treatment. The evaluation must be done by a person or agency approved by the school.

**Second Violation** – The student will be suspended from school for ten (10) days and expulsion from school will be recommended to the superintendent.

The steps mentioned above are minimum disciplinary actions. A student's previous disciplinary record for that school year will be considered and may result in the second violation procedures being utilized on the first offense.

#### 4.4 DISCIPLINARY PROCEDURE FOR VIOLATION OF CONTROLLED SUBSTANCE RULES

Controlled substances are to include but not be limited to marijuana, amphetamines, barbiturates, narcotic drugs, hallucinogenic drugs, stimulants, intoxicants, depressants, glue, tobacco, any material represented as such, or could be reasonably considered as such.

1. Any student in possession or verified under the influence of a controlled substance is in violation of this rule.
2. The discipline will be the same whether in school or at a school function. This policy is not intended to replace the Athletic Council policy or the council's responsibility for discipline of athletes.

The rules outlined in this section apply to those students involved in extra-curricular and co-curricular activities, as well as those involved in athletics.

**First Violation** – The student will be suspended from school for 10 days and expulsion from school will be recommended to the superintendent. The expulsion shall be waived if the student submits to a chemical abuse evaluation and enrolls in and/or completes appropriate prescriptive counseling and/or treatment. The evaluation must be done by a person or agency approved by the school.

**Second Violation** – The student will be suspended from school for ten days and expulsion from school will be recommended to the superintendent.

Selling or Providing Controlled Substances – Any student caught selling or providing any controlled substances to another person at school, on school property or at any school function will be suspended from school for ten (10) days, and expulsion will be recommended to the superintendent.

1. Any student sniffing glue, etc., will be considered in violation of the controlled substance rule.
2. Any student using or possessing tobacco of any form on school premises or at any school activity will be considered in violation of the controlled substance rule.
3. Use of a controlled substance authorized by a medical prescription with documentation in the nurse's office, from a physician or nurse practitioner is not a violation of this rule.

DRUG DOGS Administrators may use dogs trained to detect contraband to conduct random searches of student lockers, other common areas of the school building, and vehicles parked on school grounds. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, administrators can conduct a further search.

\*Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.

#### 4.5 POSSESSING A FIREARM

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - b. The frame or receiver of any weapon described above
  - c. Any firearm muffler or firearm silencer
  - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, ammunition, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, Molotov cocktail or any similar device
  - e. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - g. An antique firearm
  - h. A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. The penalty for possession of a firearm: suspension up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
4. The superintendent shall notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### 4.6 POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following weapons are considered to be deadly devices as defined in I.C. 35-41-1-8:
  - a. A weapon, Taser or electronic stun weapon, equipment, knife or multi-tool, chemical substance, or other materials that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - c. A biological disease, virus, and organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

The grounds for suspension or expulsion listed above (4.2, 4.3, & 4.4) apply when a student is:

- a. On school grounds immediately before, during, and immediately after-school hours and at any other time when the school is being used by a school group:
  1. Off school grounds at a school activity, function, or event, or
  2. Traveling to or from school or a school activity, function, or event.
  3. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### 4.7 SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. A written or oral statement of the charges;
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Following the suspension, juvenile court may be notified. If the suspended student is reported to the court, the parent or guardian will be informed of the court's notification, and the parent or guardian will be directed on how to proceed.

#### 4.8 EXPULSION PROCEDURES

1. When a principal or (designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:
  - a. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    1. Legal counsel
    2. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
  - b. An expulsion will not take place until the student and the student's parents are given notice or their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
  - c. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
2. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
3. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent.
4. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeals to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

**LEGAL REFERENCE: I. C. 20 U.S.C. 8001, I.C.20 U.S.C. 8002, I.C.20-33-8-.01 et seq.**

#### 4.9 STUDENT DRIVER'S LICENSE

A person less than eighteen (18) years of age may not be issued an operator's license, learner's permit, temporary motorcycle learner's permit, and motorcycle operator endorsement or license or may have a valid license invalidated (lose your license) if one of the following applies:

1. At least a second suspension from school for the school year under I.C.20-33-8-18;
2. An expulsion from school under I.C.20-33-8-19;
3. In an effort to circumvent the above-listed sanctions withdraws from school.

#### 4.10 STUDENT WORKER PERMIT

A person between the ages of 14 - 17 must be issued a work permit through the school corporation in which they reside. The school has the authority to revoke or not issue a worker permit for academic and attendance violations. The student must obtain an Intent to Employ form from the employer for the school to issue the work permit.

#### 4.11 PARENT (RESPONSIBLE PERSON) PARTICIPATION

When in the judgment of any school administrator who has the responsibility for any student discipline or has the duty of conducting an expulsion meeting, it is necessary for parents (responsible persons) to attend a conference or hearing the following rules per state statute shall apply:

1. The administrator shall notify the parents by certified/registered mail, phone call, or personal contact;
2. The parent shall be given at least twenty-four (24) hours' notice prior to such conference or expulsion meeting unless an emergency situation necessitates less than such notice;
3. The student who is the subject of the conference shall also be given written notice of such conference or expulsion meeting and the direction of parental attendance;

4. Non-compliance of the parents with the provisions of this policy shall be considered educational neglect and the child shall be considered a "child in need of services" (CHINS) in accordance with state statute, and the matter shall be referred to Child Protective Services, and the Superintendent shall be notified of this action;
5. The Child Protective Services complaint process may be terminated in the event the parents are willing to subsequently attend a re-scheduled conference or meeting;
6. In those instances where it appears the parents of a student are not fulfilling their legal obligation with regard to their child's school attendance referral to the county prosecuting attorney for investigation may be made.

## **SECTION V—DRUG TESTING PROGRAM**

### **5.1 INTRODUCTION**

The Tri-County Junior/Senior High School Drug Testing Program does not affect the current policies, practices, or rights of Tri-County School Corporation with respect to possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy.

We recognize the health risks and dangers associated with the use of unlawful, illicit drugs or alcohol, and tobacco abuse in the school is a threat to the safety and health of both students and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addictions and conditions that substantially inhibit a person from performing to his or her fullest natural ability.

To try to teach a dulled and passive mind is a nearly fruitless endeavor. When a mind is fed by drug or alcohol substance filled blood, appropriate amounts and rates of learning cannot occur. There has been a great amount of research generated on the topic of adolescent substance abuse. Within the body of this research, there is a general consensus that there are certain behaviors that can help identify those adolescents who are using drugs on a regular basis. Those behaviors include areas that can be easily identified in a school setting such as truancy, tardiness, verbal and physical abuse toward staff or classmates, vandalism, absenteeism, and a sudden drop in grades. These behaviors are not conclusive that a student is using drugs, but are indicators that point to that possibility. The purpose of the policy is to help identify and intervene with those students who are using it as soon as possible and to involve the parents immediately.

Tri-County School Corporation finds a need in its school community to address illegal drug use. This is based upon:

1. Indiana Code 20-10.4-9.2 that directs the School Corporation to plan for and maintain drug free school.
2. Indiana Code 20-8.1-7 set health measures to be governed by school officials. Most specifically, IC 20-8.1-7.2 establishes the responsibility of school to assist children found to be ill or in need of treatment.
3. Federal law, specifically the Drug Free School and Communities Act of 1986 (20 United States Code 3324(a) requires that school corporations adopt and implement a program designed to detect and respond to illegal drug use at school.
4. Findings of the Indiana Prevention Resource Center at Indiana University in a survey conducted at Tri-County High School and Middle School, in April, 1998.

### **5.2 PURPOSE OF DRUG TESTING PROGRAM**

The drug-testing program is not intended to be punitive or disciplinary in nature. The purpose of the program is to identify a student with drug residues in his/her body, to provide notification to the custodial parent/guardian and to educate, help, and direct students away from drug and alcohol abuse and toward a healthy, safe, and drug free participation in school activities. No student shall be expelled from school, be suspended from school, have grades reduced, or be removed from a class as a result of this program. The purpose and intent of the drug-testing program is to deter drug use. This gives parents the opportunity to seek appropriate assistance when informed of drug use by their child. Substance abuse by any Tri-County student is not acceptable, appropriate procedures are in place to address such problems. The extra-curricular programs, or co-curricular activities and authorized driving procedures of Tri-County Junior Senior High School are an integral part of the school system and the community. The recognized value of extra-curricular participation to a student's personal development has given these activities a high priority in the total school program. We encourage all students to participate in extracurricular programs in the school but believe the opportunity for such participation is not a right. It is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of drugs, alcohol and tobacco products, if selected, in accordance with the testing program.

### **5.3 DRUG TESTING PROCEDURE**

#### **A. WHO WILL BE TESTED**

1. Students in grades 7 through 12 and his or her parent must sign a drug testing waiver form for the student to be eligible to participate in any one or combination of the following:
  - a. Driving a motor vehicle to school
  - b. Enroll in driver's education
  - c. Participate in extracurricular activities, including, without limitation, athletics
  - d. Students in grades 7 through 12 who are identified by the school as at risk. Testing will take place only with parental approval.
  - e. Those whose parents request drug testing of their son or daughter.

#### **B. RANDOM SELECTION OF STUDENTS TO BE TESTED**

Students will be tested randomly as they are drawn weekly from three pools of those agreeing to be tested. Each week, during the school year, testing may occur on a different day, Monday through Saturday. High School extra-curricular members will be tested from one pool, Junior High School athletes from a second pool, and other agreeing students from a third. This will keep students conscious of the possibility of being tested at any time during the year. Approximately one (1) to five (5) students from each pool will be tested. At the discretion of the principal, testing may be suspended briefly but for no more than two weeks at a time. The student will be called to the high school office and escorted to the testing site. A urine specimen will be given on site and will involve supervision by the laboratory collecting the specimen.

#### **C. CONFIDENTIALITY**

The test result will remain confidential. Only the principal, assistant principal, athletic director, guidance director and the sponsor/coach, if applicable, together

with the student and his or her parents will know the result. The details of drug tests pursuant to this program will not be documented in any student's academic records.

#### D. NO ADVANCE NOTICE OF TEST

No student will be given advance notice or early warning of the testing. The principal may decide from week to week which substances will be tested but in no event will that determination be made after a selection of students being tested.

#### E. FAILURE TO PRODUCE A URINE SPECIMEN

All Students will remain under school supervision until they have produced an adequate specimen. An adequate specimen is defined as enough urine to produce a split sample. If the student cannot produce an adequate specimen when taken to the testing area, the student will remain in the testing area until he or she is able to provide the adequate specimen. If the student is unable to produce an adequate specimen *in a* reasonable amount of time, he or she will be required to report to the principal's office where he or she will be given an informal hearing to discuss any medical or other reasons he or she was unable to provide an adequate specimen. The principal will consider any reasons given by the student or require the student to take another drug test the next morning before determining whether the student may continue in the activities or privileges referred to in Sections II and II. In addition, parents will be telephoned and informed of the situation prior to the informal hearing. The parent will be given the choice of attending the hearing or discussing the matter over the telephone prior to the hearing. If the principal is unable to reach the parent prior to the hearing and has made reasonable efforts to do so, the informal hearing may proceed. If it is found that the student is being uncooperative in the testing procedure, he or she may be tested at a later date to be reinstated for eligibility, or may suffer the maximum consequence, at the principal's discretion.

#### F. INVALID SPECIMENS

All specimens registering below 90.5 degrees or above 99.80 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine sample by temperature. If this occurs, the student must give another sample.

#### G. AT-RISK STUDENT

If the student shows signs of being at-risk, an administrator may call the student's parent and ask that he or she be tested. At-risk factors will include, but are not limited to excessive discipline problems and/or excessive absences from school. A parent may request testing of his/her child.

#### H. CHEATING

If it is proved that tampering, diluting, masking, or cheating has occurred during the testing, the student will become ineligible to drive to school and participate in extracurricular activities for 365 days from that date. This will be reported to the parents within twenty-four hours within the discovery of such.

#### I. USE MADE OF RESULTS

If the student tests positive, he or she, along with the parent will meet with the principal, assistant principal, guidance director and/or athletic director. The guidance director may be present only for student support and informational purposes. During this meeting an administrator will explain to the student and parent that the student will lose all of the activities or privileges described above. The student or parent will have an opportunity to explain any reason for a positive test. The student and parent will also be told that a restriction from driving to school or participation in extracurricular activities will be in effect. The length of the restriction will be based upon the standards that are stated in the "consequences" section of the policy. This ineligibility may be modified if the student submits to a professional chemical abuse evaluation to determine the depth of the abuse and completes the appropriate prescriptive counseling, treatment, consequences, and passes another drug test. A person or agency approved by the school at parent expense will do the evaluation and additional drug test.

Multiple (more than 2) positive results from testing are indicative of continued substance use and will mean that the student will come under the Board's Student Drug and Alcohol Offense Policy and be subject to disciplinary procedure set forth in the Student Handbook.

### 5.4 CONSEQUENCES OF POSITIVE RESULTS

If a student tests positive for drugs, the following consequences will be imposed:

1. **DRIVING TO SCHOOL.** The student's privilege of driving to school shall be suspended for nine (9) school weeks. The student may resume driving to school after a retest at the student or parent's expense, if the retest produces a negative result. Students who test positive for tobacco use will not lose driving privileges, but are still subject to extra-curricular consequences. Parents will be notified of a positive test for tobacco use.
2. **ENROLLING IN DRIVER'S EDUCATION.** The student will not be allowed to enroll in driver's education classes.
3. **STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES.** The student will be given an automatic 365 day suspension from contest/activities, OR, the student may elect to enter the modification program set forth in Section 5.5.
4. **STUDENTS WHO EXHIBIT AT-RISK BEHAVIOR.** Parents will be informed of the results, no disciplinary action.
5. **STUDENTS TESTED AT PARENT'S REQUEST.** Parents will be informed of the results, no disciplinary action.

### 5.5 EXTRA-CURRICULAR MODIFICATION PROGRAM

A student's extra-curricular ineligibility will be modified from 365 days if the student submits to the following:

1. A professional chemical abuse evaluation by a person or agency approved by the School
2. Completes appropriate prescriptive counseling and/or treatment
3. Complies with the penalty section of that activity's handbook; and
4. Passes another drug test at parent expense.

### 5.6 APPEALS

A student or parent may appeal a drug test result within five (5) school days after being informed of the result. The appeal process may be initiated by giving notice to the principal of the student's intent to appeal the result. Such notice will be in writing, and may be (1) hand delivered to the principal, or a member of the principal's staff, or (2) sent via certified mail, postmarked no later than the fifth school day after being informed of the test result. Any notice sent via certified mail shall be sent to:

J.R. Haskins, Principal  
Tri-County Junior Senior High School  
11298 W 100 S  
Wolcott, Indiana 47995

If the notice of appeal is hand delivered, such delivery must be made no later than the fifth school day after being informed of the result. For purposes of this section, the term "school days" shall mean those days (Monday through Friday) that school is in session, and shall not include Saturdays, Sundays, holidays, or any other day when school is not in session. Upon receipt of the notice of appeal, the principal will immediately schedule a meeting with the student and parents, which meeting shall take place no later than five (5) school days after receiving the notice of appeal. Notice of the meeting shall be in writing and shall be hand delivered to the student.

At the meeting, the student or parent may present evidence of a flawed test. In addition to presenting evidence of a flawed test, the student, or parent, may request a retest of the original split urine specimen. If a retest of the original split specimen is requested, it shall be conducted within ten (10) business days thereafter. If the result of the retest of the original split specimen is positive, the student or parent shall pay the cost of the retest. If the result is negative, Tri-County School Corporation shall pay such cost. A student will remain eligible to participate in those activities set forth in Sections II and III during the appeal process. Any student or parent who uses the appeal process to avoid or delay the consequences of a positive test result may subject the student to a 365-day suspension, without modification of the sanctions allowed under Section V. The principal's decision shall be final.

## **SECTION VI—GENERAL INFORMATION**

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### **6.1 AFTER-SCHOOL HOURS**

Students must be under the supervision of a teacher or coach when at school after 3:15 pm without a parent.

### **6.2 CAFETERIA/LUNCH INFORMATION**

This system operates on a pre-deposit basis; Students may bring cash or check and deposit into their lunch account. For money to be added to the account, it has to be turned in by 9:45 a.m. of the day of the deposit. Otherwise, that deposit will be made the following school day.

Payments can be made online through PowerSchool. Students are notified daily of their account balances. Charges are not allowed and the cafeteria does not make change. Students will use an assigned lunch identification number for all purchases.

Balances that have accumulated at the end of the school year will be carried over to the next school year. These balances must be paid in order to participate in graduation.

### **6.3 CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones may be utilized for curricular activities and students are expected to be responsible users of technology. While there is recognition of cell phone use for curricular use, they should not detract from the learning environment.

High School students may possess their cell phones but shall keep them turned off except during passing periods and lunch. Students are to keep cell phones in backpacks or pockets unless directed by or given permission from a teacher or staff member.

High school students leaving the room to visit other places in the building (such as, but not limited to, the restroom, library, and printer) are required to leave cell phones with the teacher whose classroom they are leaving.

Junior High School students' cell phones are to be turned off during the school day from the beginning bell to the ending bell (8:10 – 3:10 and including passing periods and CAV time) unless approved by a teacher for academic purposes or during a student's individual lunchtime in the cafeteria. Any other use of cell phones during the school day will be considered a violation of the policy.

Students, regardless of grade, in violation of this policy will have devices turned into the office and the following consequences:

- A. 1st removal: written warning (students may pick up at the end of the school day)
- B. 2nd removal: lunch detention(s) (students may pick up at the end of the school day)
- C. 3rd removal: after-school detention(s) (parents must pick up at the end of the school day)
- D. 4th removal: ISS (parents must pick up at the end of the school day)
- E. 5th removal: administration discretion (parents must pick up at the end of the school day)

Refusal to allow removal of the device will result in consequences following disciplinary action as written in the student handbook.

Health Care Management: Students are permitted to use wireless communication devices to manage their health care needs with a doctor's permission.

Exemptions: Students with individualized education programs (IEPs), individualized language plans (ILPs), or plans developed under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, shall not be prohibited from using wireless communication devices during instructional time if such use is included in their plans.

**The school is not responsible for items broken, damaged, lost, or stolen.**

### **6.4 SCHOOL DANCES**

Students in good standing in middle school and high school will have the opportunity to attend school dances following the rules below.

1. Only Tri-County junior high school students may attend junior high school dances.
2. High school students in grades 10, 11, and 12 may attend prom.

3. Students must arrive at the dance within one-half (1/2) hour after the beginning of the dance.
4. Once a student has left the dance, they must leave the school grounds and will not be readmitted to the dance.
5. All dances will end at 11:00 p.m. and all students must be out of the building and off school grounds in fifteen (15) minutes.
6. High school students may bring outside guests to school dances and the prom provided they have a signed permission form from the guest's school within five (5) days of the dance and proof their guest is under the age of 21. Administration has the right to waive the five days under extreme circumstances.
7. Students who have excessive absences based on the school policy may not be able to attend middle school and high school dances or the prom.

### 6.5 DRIVING AND PARKING RULES

Driving to school is a privilege, not a right. All student motor vehicles must be registered and parked in assigned spaces. Students must purchase their parking permit within one week of the beginning of school. Students who do not park in their assigned space will be asked to move their vehicle to the gravel parking lot. That student will receive an unexcused absence from the class they were pulled from to make the move.

Any student who drives in a reckless manner will be subject to school discipline as well as charges may be filed in a court of law. Any student while driving to another school and/or activity site as part of an educational program or extra-curricular pursuit is subject to school rules and discipline. Students must drive directly from one school to another school and/or activity site unless they have permission from both an administrator and a parent. Students without a proper license are not to drive to school. Any student driving from one location to another during the school day must have written parent permission on file. This includes students enrolled in vocational classes and cadet teaching.

### 6.6 EXTRA-CURRICULAR/CO-CURRICULAR

Students participating in extra-curricular/co-curricular will be subject to the same rules, regulations, and penalties as student-athletes. Students involved in co-curricular activities will not be removed from class nor have their grade reduced without the student due process.

### 6.7 FIELD TRIPS

Students may attend school sponsored field trips if they are academically eligible, have written parent permission, and are in good standing with the school attendance policy. The administration and/or the sponsoring teacher have the authority to make individual student participation decisions. School cell phone rules apply on field trips.

### 6.8 HOMEWORK POLICY

The Tri-County School Board and staff members are committed to an educational program of the highest quality and recognize that an essential ingredient in positive student progress is the appropriate use of homework. Homework will be considered as any assignment which contributes to the total educational process. It is not necessarily limited to paper and pencil activities but may be a continuation of an assignment actually started at school. The type, frequency, and quantity of homework should be best determined by the teacher but generally will increase from grade to grade. Homework can be a very important and effective vehicle for communication between school and home, but in order to optimize it, it must be two-way.

Homework should fulfill the following:

1. Enhance and enrich, not merely increase, the time students spend learning
2. Review, reinforce and extend classroom learning
3. Reflect individual ages, needs and abilities of the students

Each Teacher has the responsibility to:

1. Establish homework procedures and share them with students at the beginning of the school year or other appropriate time (Semester)
2. Make assignments that reinforce educational goals
3. Make certain all students understand the concept of the homework assignment and what is expected
4. Help students develop effective study skills
5. Evaluate homework and share that evaluation with students
6. Notify parent(s) or guardian(s) if a student consistently fails to complete assignments.

Each Student has the responsibility to:

1. Clarify, with the teacher before leaving class, any questions about the assignment
2. Complete all assignments on time and in the manner requested
3. Make up all work missed due to an excused absence

When your son or daughter is ill, and you desire homework for the day, a phone call must be made by 9 a.m. requesting homework or homework will not be gathered. We need to give our teachers adequate notice for all homework requests and the office time to collect the homework.

### 6.9 Remote Learning

Tri-County School Corporation may participate in using remote learning days as allowed by the state of Indiana. A student is marked present for a remote learning day if they have completed the attendance requirement set by the teacher.

### 6.10 LOCKERS, BOOKBAG AND DESK INSPECTION

All lockers and desks made available for student use on the school premises, including but not limited to lockers and desks, if any, located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and the art classrooms, are the property of the school corporation. These lockers and desks are made available for student use in storing school supplies and personal items necessary for use at school. The lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of lockers or desks does not diminish the school corporation's ownership or control of the locker or desk. The school corporation retains the right to inspect a student's locker, book bag or desk and its contents to insure that they are being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker or desk to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

1. School lockers will be assigned to all students. Students are not to deface lockers or decorate the outside of their locker. Students are expected to use the locker assigned and keep their combination private. Students are expected to keep their lockers in the locked position at all times.
2. Students are to keep their personal belongings on their person or locked in their locker at all times.
3. Students should not bring large amounts of money to school.
4. Students should not keep food or drinks in their lockers unless it is for the current day lunch.
5. All lockers are school property and are subject to inspection without prior notice.

#### 6.11 SCHOOL NURSE

The school nurse is available for counseling, detecting illness and working with special problems. The school nurse is allowed to administer medication with parent permission and original instructions with medication. The school nurse cannot prescribe medication.

1. Medication must be brought in the original container with the label intact. A signed medication consent from the parent or guardian must accompany the medication stating the name of the student, name of the medication, dose, time, and dates (start and end date) medication is to be given. All medicines that are controlled substances must be brought into the school by the parent and must be in the original container with prescription visible. It must not be transported by the student or by school bus.
2. A parent who requests a health exemption to immunization must provide a written document, signed by the physician, and must state that a particular immunization is contraindicated for a child because it is detrimental to the child's health. This Indiana State Department of Health policy requires that school personnel verify a written statement each year until it is found that the particular immunization is no longer detrimental to the child's health.
3. A doctor's note is required in order for the nurse to distribute herbal products. The note must state the symptoms for which the remedy is being given, potential for toxicity or interactions, and the dosage ordered.
4. Students who feel ill during the school day must ask their teacher or assigned supervisor permission to visit the nurse. The nurse will make the decision if the student is able to return to class or must go home. In the absence of the school nurse permission from the administrator must be granted for a student to leave due to illness.

**\*\*Any student who leaves school without seeing the nurse or administrator will be considered truant. This includes any student who contacts a parent or guardian by cell phone or text to report an illness before seeing the nurse. NO STUDENT WILL BE SENT HOME UNLESS A PARENT OR GUARDIAN IS CONTACTED BY THE SCHOOL.**

Emergency names can be used if the school is unable to reach a parent or guardian.

#### 6.12 HEARING SCREENINGS

Routine hearing screening for grades 7 and 10, for all new students, all speech/language students, and those suspected of having hearing difficulties, will be conducted after the school year begins and continues until completion.

#### 6.13 PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides be applied to external and internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal of the building. You will be given a form to fill out and will be notified of any pesticide application with at least a 48-hour notice. Pesticide applications will not be done when children, staff members or any other people are present in the area that is to be sprayed.

#### 6.14 SNACKS AND DRINKS

Except for water, milk, juices and Gatorade, drinks are not permitted during the school day. No open food containers are allowed in the classrooms, hallways, or locker rooms except for water, which will be allowed in the classroom at teacher's discretion and must be in a clear bottle/drink carrier. (Individual teachers may write classroom rules eliminating any drinks in their rooms.) No drink vending machines may be used during any class time. Food items brought from home must be consumed in the cafeteria before school. Students who bring their own lunch may store their lunch in their locker and must comply with the drink rule. Food associated with a unit of study must be delivered to the appropriate classroom before school. Vending machines will be turned on at 3:10 pm.

#### 6.15 STUDENT CONDUCT ON BUSES

In the interest of safety, the rules listed below were adopted by the School Board. Riding the school bus is a privilege, not a right. Since the misconduct of a pupil or pupils on a moving vehicle can create a hazardous driving situation for the bus driver, it is hoped that these rules will help eliminate these problems. School bus drivers are to have control of all school children so conveyed between the homes of the children and the school house and on return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, and shall treat all the children in a civil manner, and see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge. School bus drivers shall assure that the following regulations are observed by all passengers:

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver if he so desires.
2. No pupil shall stand or move from place to place during the trip. Pushing, roughhousing, running in the aisle will not be allowed or any other action that could reasonably be assumed to endanger the safety of others.
3. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease or handle each other.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No pupil shall attempt to enter or leave the bus until it has come to a full stop and the door opened by the driver.
7. Absolutely no eating, drinking, spitting, or littering on the bus.
8. There is to be no tobacco used in any form.
9. No animals or pets allowed on the bus.
10. Keep feet on floor and out of aisles at all times.
11. Loud talking and singing will not be permitted as this can prevent the driver from hearing traffic sounds which could lead to a serious accident. When a bus is stopped for a railroad crossing, all talking must stop.
12. Keep head, arms, and hands inside the bus at all times. Do not throw objects out the window.



- 13. No rider shall disregard any reasonable directions or commands by the driver.
- 14. Under no circumstances shall any student under suspension be permitted to ride another bus during his or her suspension.

**6.16 TEACHER—STUDENT—PARENT CONFERENCES**

Teachers are available to discuss academic and personal development at various times during the school day. If a student has a need to talk to them regarding such matters, he/she should make arrangements with teachers for such conferences.

If it becomes necessary to call a conference between students, their parent(s) or guardian(s), their teachers, administrators, and/or their counselor, such arrangements should be made with the classroom teacher. School administrators may be involved in conferences as needs arise, however most concerns can be addressed through discussion between the student, parents, and teacher. These meetings will typically take place so as to not interrupt the normal school day. Students are encouraged to discuss their progress and/or problems that might be confronting them with teachers.

In the fall of each year, parents will have the opportunity to talk with teachers at student-led conferences. Students are expected to attend and lead the discussions between themselves, teachers and parent(s) or guardian(s).

**6.17 USE OF FORCE AND PHYSICAL RESTRAINT**

It is a goal of Tri-County Schools to create an orderly, safe environment conducive to learning. The effort to maintain this environment is an expectation of all staff members. There are times when it becomes necessary for staff to use reasonable force or restraint to protect a student himself, protect others from harm or prevent an interference with a school purpose. Reasonable force is defined as direct contact by a staff member in a calm manner showing no anger or insolence. Reasonable restraint is defined as immobilization of the individual's opportunity for movement by staff member(s) through direct contact.

Any person employed by Tri-County may within the scope of their employment, including involvement in extracurricular activities, use and apply such amount of force as is reasonable and necessary to accomplish the following purposes:

- 1. To restrain a student from an act of wrongdoing;
- 2. To quell a disturbance threatening physical injury to self or others;
- 3. To obtain possession of weapons or other dangerous objects which are within the control of a pupil;
- 4. For protection of self, others, or property;
- 5. For removing a student from a classroom or an area deemed inappropriate;
- 6. For escorting a disruptive pupil who refuses to go voluntarily, or;
- 7. For other circumstances that may be appropriate for maintaining a safe and orderly school environment.

**6.18 VISITORS**

In order to provide a safe and orderly environment, access to the building will be restricted during school hours. Entrance can be gained only through the front entrance. All visitors to the school must check in at the school office and obtain a visitor's badge. We welcome parents, school board members and members of the community to see what great things are happening at Tri-County Junior/Senior High School.

Any students out of class must have a pass. The pass should designate their destination or reason for being out of class. Students late to school must get a pass from the Main Office prior to reporting to class.

**6.19 USE OF METAL DETECTORS**

The Tri-County School Board in its efforts to create an orderly and safe environment authorizes, at the discretion of the administration, the use of metal detectors to randomly search students for weapons and other dangerous objects.

**Policy on Use of Metal Detectors:** In view of the escalating school violence, the potential presence of weapons in our schools, and the School Corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student or personal effects. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the School Corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the website of the School Corporation.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

**Use of Metal Detectors - Procedures**

**Metal Detector Random Checks**

	A.	A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or s/he may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and Board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

	B.	Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
	C.	An administrator or officer will escort each student with his/her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
	D.	The administrator or officer will ask the student to remove all metal-containing objects from his/her clothing and personal effects. The administrator or officer will then scan the student without touching his/her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
	E.	If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If s/he refuses, the administrator will inform the student non-compliance will require the administrator to call law enforcement. If the student refuses to comply, the administrator will call law enforcement and turn the matter over to law enforcement officials.

#### Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

The Superintendent shall report to the Board any significant incident involving vandalism, theft, personal safety, or other security risk and the measures being taken to address the situation.

## SECTION VII—INTERNET & TECHNOLOGY RESPONSIBLE

### USE POLICY

The Tri-County Junior/Senior High School believes that when students have access to technology for the purpose of resource sharing, innovation, and communication, in this 21st century society, they will develop skills to prepare them for future citizenship, work opportunities, and life. With that stated, we provide access to multiple different technologies for TCJSHS students and staff.

The mission of the TC Jr/Sr HS 1:1 Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. TCJSHS believes the advantages of using technology outweigh the potential for misuse. **Families should be aware that TC Jr/Sr HS takes precautions to safeguard the material, to which your child has access. However, it is possible your child could come in contact with some material that may contain items that are illegal, defamatory, inaccurate, sexually explicit, or otherwise potentially offensive to some people.**

TC Jr/Sr HS finds it imperative that our users understand their responsibilities and conduct themselves as responsible learners at all times. This Responsible Use Policy (RUP) outlines the guidelines and behaviors TC Jr/Sr HS expects of its users, when using school technologies, a personally-owned device, or a TC Jr/Sr HS owned device.

#### 7.1 INTERNET/TECHNOLOGY TERMS AND CONDITIONS

##### ***I will:***

- bring my laptop to school fully charged every day.
- carry my laptop in a protective case at all times.
- keep private information private (My password and user ID are not for sharing with friends).
- treat others with respect, both online and offline.
- use suitable language free of profanity, vulgarity, or any other inappropriate language.

- strive to be a responsible digital citizen, and encourage others to act the same.
- use my laptop for school-related purposes during school hours.
- credit my sources when using other's information, images, or other material;
- respect the digital work of others.
- follow TC Jr/Sr HS policies, rules, and regulations.
- treat TC Jr/Sr HS technology equipment with care and respect.
- uninstall any software that did not come preloaded on my laptop if it causes conflicts with any TC Jr/Sr HS programs.
- change any desktop wallpaper, or screensaver that does not reflect TC Jr/Sr HS expectations.

***I will NOT:***

- read another student's private communications or schoolwork without consent;
- use improper language or pictures.
- harass, intimidate, ridicule, or otherwise harm others electronically;
- pretend to be someone else online.
- give out my full name, address, or any other personal information to others.
- take pictures and record audio/video without the consent of that student/staff member.
- search for, possess, read, view, or copy inappropriate pictures or information.
- damage, change, or tamper with the hardware or network in any way.
- decorate the laptop with stickers, skins, writing, or engraving.

***I understand:***

- I could lose my files due to hardware malfunction. I shall maintain a back-up of all work.
- the Internet/specific sites may go down for reasons beyond the control of TC Jr/Sr HS technology department.
- not everything on the Internet is true.
- it is my responsibility to validate data researched on the Internet to be accurate.
- the use of the Internet provided by TC Jr/Sr HS is a privilege not a right.
- the laptop is the sole property of TC Jr/Sr HS.
- ALL school personnel have full authority over my laptop.

***Consequences for misuse:***

- School administrators may revoke the 24:7 privilege of my TC Jr/Sr HS issued laptop.
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly or maliciously.

**7.2 TECHNOLOGIES COVERED**

TC Jr/Sr HS may provide access to Internet, desktop computers, mobile computers or devices (iPad, iPod, Kindles, etc.), video conferencing units, online collaboration capabilities, email, and more. This policy applies to all TC Jr/Sr HS owned devices as well as personally owned devices utilizing TC Jr/Sr HS owned network devices and Internet Access. This policy will also apply to any future technologies that are new to TC Jr/Sr HS.

All TC Jr/Sr HS provided technologies shall be handled with care. If you notice any damage to your TC Jr/Sr HS provided technology, it is your responsibility to bring it to the IT department immediately. In the event that your TC Jr/Sr HS provided technology needs repair, a loaner technology will be provided, only if a loaner item is available.

**7.3 WEB ACCESS/EMAIL/WEB 2.0**

All students, staff, and guests of TC Jr/Sr HS may be granted access to the Internet. Access to the Internet will be filtered in order to keep our schools CIPA compliant. Web browsing activity can and may be monitored by IT or administrative staff. The logs may be retained indefinitely.

TC Jr/Sr HS may provide users with an email account. The main purpose of this account is for school related purposes. This account will be terminated after you leave TC Jr/Sr HS. Email messages will be archived and maintained according to county ordinances.

TC Jr/Sr HS may provide users with accounts to different Web 2.0 tools. These tools may allow students and staff to work collaboratively on projects. These tools may also include message boards utilized for class participation. These may also be monitored, and you are reminded to communicate in a safe, courteous, respectful manner. This access also provided for school related use.

**7.4 SECURITY/PERSONAL SAFETY**

TC Jr/Sr HS installs security software on school provided Technology devices. If you think your TC Jr/Sr HS provided device has been infected with a virus or Malware, please bring it to the Technology department office immediately. **You are not to try and remove a possible virus on your own.**

Users are not to share usernames or passwords provided by TC Jr/Sr HS. This is your personal account, and meant to be used by only you. Accessing another user's account will be considered hacking.

Users should never share personal information, including phone numbers, addresses, social security numbers, date of birth, or financial information over the Internet. Communications via the Internet are often anonymous, and all users should take practical safeguards to protect themselves.

Cyberbullying will not be tolerated. Don't send messages or post comments with the intent of scaring, hurting, intimidating, flaming, impersonating, tricking, or excluding another person. The previously mentioned behavior will result in severe disciplinary action and/or loss of privileges. In some cases, cyberbullying may be a crime.

**7.5 TERMS OF AGREEMENT**

You will receive your TC Jr/Sr HS provided technology at registration. If you do not pick up your TC Jr/Sr HS provided technology at that time, it is your responsibility

to stop by the IT department offices to pick up your TC Jr/Sr HS provided technology by the first day of the school year.

Your right to use and possession of TC Jr/Sr HS provided technologies will terminate no later than the last day of the school year, unless terminated earlier due to withdrawal from the District, or for various other reasons.

You agree to not remove any software pre-installed on your TC Jr/Sr HS provided technology.

You agree to be financially responsible for any repairs not covered under current warranty.

## 7.6 DISCLAIMERS

TC Jr/Sr HS will not be held responsible for:

- Loss of data, including but not limited to personal pictures, music, and/or personal or educational works. All students and staff are to maintain a personal backup procedure.
- Unauthorized financial obligations from on-line access while using TC Jr/Sr HS provided technologies, or while accessing TC Jr/Sr HS provided technologies with personally owned devices

## **SECTION VIII—POLICIES AND PROCEDURES**

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### **ATHLETIC COUNCIL TRI-COUNTY ATHLETIC**

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#### **DEPARTMENT RULES OF OPERATION**

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1. The permanent members of the Athletic Council of Tri-County High School are: High School Principal, Assistant Principal, Athletic Director, Cheerleader Sponsor, and all head coaches of the high school boys and girls sports.
  - a. The faculty representative will be selected for two (2) years by the permanent members of the Athletic Council.
  - b. Select faculty representatives the third Thursday morning in March of odd years for the following (2) years.
  - c. Building principal and assistant principal are non-voting members of the Athletic Council and the building principal has veto power over the Council.
  - d. When a person is a head coach in more than one sport, the principal may designate an assistant in one or more of the sports he/she is the head coach in as a member of the Athletic Council.
2. Chairman of the Athletic Council shall be determined by a seniority list. A list will be prepared by the Athletic Director based on the number of years of service at Tri-County. Each new coach will be placed at the bottom of the seniority list. A president and vice president will be named.
3. The vice president will move into the president's position the following year.
4. Athletic Director shall serve as executive secretary of the council.
5. Majority vote rules - Majority: One more than one-half of voting members present. Quorum - 1/2 of voting membership must be present to conduct business. (All meetings shall follow Roberts Rules of Order.)
6. The chairman shall call special meetings by request of members.
7. Middle school athletics are not included under the Athletic Council.
8. Athletic Council shall meet at least three times a year (once per season)
9. Tri-County High School athletes come under the jurisdiction of the Athletic Council as follows:
  - a. Starts when athletes become freshmen and their practice sessions begin, or the first day of school, whichever is first.
  - b. Ends when athletes become graduates, or the end of their spring sport season, whichever is last.
  - c. Athletes are under the jurisdiction of the Athletic Code between 9a and 9b. This includes the summer months each year.
10. Athletes who are in violation of Athletic Council rules shall be suspended from interscholastic participation until a decision is rendered.
11. An investigation will be conducted by the Athletic Director and/or Principal as soon as possible.
  - a. Honesty Clause – If an athlete admits to a violation of the athletic code in his/her first interview, the penalty for a first offense may be reduced by 1/2. If during the course of the investigation it is determined that the athlete has lied about the commission of an athletic code violation, the penalty for that violation will be doubled. The honesty clause cannot be used by a randomly selected student who is to be drug tested.
  - b. If an athlete finds him/herself at a location where drugs, alcohol, and other tobacco products or counterfeit products of this nature are being consumed, the Athletic Department strongly encourages the athletes to leave that location immediately and call their coach or athletic director. Failure to do so could lead to their involvement in future disciplinary action.
  - c. When a violation of the Athletic Code is not reported or investigated within 120 calendar days of the violation, it will be considered beyond the statute of limitations (Exception: In the case of criminal proceedings)
12. The parents and athlete will be notified by certified mail of violations and disciplinary action that will be taken.
13. Any student athlete may request a hearing with the Athletic Council to consider any disciplinary action brought against them by an individual coach or administrative person. The hearing shall be held within a reasonable length of time.
  - a. A special hearing may be held with the Athletic Council Chairman presiding in regards to disciplinary action by a coach or school administrator.
  - b. The chairman shall set the date as soon as possible.
  - c. The athletes, who may be accompanied by their parents and/or representatives, shall be present.
  - d. The results of the hearing of the disciplinary action shall be decided by the Athletic Council in closed session.

14. Any student athlete may request a hearing of the School Board to consider any disciplinary action brought against them by the Athletic Council. This hearing shall be held within a reasonable length of time.

**8.1 REINSTATEMENT OF ATHLETE**

1. At the end of the athlete’s suspension they will be allowed to participate in interscholastic contests.
2. The athlete must practice with the team during the period of suspension.

**8.2 PENALTIES DEFINED**

1. **Probation** – Defined: This is a period of time when the athlete’s conduct is carefully supervised due to a violation of a Tri-County High School athletic rule. If an athlete is found to be in violation of an athletic rule while on probation, he will suffer the next higher penalty.
2. **Satisfactorily complete a season** – Those athletes assessed a penalty which would carry over to another season must satisfactorily complete that season. To fulfill this requirement, the athlete must satisfy all of the coach’s requirements which are expected of the other team members.
3. **Penalties involving suspension for a percent of a season**
  - a. Suspension – Defined: Suspension from athletic competition with other schools, but must practice with the team during this time.
  - b. Suspension for one season – If the athlete is excluded from ten of the regularly scheduled basketball games (50% of the season), then the next 50% must come from the next sport the athlete satisfactorily completes. (ex: baseball with a 20-game season schedule – He will be excluded from ten of those twenty games which is 50%.)
  - c. Suspension for 25% of a season – if the athlete is excluded from two basketball games (10% of the season), then the next 15% will come from the next sport the athlete satisfactorily completes.
  - d. Dual season athletes – Percentage of each season (percentage of both baseball and track - 25% of each)
4. Each head coach may furnish their athletes with specific rules and/or regulations which apply to that sport as that coach deems appropriate. To remain a member of that team, the athlete will be expected to adhere to those rules as well.

**8.3 PENALTIES**

Any act or theft, vandalism, felonies, or misdemeanors, wherever it may occur, shall not be tolerated and shall be prohibited by Tri-County High School Athletes.

- A. Payment or replacement of stolen or damaged equipment, facilities, etc., at a school activity shall be the responsibility of these person(s) involved or the team budget shall accept financial responsibility.
- B. IHSAA RULE 8 Conduct Unbecoming an Athlete
  1. Contestants’ conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral, or educational environment in the school. NOTE: It is recognized that principals, by the administrative authority vested in them by their school. This would include, but not be limited to acts such as theft, vandalism, misdemeanors, felonies, inappropriate use of cell phones, internet, or any other technology, etc. and the conviction thereof.
  2. Penalties: The principal or principal’s designee will determine the penalty to be issued on a case-by-case basis.
  3. Inappropriate use of cell phones, the internet, or any other technology which is determined to constitute Conduct Unbecoming an Athlete, when warranted, will be investigated by the principal/principal’s designee. A determination of the level of violation of the athletic code will be made and a penalty will be issued that is appropriate to the level of violation of the code.
    - a. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation”.
    - b. By School Policy, the principal will determine whether it is necessary to notify law enforcement personnel or Child Protective Services.
  4. Use or Possession of Illegal Alcohol.
    - a. Definition of Possession: The defendant (student) must have control over the substance.
    - b. Definition of Control: The defendant (student) must be the supplier of, buyer, transporter, or provide location for illegal consumption of the illegal substance.
  5. Alcohol consumption and/or possession: The use of any intoxicating beverage in any form or quantity is prohibited by Tri-County High School Athletes. This regulation includes possession of or consumption of alcoholic beverages.
  6. Possession or consumption of illegal drugs (non-prescription or counterfeit): the possession, use, or consumption of any form of illegal drugs, non-prescription or counterfeit drugs are prohibited by Tri-County High School Athletes. This Regulation shall include marijuana and all forms of amphetamines (true speed or counterfeit speed).
  7. Possession, use, or consumption of tobacco (smoking or chewing); and/or tobacco-less chew; the possession, use, or consumption of tobacco products in any form is prohibited by Tri-County High School Athletes.

<u>Offense</u>	<u>Offense #</u>	<u>Penalty</u>
Felonies, Thefts, Misdemeanors, Vandalism	All	Determined by Principal, Athletic Director and Athletic Council
Use of Possession of or Counterfeit) & Drugs (Non-Prescription Illegal Alcohol, Tobacco	1st	Suspension from athletic team(s) the equivalent of a total of 25% of the contests for that season they are in or 25% of the first season they satisfactorily participate in and complete. All awards are forfeited for the current or first season the penalty is enforced.

Exception: Letters earned.		
	2nd	Suspension from athletic team(s) the equivalent of a total of 50% of the contests for that season they are in or 50% of the first season they satisfactorily participate in and complete. All awards are forfeited for the current or first season the penalty is enforced. Exception: Letters earned.
	3rd	Suspension from athletics the remainder of high school career. All awards are forfeited for the current or first season the penalty is enforced.i
Exception: Letters earned.		
Inappropriate possession of TCHS athletic equipment	All	Suspension from athletics until equipment is returned or reimbursed. If not returned, is theft
Specific problems with the individual coach (ex. insubordination, disrespect, profanity, individual coach's rule violation, etc.)	All	Decision of the Individual coach to a maximum of the balance of the athletic season for that sport

\*Progressive punishment is determined over the four year high school period.

In the case of an athlete being randomly chosen for high school drug testing, the high school drug testing policy will supersede the Athletic Code Penalty. This may be a period longer than the 25% penalty for a first offense.

#### 8.4 QUITTING A TEAM

1. Once a student begins practice in a sport and his/her squad membership is terminated by the athlete or the coach for a reason other than being "cut" due to lack of ability, they are ineligible to practice or participate in any other sport during that season unless given approval by the Athletic Director and mutual consent of the involved coaches.
  - a. This also means the athlete may not be involved in "pre-season" conditioning for another sport.
  - b. Dual sport athletes may drop one of the two sports without penalty.

#### 8.5 DUAL SPORT POLICY

##### DUAL SPORT ATHLETES (SAME SEASON)

1. An athlete may participate in two sports in the same season when there are no schedule conflicts in the IHSAA tournament between the two sports.
2. In the case that there are IHSAA tournament schedule conflicts an athlete may participate in two sports in the same season if the following conditions are met:
  - a. Prior to the first practice of both sports the athlete, coaches, parents and athletic director sign off on a dual contract.
  - b. The athlete will declare a major sport.
  - c. Both coaches agree to permit the athlete to participate in their sport.
  - d. The coaches will work out all contest vs contest rules, practice vs practice rules, practice vs games rules and any other pertinent rules they find necessary.
  - e. The athletic director may add pertinent rules that may be necessary.
  - f. A complete schedule of practice and games will be provided by the coaches to the athlete.
  - g. If at any time, the coaches have concerns or feel the contract has been breached, they are to bring those concerns to the athletic director in order to void the contract.

#### 8.6 TARDY POLICY FOR ATHLETES

If a student athlete arrives at school after 9:00 a.m., he or she is not eligible to participate in an athletic event or practice that day. \*To be eligible to participate in athletic events or practices if arriving after 9:00 a.m., the student must present a doctor's note upon return to school or a verifiable family emergency.

## **SECTION IX—TRI-COUNTY SAFETY PROGRAM**

### 9.1 INTRODUCTION

We at Tri-County would like your help in keeping our schools safe for everybody, and would like to share some safety information with members of our school community. Tri-County asks your help to identify any situation where a student, staff member, or any person might present a threat to school safety.

### 9.2 SCHOOL SAFETY RULES

Tri-County Schools will not accept the following actions.

1. Any statements or behaviors of a threatening nature;
2. Any behaviors by individuals that might pose a threat to the well-being of students, staff, and others;
3. Weapons and firearms possession; and
4. Any other actions that could be reasonably considered endangering the safety of persons at school.

### 9.3 CONSEQUENCES OF SCHOOL SAFETY RULE VIOLATION

Tri-County has an obligation to keep our schools safe and take a rule violation seriously. This is not an area for practical jokes or offhand comments, and these may not be used as a justification for a rule violation. All potential safety concerns will be investigated thoroughly and actions appropriate to the situation will be taken, up to and including school discipline, criminal justice intervention, any other applicable measures.

### 9.4 REPORTING PROCEDURES

Any student, staff member or any other person may report concerns and/or ask questions if you are not sure about something to:

1. School Principal: J.R. Haskins (219) 279-2105, Ext. 3102
2. School Assistant Principal: Mr. Shawn McCracken (219) 279-2105, Ext. 3109