

# Tippecanoe Valley High School

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*8345 S. S.R. 19  
Akron, IN 46910  
Phone: 574-598-2100*



## **MISSION**

**Tippecanoe Valley School Corporation is committed to student success through the development of character, leadership, and literacy.**

## **CORE VALUES**

**Tippecanoe Valley School Corporation embraces the core values of collaboration, leadership, character, and achievement.**

## **THE VISION STATEMENT**

**Tippecanoe Valley School Corporation does whatever it takes to equip all students to be outstanding – today, tomorrow, and beyond.**

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## PURPOSE OF HANDBOOK

This handbook is designed to provide students and parents with pertinent information about Tippecanoe Valley High School. The following information should help answer questions that may arise throughout the school year. Should you have further questions about any procedure or policy of Tippecanoe Valley High School, do not hesitate to contact the school office. We look forward to working with you to provide the best possible education for your child.

## PUBLIC NOTIFICATION STATEMENT

It is the policy of the Tippecanoe Valley School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), Title IX (Educational Amendments 1972), the Equal Pay Act of 1973, and Section 504 (Federal Rehabilitation Act of 1973).

Inquiries regarding compliance with Title IX may be directed to the Assistant Superintendent, Tippecanoe Valley School Corporation, 8343 S State Rd 19, Akron, IN - Telephone (574) 353-7741; Inquires regarding compliance with Section 504 may be directed to the Director of Special Services, Burket Education Center, 5095 S 700W, Box 8, Burket, IN - Telephone (574) 491-2555.

### **Adopted by the School Board**

May 2007

## TIPPECANOE VALLEY SCHOOL CORPORATION

POLICY ON THE TREATMENT OF INDIVIDUALS WITH DISABILITIES AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT

## **STATEMENT**

Persons who require assistance or need information regarding access to a program session and availability of special facilities are requested to telephone 574-598-2100 or 574-598-2759.

### **Special Education**

Special education services are available to eligible children/youth with disabilities at all schools within the school cooperation. These services are designed to assist the student in learning, despite the disability. Special education services are provided by a wide variety of licensed teachers, related therapists, school psychologists and support staff.

The North Central Indiana Special Education Cooperative supports and works with our local schools to make sure that all students are successful learners. If you have a question about special education services, you may speak to your student's teacher or the building principal. If you know of a preschool age child who may have a disability, you may refer the parent/family to the special education cooperative at 574-598-2600 or 1-800-730-7511.

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## Academics

### **Academic Dishonesty or Cheating**, and/or Submitted or Possessing, Material Suggestive in Content

Academic dishonesty is a problem in many schools today. Therefore, the following policy has been written to ensure that all TVHS students, parents, and teachers understand what actions are considered academically dishonest and what the consequences are for such actions.

Academic dishonesty is an action intended to obtain or assist in obtaining credit for work which is not one's own. Examples of academic dishonesty may include, but are not limited to the following:

1. Communicating with another student during an examination or quiz.
2. Copying material during an examination or quiz;
3. Allowing a student to copy from one's examination or quiz;
4. Using unauthorized notes or devices;
5. Submitting falsified information for grading purposes;
6. Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
7. Submitting a paper or project which is not the student's work;
8. Copying another person's assignment;
9. Allowing another student to copy one's assignment
10. Removing examinations or parts of examinations without the knowledge and consent of the teacher;
11. Impersonating a student to assist the student academically;
12. Having another student impersonate the student to assist academically;
13. Stealing or accepting stolen copies of tests or answer keys;

14. Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
15. Altering a teacher's grade book;
16. Falsifying information for applications;
17. Using computers, audio/visual aids and programmable calculators in violation of guidelines established by the teacher;
18. Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher;
19. Unlawfully copying computer software or data created by others;
20. Misusing school computer systems which are used for student, staff or administrative purposes;
21. Any other violation intended to obtain credit for work which is not one's own.

#### Collaborations:

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures / expectation established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

#### Definition of Plagiarism:

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, art work and all other types of work which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to, the following:

1. Failing to cite with quotation marks the written words, or symbols of another author;
2. Failing to footnote the author and sources of materials used in a composition;
3. Failing to cite research materials in a bibliography;
4. Failing to name a person quoted in an oral report;



5. Failing to cite an author whose works are paraphrased or summarized;
6. Presenting another person's creative work or ideas as one's own in essays, poems, music, audio, art, computer programs or other projects;
7. Copying or paraphrasing ideas from literary criticism or study aids without documentation.
8. Sharing via electronic (air drop-or other similar programs/means or paper and pencil a students work to other students

Definition of Suggestive:

Vulgar or suggestive material is defined as material that implies something improper or indecent, appearing offensive or sexual in nature and/or relaying lewd or profane gestures or implications.

Consequences:

The above infractions for academic dishonesty, plagiarism, and/or submitting or possessing material suggestive in content, will be reported by all teachers. The consequences may include, but are not limited to, the following:

First Offense:

1. No credit given for the material in question.
2. Teacher conference with the students.
3. Referral by the teacher to the assistant principal.
4. Parent notification by the student's teacher.
5. In School Suspension assigned by the assistant principal.

Second Offense:

1. No credit given for the class;
2. Teacher conference with the students.
3. Referral by the teacher to the assistant principal.
4. Parent notification by the assistant principal and the teacher.

5. 1-3 day In School Suspension assigned by the assistant principal.

#### Third Offense and Subsequent Offense / H.S. Career

1. Recommendation for expulsion by the Assistant Principal

### Incomplete Grades

All incomplete grades are indicated by the letter "I" on the grade card. It must be removed within the time frame established by the teacher, but no later than 5 calendar days into the next grading period. An incomplete grade is not considered a passing grade in determining an athlete's eligibility. An incomplete grade will be recorded as an "F" if the work is not made up. The teacher will change the incomplete grade to the appropriate grade upon completion of the assignment (s). This will also be recorded in the office by the teacher.

## HOMEWORK-POLICY

### 1. DEFINITION

Homework is an out-of-class assignment that contributes to the educational process of the student. It should be an extension of class work and should be related to the objectives of the curriculum presently studied. Homework may include unfinished classroom assignments, additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject. But above all, homework gives teachers and student's responsibilities which must be met before assignments can be considered as an extension of classroom instruction.

### 2. PURPOSE

Homework should fulfill the following purposes or objectives:

- a. to review, reinforce, or extend classroom learning by providing practice and application of knowledge gained;
- b. to teach students responsibility and organizational skills
- c. to promote wise and orderly use of time;
- d. to encourage a carry-over of worthwhile school activities into permanent career and leisure interests;

- e. provide opportunities for broad enrichment activities;

### 3. MAKE-UP HOMEWORK

Students who are given an excused absence will be allowed credit for make-up homework, and tests missed during their absence within the teacher's make-up time allotment.

### 4. PARENT'S ROLE

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework. They should:

1. Provide a quiet, well-lit place for your son or daughter to study.
2. Establish a regular "homework time" and have a special place free from excessive noise and other distractions where the child can work.
3. Encourage and support their child's efforts. Be available for questions, but remember...homework is the child's responsibility, not the parents'.
4. Communicate with the teacher whenever your child has consistent difficulty with homework assignments.
5. Encourage their child to seek help and ask questions of the teacher when in doubt about an assignment.
6. Help students organize adequate time for homework completion.
7. Evaluate the time spent on homework to determine if students are receiving adequate time for leisure and social development. Parents and students should inform appropriate school personnel if adequate time for this development is not occurring.
8. Check STI regularly for your student's grades and contact teachers if there are any questions concerning their grade. If you are having problems accessing STI please contact Mrs. Owen at 574-590-2100 to get assistance.

### 5. STUDENT'S ROLE

In the early grades, the effectiveness of homework assignments depends largely on the concern each student's parents and teachers show for his/her welfare. As the student matures, however, his/her success with homework becomes progressively more dependent on his/her own

efforts. The students, with guidance from teachers and parents, should continue to develop responsibility for bridging the gap of communication between home and school. Each student has the responsibility to develop good work and study habits.

The student should:

1. Clarify with the teacher any questions pertaining to the instructions before leaving class understanding its purpose, when it is due, and how it should be done.
2. Take home any materials and information needed to complete the assignment.
3. Learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long term assignments should be planned so they do not have to be done all at once.
4. Analyze his/her study habits and take advantage of available study helps. Although research shows there is no best way to study, all students do need effective study skills.
5. Return all work completed to the teacher by the date requested.
6. Make up work missed during an illness or excused absence.
7. With the aid of their parents:
  - a. set aside a special time in which to do the assignment.
  - b. Find a special place free from excessive noise and other distractions in which to work.
  - c. Organize his/her time so assignments can be completed in a reasonable length of time.
  - d. Check carefully the completed assignments.

## **GRADE REPORTS**

The school calendar located in this handbook reflects the target dates that report cards will be issued. Grade cards for the 2nd semester may be picked up at the high school any time after June 15.

Grades

Grades are calculated and averaged by using 40% for each nine weeks, with the semester finals test worth 20% for a total of 100% for a semester grade. There is a tool on the high school web page to calculate grades (it is called "What will my grade be?").

## Progress Reports

Students will receive a progress report at the mid-term of each nine weeks. This report is intended to keep parents up-to-date concerning student progress. Progress Reports may be sent home at any time throughout the grading period. Parents are also encouraged to check on their students grades on a weekly basis using the parent login to our grading program STI.

## FINAL EXAMS

Final exams or similar evaluation that assesses a student's work and progress over an entire semester of instruction is a requirement of each subject taught at Tippecanoe Valley High School. Final exams are to be scheduled for the final two days of the semester. Final exams are to count for 20% of a student's final grade for that semester. In the event that final exams are canceled, the semester grade will be determined by averaging the student's work throughout the semester. An excused absence, on the day of the final exam, is given by a doctor's statement, a parent/guardian or upon the principal's approval in emergency situations such as a funeral. Students are to take final exams only on the scheduled days unless prior approval is received from the building administration. Approval will not be granted for the purpose of extending vacations.

## Burket School Admission

Students, who wish to attend Burket School in order to retrieve credits or for other school related reasons, must submit an approval application form, fill out an information sheet, and then meet with a committee in order to determine whether there is a need for the student to attend Burket School. That committee is comprised of the principal at Burket and at TVHS, the assistant principal, a teacher from Burket School and a guidance counselor from TVHS. Placement is based on an individual basis with the agreement of an attendance and behavior contract, via a Form 16.

## TVSC Nutrition Policy

### **Standards for USDA Child Nutrition Programs and School Meals**

Foods made available in schools will, at a minimum, comply with the current Healthy Hunger Free Kids Act and the USDA Dietary Guidelines for Americans for: Regular meals (breakfast and lunch), a la carte, and beverages.

- a. Regular Meals

- i. All entrees provided by the foodservice program should be combined with a variety of fruits and vegetables and a low fat beverage to make an average week's meals fall within the 30% fat guidelines set by the USDA for school meal programs.
- ii. Breakfast should provide one-fourth of the Recommended Dietary Allowance (RDA) and Lunch should provide one-third of the RDA for key nutrients and calories.
- iii. All schools will provide and encourage students to consume, a healthy breakfast provided through the USDA school breakfast program.
- iv. All meals should provide less than 10% of calories from saturated fat over the course of one week.
- v. Offer a variety of fruits and vegetables daily. Canned fruits should be packed in natural juice or light syrup.
- vi. Offer 1% or skim milk. Flavored milks must be fat free and contain less than 35 grams of sugar per serving.
- vii. Offer whole grain breads daily.
- viii. Increase servings of other whole grain rich foods to 100% of grain offerings.
- ix. Reduce sodium content of meals per Healthy Hunger Free Kids Act guidelines.
- x. Fruit juices will contain 100% fruit juice and provide 100% of the daily Vitamin C requirement.
- xi. Prices for meals will be reasonable to encourage students to participate in the reimbursable meal program. Prices for a la carte will be higher to further encourage the purchase of a full reimbursable meal.

#### **Nutrition Standards for Competitive and Other Food Beverages**

Tippecanoe Valley School Corporation will provide and allow foods and beverages that support proper nutrition and promote healthy choices in vending machines, school stores and concession stands, or as school fundraisers and classroom celebrations.

- b. Approved Nutrition Standards, based on the nutrition standards of the Institute of Medicine (2007) and the standards of the USDA Smart Snacks.

- i. K-12 ala carte, school vending machines and other foods outside of school meals shall be limited to:
    - 1. No more than 30% of total calories from fat,
    - 2. Less than 10% of total calories from saturated fats,
    - 3. 0% trans fats,
    - 4. No more than 35% of calories from total sugars,
    - 5. No more than 200 milligrams of sodium per portion as packaged,
    - 6. No more than 200 calories per package, and
    - 7. 100% of the grains offered and whole grain-rich.
  - ii. K-12 ala carte, school vending machines and other beverages outside of school meals shall be limited to:
    - 1. Water without flavoring, additives, or carbonation,
    - 2. Low-fat and nonfat milk (in 8- to 12-ounce portions),
    - 3. 100% fruit juice in 4-ounce portions as packaged for elementary/middle school and 8 ounces (2 portions) for high school, and
    - 4. All beverages other than water, white milk or juice shall be no larger than 12 ounces.
- c. Availability
- i. A vending machine at an elementary school that dispenses food or beverage items may not be accessible to students.
  - ii. Vending machines in middle and high schools:
    - 1. Will contain items that meet the approved nutrition standards.
  - iii. Vending machines for school staff will not be accessible to students.
  - iv. Students and staff will have free drinking water for consumption available in water fountains throughout the school building.
- d. Concession Stands
- i. Healthy options such as water, string cheese and yogurt will be sold at school sponsored events to participants, fans and visitors.
- e. Classroom Celebrations
- i. Classroom celebrations will focus on activities (e.g., giving free time, extra recess, music and reading time) rather than on food.
  - ii. Classroom celebrations that include food will be limited to one per month. Food items must meet the approved nutrition standards.

<b>Healthy Options</b>
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Bottled water	Low fat string cheese	Nuts
Low fat/fat-free milk	Low fat/fat-free yogurt	Trail mix
100% fruit juice	Dried fruit, 100% fruit leather	Fresh veggies with dip
Unsweetened iced tea	Applesauce (no sugar added)	Frozen 100% fruit bars
Coconut water	Whole grain crackers*	Non-food items, such as supplies and merchandise that features the school logo
Fresh fruit	Granola bars*	
Single-serve fruit bowls	Natural snack bars*	
Freeze-dried fruit	Popcorn*	
Squeezable Fruit	Baked chips	*low fat/low sodium/low sugar

iii. Schools shall inform parents/guardians of the classroom guidelines.

f. Food as a Reward or Punishment

i. Teachers and staff are discouraged from using food as a reward. For example, the use of sugar-sweetened beverages or candy as a classroom reward at any school is not appropriate.

ii. School staff will not withhold food or drink at mealtimes as punishment.

g. Fundraisers

i. Fundraising activities will support healthy eating and wellness. School will promote the sale of non-food items for school-sponsored fundraising. For a food or beverage item to be sold as a fundraiser, it must meet the approved nutrition standards.



## Athletics/Activities

### ATHLETE DEFINED

The Tippecanoe Valley athlete is defined as and includes all young women and men who represent a team that engages in interscholastic competition and further includes bat girls, mat maids, cheerleaders, lifters, student managers and statisticians.

### SPORTS OFFERED

#### FALL SPORTS

Girls Volleyball	Girls Golf	Cheerleading
Football	Boys Tennis	Boys and Girls Cross Country

#### WINTER SPORTS

Girls Basketball	Girls Swimming	
Boys Basketball	Boys Swimming	Wrestling

#### SPRING SPORTS

Girls Track	Girls Softball	Girls Tennis
Boys Track	Boys Baseball	Boys Golf

### ELIGIBILITY RULES FOR ALL ATHLETES

Tippecanoe Valley High School is a member of the Indiana High School Athletic Association and we must abide by the rules of this organization. All boys and girls participating in athletics need to be aware of the following basic rules established by IHSAA:\*\*

1. Must be a student in good standing in the school represented.
2. Must have enrolled no later than the 15th day of the current semester in which the contest occurs.

3. Must have received passing grades at the end of the last grading period in school in at least five (5) subjects.
4. Must not have reached the 20th birthday prior to or on the scheduled date of the IHSAA state finals in the sport of participation.
5. Must not have been enrolled more than eight (8) semesters beginning with grade 9 nor have represented a high school in a sport for more than four (4) years.
6. Must be an amateur (have not participated under an assumed name; have not accepted money or merchandise directly or indirectly for athletic participation; have not accepted awards; gifts, trips, or honors from colleges or their alumni; have not signed a professional contract).
7. Must have filed with the principal, before practicing each year, completed Student-Parent-Physician Certificate and drug testing consent form.
8. Must have not transferred from one school to another for athletic purpose as a result to undue influence or persuasion by any person or group.
9. Must have not received in recognition of your athletic ability, any award not presented or approved by your principal or the IHSAA.

\*\* Note: Athletes must have been eligible in the school from which he/she transferred.

10. Must not accept commercial awards which advertise any business firm or individuals, nor awards designating "All American" status.
11. Must not participate as a member of any other similar team, during the same season, not under the direct supervision and management of your school.
12. Must represent the school in a becoming manner and must not display improper conduct or bad habits in or out of school.
13. Must not participate out of season in an organized basketball or football practice, game demonstration, exhibition or scrimmage that does not meet the requirements of the IHSAA- see Athletic Director for further questions.
14. Must not participate in a tryout or demonstration as a prospective college athlete.
15. Must not participate in organized sports activity with or against a student enrolled below grade 9.
16. Must, if absent five (5) or more days due to illness or injury, present to your principle a statement from a physician holding an unlimited license to practice medicine that the athlete is again physically fit to participate in interschool athletics.

17. Boys or girls who attend camps must attend those camps that meet the standards set by the IHSAA. See Athletic Director for clarification.

## **NCAA CLEARING HOUSE**

Any student who plans to participate in Division 1 or 2 sports at the college level must register with the NCAA Clearinghouse. It is recommended that this is done by the end of the high school student's junior year. Specific requirements and forms are available at [NCAA.org](http://NCAA.org).

## **Absence Policy for Athletes**

Athletes must be in attendance at school for periods 5-7 to be eligible to participate in practices or events that evening. Absences in question on the day of a practice or an event should be brought to the attention of the principal for a decision to allow or disallow the athlete to participate. Approved field trips or school activities constitute attending school. Any exceptions must be approved through the principal's office and/or the athletic office.

## **Cell Phone, Camera, and Social Networking Site Policy**

All cell phones and cameras are to be secured and unseen within any Tippecanoe Valley High School locker room; this applies to all athletic related participants (i.e. players, managers, and coaches). Those found in violation of the policy will receive immediate reprimands, which could include dismissal from the team and/or referral to the main office for possible legal ramifications. Should an athletic receive an electronic transmission while in a locker room, they should remove themselves from the locker room before accepting the communication.

Student-athletes are responsible for information contained in written or electronic transmissions and any information posted on a public domain (i.e. Facebook, YouTube, Twitter). Any inappropriate, ill-meaning, or derogatory material should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program, and the Tippecanoe Valley School Corporation

Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches, or other school personnel will be deemed conduct unbecoming a Tippecanoe Valley student-athlete. Any individual identified on a social networking site which depicts illegal or unacceptable behavior will be considered in violation of our Athletic Code of Conduct and subject to athletic discipline.

## **CODE OF CONDUCT**

### **STATEMENT**

The following Tippecanoe Valley athletics rules are in line with the Indiana High School Athletic Association Constitution which states:

"Contestants' conduct, in or 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 a school. It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school." Rule 8, Section 1, IHSAA by-laws.

#### ENFORCEMENT OF THE CODE OF CONDUCT

The principal shall enforce all rules and regulations as described in the Code of Conduct for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach and each sport during the school year. Parents and athletes are required to sign an acknowledgment document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

The code is in force twelve (12) months of the year, grades nine through twelve (9-12). An athlete is under the jurisdiction of the Tippecanoe Valley H.S. Code upon the athlete's promotion from the 8th grade.

Any alleged violation of the Code shall be reported first to the principal or his/her designee and then is to be followed by an investigation by the coach, sponsor, principal, or his/her designee and the athletic director.

### **College Bound Athletes and Recruiting**

College recruiters visit Tippecanoe Valley regularly to talk about and with our athletes. NCAA rules determine who is eligible for scholarships. A student must be a "C" student in college prep classes as determined by the NCAA, score well on the Scholarship Aptitude Test or the American College Test and have the recommendation of his/her coach (es).

#### Eligibility

Students must be enrolled in at least five (5) full credit classes and must have passed five (5) full credit classes the previous grading period or semester to be academically eligible. Freshmen are eligible to compete on varsity athletic teams.

Important Tippecanoe Valley is not asking athletes to make sacrifices. Sacrifice implies giving up good things. We are asking athletes to do the opposite. Live clean, think clean and do those things that make them keener, finer, and more competent individuals and team members.

## Progressive F Policy

It is the belief of the Tippecanoe Valley School Corporation that the academic requirements of students are of primary importance during their career here at Tippecanoe Valley High School. In keeping with this concept the standards that we hold all of the participants in our extracurricular activities must reflect this belief. To encourage academic success the following policy is enacted

1. We would like for all students to have passing grades in all of their classes during any grading period in order to be eligible to participate in any extra-curricular activity as define by this policy. We know that at times students struggle with the challenges of balancing academics and extracurricular commitments. To constantly encourage and focus students on the priority of academics the staff will:
  - a. Check grades every four and a half weeks to determine eligibility for extracurricular involvement. If at this time any student is found to have more than one F in a class (barring the final exam grade) they will be ineligible until the next grade check occurs four and a half weeks following. They will still be able to participate in practices but not compete in any athletic or extracurricular contests.
  - b. If they are found to have one F they will be placed on probation until the following grade check.  
  
-If at that time they are found to have another F (either in the same class or another class) they will be ineligible to participate in extracurricular until they show at the next grade check that they have all passing grades.
  - c. There are three grades in each class that we will consider for these grade checks. They are the first quarter grade of the semester, the second quarter grade of the semester, and the semester final grade.

### 2. Examples

1. Student A This student would qualify for probation after the first grade check and then off probation after the following grade check

Student A	First quarter grades mid-term	First quarter grades
	Biology C	Biology B
	English B	English B
	U.S. History D	U.S. History C
	Art A	Art A
	Study Hall	

Careers	C	Careers	B
Algebra	F	Algebra	C

2. Student B This student would be put on probation and then become ineligible after the second grade check

Student B First quarter grades mid-term First quarter grades

Biology	C	Biology	C+
English	B	English	F
U.S. History	D	U.S. History	C
Art	A	Art	A
Study Hall			
Careers	C	Careers	B-
Algebra	F	Algebra	C

3. Student C can also have two F's in the following manner

Student C Second quarter mid-term Second Semester

Biology	C	Biology	C+/C
English	B	English	B/B
U.S. History	D	U.S. History	C/C-
Art	A	Art	A/A
Study Hall			
Careers	C	Careers	B-/B-
Algebra	D	Algebra	F/F

- a. Or in the following manner

Second quarter at mid-term Second quarter + Semester

Biology	C	Biology	C+/C
English	D-	English	D-/F

U.S. History	D	U.S. History	C/C-
Art	A	Art	A/A
Study Hall			
Careers	F	Careers	B-/C-
Algebra	D	Algebra	B/C

3. Other issues and conditions

- a. Any extracurricular activity which is a requirement for a class is exempt from this policy.
- b. A student who is classified as “Special Needs,” (defined as special education, Section 504, and LEP) shall be covered by his or her Individual Education Plan as it relates to this policy.
- c. Student’s grades will carry over from one semester to the next even if that semester is the last of the school year. This means that to be eligible to play in fall extracurricular programs students must have been eligible due to the grades from the preceding grading period.
  - i. Example.
    - 1. You must have passed all of your classes in the Spring Semester of the previous year.
      - a. If you failed a class or had an F on your last grades then you will begin the season on Probation and must have all passing grades at the next grade check.
      - b. Freshman are not covered under this provision only during the start of the school year their first quarter
    - 2. You are involved in a spring sport which starts in March; you must have been eligible during the last grade check to be able to start the season competing in contests.

**EXTRACURRICULAR ACTIVITIES / SCHOOL DANCES/PROM**

For all club or class sponsored activities, including dances, participants must be students of Tippecanoe Valley High School or a guest of a student at TVHS and enrolled in an accredited high school. All school rules will apply to TVHS students and their guests. Guests must be registered in advance.

All dances must be arranged in advance through the high school's administration. Sponsoring organizations will be responsible for all expenses of the dance, including custodial charges. Sponsors are also responsible for providing adequate chaperoning and security. (Usually a sheriff reserve officer) A minimum of 6 adults, not counting ticket sellers, should be present at all school dances. Any person not enrolled in an approved high school may not attend any Tippecanoe Valley High School dances. Prom is exempted from the rule.

The TVHS prom is considered an event. Current Juniors and Seniors at Tippecanoe Valley High School may invite a guest for their date that is at least in the ninth grade. The prom is a high school event. Guest are expected to abide by all school rules while at the prom. All guests must have prior approval by the prom committee by submitting a completed application. Both the student and their date may be asked to leave if there is an infraction to any rules. Students are under school rules which apply at school sponsored events. The student is ultimately responsible for their date who is a guest.

## **CLUBS AND ORGANIZATIONS**

ACADEMIC TEAM

ART CLUB

BOWLING

BUSINESS PROFESSIONALS OF AMERICA (BPA)

CREATIVE WRITING CLUB

CRIMINAL JUSTICE CLUB

DRAMA CLUB

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

FRENCH CLUB

FUTURE EDUCATORS OF AMERICA (FEA)

FUTURE FARMERS OF AMERICA (FFA)

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA)

KICKBOXING CLUB

KOSCIUSKO ENDOWMENT YOUTH SERVICES (KEYS)

KOSCIUSKO YOUTH LEADERSHIP ACADEMY

NATIONAL HONOR SOCIETY (NHS)



PEER FACILITATORS

RANGER CLUB

STUDENTS AGAINST DESTRUCTIVE DECISIONS (SADD)

SPANISH CLUB

STUDENT GOVERNMENT

SUNSHINE SOCIETY

VARSITY CLUB

WEIGHT LIFTING CLUB

## **STUDENT GOVERNMENT REPRESENTATIVES**

Senior Class Officers Class of 2017

Senior Representatives

President-

Vice President-

Treasurer-

Secretary-

,

Junior Class Officers Class of 2018

Junior Class Representatives

President-

Vice President-

Treasurer-

Secretary-

Sophomore Class Officers Class of 2019

President-

Vice-President-

Treasurer-

Secretary-

Sophomore Class Representatives

Freshman Class Representatives

President

Vice-President

Secretary

Treasurer

## COMMENCEMENT

Participation in commencement and other graduation activities is considered a privilege granted by the Board of Education. Serious violations of school rules or regulation, particularly near the end of a student's senior year, could result in denial of that student's participation in commencement and other graduation activities. If a student is denied participation in commencement, his/her diploma will be mailed. Students that are eligible to participate in commencement but cannot attend due to a conflict may pick-up their diploma in the high school office.

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## **Building policies A and B**

### **INTERNET AND COMPUTER POLICY**

Electronic information services and networks are a vital necessity in the success of all students in today's society. Therefore, all students will have access to the above services. With this usage comes the responsibility of all students to adhere to rules and policies of TVSC school board.

Violations of the Board's policy governing access to electronic information services and networks may result in loss of School Corporation-provided access to the Internet and services. Violations will result in disciplinary action. Students are to access the Internet and computer usage only with direct teacher supervision. No personal diskettes or other plug ins are to be inserted or used in any TVSC computers.

If a parent chooses that the student will not be permitted to use the services described in the above stated policy, the parent will need to contact the school, in writing, stating that their student is not to be allowed access to the services described above. The school staff will then make each teacher aware of the parent's wishes in this matter and the student will be prohibited from using these services.

#### **COMPUTER RULES**

The following policy is now in effect concerning disciplinary procedures for students who are abusing the computers at Tippecanoe Valley High School:

#### **Infractions**

1. Exiting to DOS (students are not to exit from the network menu or software to the DOS prompt on any computer.
2. Loading, deleting, copying, changing software or files, and/or creating viruses.
3. Intentionally wasting computer paper or other printer abuse.
4. Hardware abuse - keyboard, mouse, monitor, and cpu damage - marking on equipment and/or related items - disconnecting cable - changing computer or monitor settings.
5. Logging in under another person's login ID - allowing other people to use your login ID.
6. No non educational computer games are to be used during the school day.
7. Wiping your computer or returning it to factory setting wiping out all programs and filters loaded on the device

#### **Consequences**

The following is a progression of minimum consequences that would follow each offense. Depending on the severity of the offense, steps one and two may be skipped.

1. Removal from computer access for a period of two weeks.
2. Removal from computer access for a period of nine weeks.
3. Removal from computer access for a period of one semester.
4. Removal from computer access for a period on one year.
5. The administration reserves the right to exercise penalties to the fullest extent of the law anytime a student accesses the system without permission.
6. Wiping/Resetting your computer may result in a \$30.00 fee to reload all programs/filters and will also have consequences ranging from lunch detention to suspensions

Removal means the student will not be allowed in a computer lab or near a computer in the library or other areas in the building.

Hardware or network damages can lead to monetary charges for repair and/or suspension/expulsion.

#### COMPUTER TAMPERING

It is a criminal act under Indiana law to access a computer system or to damage or alter a computer program or computer data without the consent of the computer owner. Therefore, any school personnel or student who is suspected of tampering with or trespassing on any of the school corporation's computers, computer programs, computer systems, or computer networks without authorization will be immediately suspended from employment or school pending investigation by school administrators. Suspected violators of this rule will be subjected to the staff and student disciplinary procedures. The results of the investigation will be turned over to the proper authorities if it is determined by school authorization that a criminal act may have been committed.

Reference: IC 35-43-1-4;VIC 35-43-2-3.

IC 35-43-1-4: Computer tampering - (a) As used in this section: "Computer network" and "computer system" have the meanings set forth in IC 35-43-2-3. "Computer program" means an ordered set of instructions or statements that, when executed by a computer, causes the computer to process data. "Data" means a representation of information, facts, knowledge, concepts, or instructions that:

- (1) May take any form, including computer printouts, magnetic storage media, punched cards, or stored memory;

- (2) Has been processed, is being processed, or will be processed; in a computer system or computer network.
- (b) A person who knowingly or intentionally alters or damages a computer program or data, which comprises a part of a computer system or computer network without the consent of the owner of the computer system or computer network commits computer tampering, a Class D felony. (P.L.35-1986,2)

IC 35-43-2-3: Computer trespass –

(a) As used in this section: "Access" means to

- (1) Approach;
- (2) Instruct;
- (3) Communicate with;
- (4) Store data in;
- (5) Retrieve data from; or
- (6) Make use of resources of;

A computer, computer system, or computer network. "Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of two(2) or more interconnected computers. "Computer system" means a set of related computer equipment, software, or hardware.

(b) A person who knowingly or intentionally accesses:

- (1) A computer system;
- (2) A computer network; or
- (3) Any part of a computer system or computer network; without the consent of the owner of the computer system or computer network, or the consent of the owner's licensee, commits computer trespass, a Class A misdemeanor. (P.L. 35-1986,3)

Tippecanoe Valley School Corporation Student Internet Safety & Acceptable Use Policy

Tippecanoe Valley School Corporation believes the use of computer networked services and the Internet have become, when used appropriately, an integral part of an engaging, student—centered, and

collaborative learning environment. Tippecanoe Valley School Corporation has established a computer network and is pleased to offer Internet access to students for educational use. This will allow Tippecanoe Valley School Corporation students to have access to a variety of Internet resources. In order for students to use the provided network and Internet, they must first read, understand and agree to the following acceptable use policies.

Tippecanoe Valley School Corporation filters all Internet traffic for the purpose of safeguarding staff and students from harmful content. Tippecanoe Valley School Corporation also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking sites, and regarding cyberbullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. The district encourages parents/guardians to supervise their child(ren) when using technologies from home.

#### Privileges

The use of the Tippecanoe Valley School Corporation network and telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of privileges. The director of technology, principal, and the superintendent will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Tippecanoe Valley School Corporation may request the director of technology and/or the system administrators to deny, revoke, or suspend specific user accounts.

#### Acceptable Uses

1. The network at Tippecanoe Valley School Corporation has been set up to allow Internet access for educational purposes, including classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means. The use of your account must be in support of education and research consistent with the educational objectives of Tippecanoe Valley School Corporation.
2. All users of the network are expected to display respect and network etiquette at all times.
3. All users of the network must respect resource and storage limits and are responsible for regularly deleting old files that may take up excessive amounts of storage space on the network.
4. Material created, stored, or transmitted on the system or network is not guaranteed to be private. Technology staff may review the system to ensure the system is being used properly. Students should expect that emails, materials placed on personal web pages, and any work created, stored, or transmitted on the network may be viewed by a third party.

5. Tippecanoe Valley School Corporation is not liable for information stored on disks, USB flash drives, hard drives, devices, or servers as well as the information retrieved via school corporation computers, devices, networks, or online resources.
6. All users must keep their passwords private. Account login information and/or passwords may not be shared.

#### Unacceptable Uses

1. You are solely responsible for your actions and activities involving the network. Some examples of unacceptable uses include but are not limited to:
  - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state regulation.
  - Unauthorized downloading of software, regardless of whether it is copyrighted or has been de-virused.
  - Downloading copyrighted material for other than personal use.
  - Using the network for private or commercial gain and/or using the network for commercial or private advertising.
  - Gaining unauthorized access to resources, sites, servers, networks, or content that hasn't been intended for general use.
  - Uploading materials, pictures, or videos of other individuals without permission of said individual.
  - Invading the privacy of other individuals.
  - Posting material authored or created by another user without his/her consent.
  - Posting anonymous messages.
  - Vandalizing, damaging, or disabling the property of another individual or organization.
  - Attempting to find ways to circumvent the school's safety measures and filtering tools.

- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.

## **CAFETERIA / FOOD EXPECTATIONS**

1. All food and drinks must stay in the cafeteria area. Water only is permitted in the hallways and lockers.
2. The lunch lines in the regular type "A" form as follows: Freshman/Sophomores are to form in the right line and Junior/Seniors are to form in the left line.
3. Students are to remain in the cafeteria area during lunch. Anyone out of the area without proper permission will face penalties.
4. Students are to remain seated at all times.
5. Tray, silverware, and paper refuse must be removed from the table and placed in appropriate receptacles.

\*Note: Profits from the lunches pay for all the utensils, replacement equipment, and the cook's salaries. Please do your part to help the cooks receive a yearly raise.

## **LUNCH AND BREAKFAST PROGRAMS**

The Tippecanoe Valley School Corporation participates in the National School Lunch Program. Hot lunches are served daily for students in grades 1-5. For students in grades 6-12 hot lunches is available as well as options from ala carte selections. Carbonated beverages are not allowed due to state guidelines.

Applications for free or reduced price lunches will be available to any student/family throughout the entire school year should it become financially difficult or impossible to pay for student lunches. Children from households that meet federal guidelines are eligible for free or reduced price meals, or free milk. For further information, please contact the school office.

### **Breakfast and Lunch Policy**

If a student charges a lunch, one regular lunch may be charged for \$1.90. This is for emergency use only. No ala carte items may be charged. The charge is to be paid the following day of service. Lunch should be cash by the day or pre-paid. Both are accepted at the point of sale. No charges are allowed at breakfast. No exceptions.



I.D. cards are required for all meals served. We do not allow students to use each other's cards. This is to protect their account money. A student using their card for a second meal the same day is charged \$3.00 for that meal. Claims are for one breakfast and one lunch on each card per day.

Prepay: checks need to have your child's name on the memo. Some parents have different last names. This helps us get the money to the right account. When sending one check for two students it is helpful to have both names and the amount for each student on the check.

We will try to answer any question about your child's account. Please feel free to call the cafeteria. Remember we serve lunch between 10:30 a.m. and 1:25 p.m. daily.

Every effort will be made to safeguard your paid, free and reduced accounts and your child's privacy.

## **USE OF SCHOOL FACILITIES**

School and community groups are encouraged to make use of the facilities at Tippecanoe Valley High School. To ensure facilities are available and in proper condition, any use of high school facilities must be scheduled well in advance with a high school administrator. A fee will be assessed according to rental charges outlined in school board policy.

## **FIELD TRIPS/OFF SITE LEARNING EXPERIENCES**

Field trips are an excellent resource to enhance classroom instruction and provide students with opportunities that are unavailable through the regular school setting. It is necessary to have a signed parent/guardian permission form to be completed and returned to the instructor. No student will be permitted to attend the field trip without the proper form on file. There is a transportation fee for all field trips.

## **SEARCH AND SEIZURE**-Procedure/Use of Evidence (IC. 20-8.1-5-17)

### 1. Statement of Law

- A) A student using a locker that is property of a school corporation is presumed to have no expectation of privacy in that locker or its contents.
- B) A principal or other member of the administrative staff of a school designated in writing by the principal may, in accordance with the rules of the governing body of that school corporation, search such a locker and its contents at any time. The school corporation shall provide each student and each student parents a written copy of all the rules of the governing body at the school corporation regarding searches of such lockers and their contents.

- C) Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of a school official who acts as a witness in the subject of search.
- D) A law enforcement agency having jurisdiction over the geographic area in which is located the school facility containing such locker may, at the request of the school principal and in accordance with rules of the governing body of that school corporation, assist the school administrators in searching such a locker and its contents.

## 2. Statement of Policy

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education athletic dressing rooms, industrial, technical, and agricultural education classroom and the art class room, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers 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 the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

## 3. Locker Rules

In order to implement the school corporation's policy concerning student's lockers, the school board adopts the following rules and regulations:

- a. Locks. Each school will retain access to student lockers by:
  - 1. Keeping a master list of combinations
  - 2. Retaining a master key

(Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.)

b. Use of Lockers.

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonable be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapons, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products. Students will be expected to keep their lockers in a clean and orderly manner. Also students must maintain locker residence in the locker they are assigned. The locker assigned to a student may contain only school event related or positive birthday greetings. The inside of the locker should be maintained with only school appropriate content.

### Inspect Lockers

The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule (b). All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal. (The principal may give the following staff member's authority to inspect lockers: assistant principal, guidance counselors, teachers, school resource officers, but not to be limited to these individuals.)

d. Inspection of Individual Student's Lockers

- (1) The inspection of a particular student's locker shall be conducted when the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contain 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. ( Reasonable suspicion ) as used in these rules may be used based on a number of factors including, but not limited to: (a) information received by the principal or his designee from teachers, or students, law enforcement officers, or detection devices including trained dogs; (b) the past records of the student whose locker is to be inspected (c)the seriousness of the problem to which the search is directed, such as violence or

drug use in the school; and (d) the behavior of the student, for example, indicates that the student is under the influence.)

- (2) Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon practicable thereafter.

e. Inspection of All Lockers

1. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, assistant principal, superintendent, assistant superintendent, or their designee, reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of
  - an interference with school purposes or an educational function,
  - a physical injury or illness to any person (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
    - when the school corporation receives a bomb threat;
    - when evidence of student drug or alcohol use creates a reasonable belief of student use;
    - mid-term, end of grading period, and before school holidays to check for missing library books, or lab materials or school equipment;
    - When student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.
    - If a general inspection of a number of lockers is necessary then all lockers in the defined inspection will be examined. Students will not necessarily be given the

opportunity to be present while a general inspection is being conducted.

### **Inspection of a student operated motor vehicle on school premises.**

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student, to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Lack of cooperation by a student, parent or guardian, or the motor vehicle owner to provide access to a motor vehicle on school premises at the time when reasonable cause for search by a principal or his designee, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle on school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises. Also, failing or refusing to follow a direction from a school official to search a vehicle is grounds for suspension/expulsion.

### **Student Material**

When conducting an inspection pursuant of these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal contraband.

### **Disposal of Confiscated Contraband**

All contraband confiscated may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8. 1-5-4; (c) deliver to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (d) destruction.

- I. Involvement of Law Enforcement Officials
  1. The principal, assistant principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administration in inspecting lockers or their contents for purposes of enforcing school policies or state laws if such assistance is required:
    - to identify substance which may be found in the lockers; or

- to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers: or to aid the school official as necessary.

2. If a law enforcement official requests to inspect a student's locker or its contents , the school official shall require the production of a search warrant before allowing such official to inspect or conduct the search, himself

3. If a law enforcement official requests the principal to make an inspection of a locker or its contents, the school official may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials give rise to a reasonable suspicion that a locker or lockers contains contraband.

j. Locker Cleaning

Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) from time to time in accordance with a general housekeeping schedule or (b) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

k. Publication of Rules

A copy of these rules shall be provided to each student at the start of each school year or as soon as practicable after the student's enrollment in the school. The student will share the rules with their parent or guardian A copy of the handbook and rules are available to students on the first day of school to be downloaded. A copy is also available on the corporation website for download.

## DOG SEARCH POLICY

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds in middle and high schools. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search. Dogs are utilized to help maintain school safety.

## **RIGHT TO SEARCH**

A school administrator has the right to search a person, place, or thing (this includes school lockers and vehicles driven by students to school) as long as the administrator has reasonable suspicion that such a search would lead to the discovery of:

1. Evidence of violation of the student conducts standards contained in the student handbook;
2. Anything which presents an immediate danger of physical harm or illness to any person. Federal and state laws make the possession, use, sale, or delivery of alcoholic beverages and controlled substances illegal.

## **DEFINITION OF SCHOOL PURPOSES**

As used herein, the term "school purposes" is defined as it is in IC 20-8.1-1-8 (Acts 1980, P.L. 146):

....the term "school purposes" refers to the purpose for which a school corporation operates, including:

- ( 1 ) to promote knowledge and learning generally
- ( 2 ) to maintain a safe and orderly and efficient educational system
- ( 3 ) to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 of by any other statute as used herein the term " educational function " is defined as it is in IC 20-8.1-1-9 ( IC 1971, 20-8.1-1-9, as added by Acts 1973, P.L. 218):

....the term "educational function ", means the performance by a school corporation, or its officers or employees, of an act or as a series of acts in carrying out school purposes.

## **Seclusion Policy**

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to themselves or others. However, significant violations of the law, including assaults on other students and staff, will be reported to the police. As soon as possible, after any use of seclusion or restraint, the student's parent or guardian will be verbally notified. Within 24 hours the parent or guardian will also be provided with a written detailed account of the incident, including the circumstances that led to the use of the seclusion or restraint.

## **HOURS OF OPERATION FOR THE SCHOOL DAY:**

Doors Open:	7:30 am
Office Hours:	7:30 am - 4:00pm

Attendance Office hours:	7:30 am -3:30pm
Guidance Office Hours:	8:10 am- 3:30 pm
First Bell:	8:20 am
Tardy Bell:	8:25 am
Dismissal:	3:30 pm

## BELL / CLASS SCHEDULE

Monday, Tuesday, Friday, Bell / Class Schedule

1st Period	8:25-9:09
2nd Period	9:14-9:58
3rd Period	10:03-10:47
4th Period	10:52-12:17
"A" Lunch	10:52-11:17
Class	11:22-12:17
"B" Lunch	11:22-11:47
Class	10:52-11:22
	11:52-12:17
"C" Lunch	11:52-12:17
Class	10:52-11:52
Viking Success	12:22-1:04
5th Period	1:09-1:53
6th Period	1:58-2:42
7th Period	2:47-3:30

## BELL / CLASS SCHEDULE

Wednesday's Bell Schedule

1st Period	8:25-9:50
3rd Period	9:55-11:20

Thursday's Bell Schedule

2nd Period	8:25-9:50
SRT Period	9:55-11:20



#### 5th Period

Lunch "A" 11:25-11:50

Class 11:55-1:14

Class 11:25-12:15

Lunch "B" 11:55-12:20

Class 12:25-1:14

Class 11:25-12:45

Lunch "C" 12:45-12:50

Class 12:50-1:14

Viking Success 1:19-2:00

7th Period 2:05-3:30

#### 4th Period

Lunch "A" 11:25-11:50

Class 11:55-1:14

Class 11:25-12:15

Lunch "B" 11:55-12:20

Class 12:25-1:14

Class 11:45-12:45

Lunch "C" 12:45-12:50

Class 12:50-1:14

Viking Success 1:19-2:00

6th Period 2:05-3:30

### **SCHOOL DELAYS OR CANCELLATION**

When school is delayed or canceled WROI, 92.1 FM (Rochester); WRSW, 107.3 FM (Warsaw), WOWO, 103.1 FM (Ft. Wayne), WNDU-TV (Channel 16, South Bend), and WSBT-TV (Channel 22, South Bend) will be notified to place the announcement on their respective stations. Remember our correct name is "Tippecanoe Valley School Corporation." Please do not call the school or school officials. These lines must be kept open for official business. A new parent alert caller system is utilized to notify parents of school delays and cancellations.

### **VISITOR POLICY**

Parents and patrons of Tippecanoe Valley High School Corporation are welcomed and encouraged to visit the high school at any time. However, since schools are a place of work and learning, certain limits must be set to visits. The building administration team is responsible for all persons in the school building and on school grounds. For these reasons, the following policy applies to visitors to the school:

- 1) Anyone who is not a regular staff member or student of the school will be termed a "visitor".
- 2) Any visitor to the school will report to the school office when entering the school, and receive authorization to visit elsewhere in the building. All "visitors" must wear a visitor's pass while in the school building. Visitors other than parents and patrons are not permitted in the school.

## **CRIMINAL TRESPASS**

School administrators are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave school grounds. (I.C. 35-43-2-2 )

The principal or designee is authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the fullest extent of the law when persons trespassing on school grounds, cause damage to school property, loitering, and any other disruptive activity.

## **PERSONAL ELECTRONIC AND LISTENING DEVICES**

A student may possess and use their electronic device only during the following times during the school day: before school begins for the day, during passing period, at lunch, after school has let out for the day. If a student violates this policy, staff members have the right to confiscate the device and return it to the student at the end of the school day. If the device is taken and is given to an administrator, it can be picked up by the student at the end of the day. If the device is taken from a student for the second time, it is given to an administrator and is able to be picked up by the end of the day. If a device is taken after the second time from any student, this constitutes defiance. The third and fourth time a device is taken, a student is assigned a detention and a parent/guardian must come to pick up the device. After the fourth incident the student has (does not have to be in the same class) the student may no longer be allowed to have a cell phone on school property during school hours. If a student shows willful defiance and has a device taken a fifth time, he/she will be assigned ISS or OSS, at the administrator's discretion. Students are allowed to listen to MP3's and Ipods only during passing periods and lunch periods. Students are expected to put these devices away for the remainder of the school day.

"Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

Using electronic devices to take pictures and record audio or video without permission could result in disciplinary action. Privacy laws prohibit photo or video of individuals whose parents have completed the request form.

If a student is asked to open their phone to allow the contents of the phone to be searched when requested by an administration and they refuse this will be considered insubordination and may result in loss of cell phone privileges at school as well as other consequences to be determined by administration.

## **FUND RAISERS**

All fund raisers or any items sold in school must first obtain administrative approval before the items are sold. "T" shirts also fall under fund raising guidelines even if profit is not being sought. Any

"T" shirt/s having any school affiliation/s must have prior approval by the principal before orders are placed

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## Conduct-

### TIPPECANOE VALLEY SCHOOL CORPORATION STUDENT CODE OF BEHAVIOR

School Behavior - Rights - Responsibilities - Regulations - and Procedures

I. The entire foundation and success of public school education depends on the basic concept of self-discipline, a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the School Corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching/learning process to proceed in a safe and orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. However, in the absence of self-discipline, the superintendent, principal, administrator, teacher, or non-certified personnel, of the school corporation is authorized to take certain actions reasonably desirable necessary to help a student, to further school purposes, or to prevent an interference with the educational process. Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, corporal punishment, probation, referral to special personnel in the

schools (counselor, assistant principal, principal), parent conferences, detention, suspension, referral to special central office personnel in dealing with pupils involved in school discipline problems, but are not necessarily limited to only these. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion.

Maintaining an effective and productive learning environment is the responsibility of the total school population. Proper student conduct will ensure each student an equal opportunity to become a responsible individual and develop to his/her fullest potential. The above expectations are expected of each student enrolled at Tippecanoe Valley High School. Students are under the Code of Behavior when attending any school related or sponsored activity, or in traveling to or from or any school activity.

### BULLYING LAW

Students are to report acts of bullying to any school employee. Bullying will be addressed accordingly by school officials.

TVSC Bullying/Cyberbullying Policy: Indiana Code 20-33-8-0.2

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
  
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or

- 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.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
  4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the building principal/assistant principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal/assistant principal. This report may be made anonymously.
  5. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
  6. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
  7. 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 bullying.

LEGAL REFERENCE: I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

### **SUSPENSION FROM SCHOOL**

A school principal (or designee) may deny student the right to attend school or take part in any school function for a period of up to 10 school days. The principal may recommend expulsion to the superintendent who may lengthen the suspension pending a hearing.

## **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 25 listed under the grounds for Suspension and Expulsion in this policy.

LEGAL REFERENCE; 20U.S.C. 8001 20U.S.C. 8002 I.C. 20-8.1-5.1-1ET seq.

## **DRESS AND APPEARANCE**

Students at Tippecanoe Valley High School have a variety of choices in individual style of dress. Clothing should not be disruptive to the educational environment and must not pose a threat to the health, safety, or welfare of the individual or other students. Students are expected to observe ordinary standards of good grooming with attire appropriate to a comfortable, but working school atmosphere. Clothing is expected to be in good repair above the knee area.

Handkerchiefs, hats and headbands should not be worn in the school building or on school property. Shorts and skirts may be worn but they must be appropriate to a business-like atmosphere. Shorts should be loose-fitting dress or walking shorts. Shorts and skirts must be mid-thigh to knee length with a finished hem. Cutoffs, running shorts, miniskirts, bathing suits, and short shorts are not allowed.

Further restrictions include midriff tops, halter tops, spaghetti straps, cut-off shirts, skintight clothing, biking shorts, clothing which contains holes or fringes without a hem, shirts that are open on the side, loose fitting tank tops and shirts with vulgar, lewd, or suggestive language.

Students may not wear clothing which advertises products that are illegal for them to possess and/or at school. Dress is expected to be clean and free of ornamentation which could cause damage to school property. Objectionable clothing and jewelry under these guidelines will be determined by the judgment of school officials. Any type of chain (billfold, cosmetic, heavy chained jewelry or jewelry that could be used as a weapon etc.) is considered a weapon and inappropriate to wear at school.

Students found to be in violation of the dress requirement/s will be warned and change of clothing arranged on the first occurrence. On the second violation the student may be assigned detention time or other disciplinary action.

The administration reserves the right to use their discretion in determining the type of clothing and jewelry (ornamentation) appropriate for the school setting.

## **PUBLIC DISPLAY OF AFFECTION**

Students should limit public display of affection to hand-holding while on school grounds. Students found to be in violation will be given a verbal warning on the first occurrence. Second occurrence will result in detention. Repeated violation will be considered insubordination and will result in ISS, a parent phone call and/or further disciplinary action imposed.

## SIGNS AND POSTERS

All signs and posters should be placed on the bulletin boards provided by the school. All of these should have the approval of the Principal, Assistant Principal, or Athletic Director.

## PASSES

Students are not permitted in the parking lot during school hours without an administrator or SRT to escort them to and from their vehicle. Students should report to classes on time and remain in the classroom until the dismissal bell. Students in the hallways during class time must have a pass from a teacher, administrator, or other staff member.

## Contacts

### BOARD OF SCHOOL TRUSTEES

Todd Hoffman.....phone number- 574-268-7189 .... hoffmant@tvsc.k12.in.us

~~Tom Craft.....phone number- 574-306-8226.... craft@tvsc.k12.in.us~~

Bryan Murphy .....phone number- 574-893-1869... murphyb@tvsc.k12.in.us

~~Dave O'Brien.....phone number- 574-491-3311.... o'briend@tvsc.k12.in.us~~

Stan Miller.....phone number- 574-268-8536... millers@tvsc.k12.in.us

Adam Heckaman.....phone number- 727-808-4394... heckamana@tvsc.k12.in.us

Aaron Zolman.....phone number- 574-551-3969... zolmana@tvsc.k12.in.us

### ADMINISTRATION

Brett Boggs.....Superintendent of Schools

Blaine Conley.....Assistant Superintendent of Schools

Dr. Michael Bendicsen.....Principal

Jon Hutton.....Assistant Principal

Duane Burkhart.....Athletic Director

Scott Smith.....Assistant Athletic Director  
Sarah Tillman.....9th and 11th grade Guidance Counselor  
Stephanie Anglin..... 10th and 12th grade Guidance Counselor

**OFFICE AND BUILDING PERSONNEL**

Andrea Michel.....Media Specialist  
Shelly Holloway .....Head Cook  
Christine Tinkey .....High School Secretary  
Shelly Yarian.....High School Treasurer  
Mary Lu Owens.....Attendance/Guidance Secretary  
Emily Gearhart.....Athletic Secretary  
Mira Leon.....Head Custodian  
Diane Shambaugh.....Day Time custodian  
Maria Baca.....Night Custodian  
Cory Stonebreaker.....Night Custodian  
Michelle Hoffman.....Night Custodian  
Maria Gomez.....Night Custodian  
Leanna Vick.....Night Custodian

**IMPORTANT PHONE AND FAX NUMBERS**

TVSC Administrative Office.....574-598-2759  
8343 S St Rd 19  
Akron, IN 46910           FAX.....574-598-2177



Tippecanoe Valley High School.....574-598-2100  
 8345 S St Rd 19  
 Akron, IN 46910 FAX.....574-598-2177

Tippecanoe Valley Middle School.....598-5742200  
 11303 W 800 S  
 Akron, IN 46910 FAX.....574-598-2266

Akron Elementary School.....574-598-2367  
 202 E Rural St Box 8  
 Akron, IN 46910 FAX.....574-598-2361

Burket Educational Center.....574-598-2600  
 5095 S 700 W Box 8  
 Burket, IN 46508 FAX.....574-598-2615

Mentone Elementary School.....574-598-2590  
 Box 457 Yale & Jackson  
 Mentone, IN 46539.....FAX.....574-598-2575


Bus Garage.....574-598-2490  
 11351 W 800 S  
 Akron, IN 46910 FAX.....574-598-2177

**CONTACT INFORMATION**








E-Mail addresses for any employees in the corporation that have access can be reached by typing their last name, their first initial of their first name plus: @tvsc.k12.in.us.







SAMPLE:Doel@tvsc.k12.in.us






Phone Number- 574-598-2100 will get you to the Main Office during the day to be transferred to a teacher and after 4:30 you may call in to the answering service and dial the name in using the phone key pad to reach a teachers voice mail.







	<p>Stephanie Anglin</p>	<p>Freshman/ Junior Counselor</p>	<p><a href="mailto:anglins@tvsc.k12.in.us">anglins@tvsc.k12.in.us</a></p>	
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	Jen Backus	Trainer	<a href="mailto:backusj@tvsc.k12.in.us">backusj@tvsc.k12.in.us</a>	
	Wes Backus	Building Trades	<a href="mailto:backusw@tvsc.k12.in.us">backusw@tvsc.k12.in.us</a>	
		Principal		
	Sarah Tillman	Sophomore/Senior Counselor	<a href="mailto:tillmans@tvsc.k12.in.us">tillmans@tvsc.k12.in.us</a>	
	Duane Burkhart	Economy, Sociology, Athletic Director	<a href="mailto:burkhardt@tvsc.k12.in.us">burkhardt@tvsc.k12.in.us</a>	
	Genoveva Ramirez	French Teacher	<a href="mailto:remirezg@tvsc.k12.in.us">remirezg@tvsc.k12.in.us</a>	
	Annette Chenoweth	English Teacher	<a href="mailto:chenowtha@tvsc.k12.in.us">chenowtha@tvsc.k12.in.us</a>	

	Deb Day	Chemistry Teacher	<a href="mailto:dayd@tvsc.k12.in.us">dayd@tvsc.k12.in.us</a>
	Kristen Ekhoﬀ	Math Teacher	<a href="mailto:ekhoﬀk@tvsc.k12.in.us">ekhoﬀk@tvsc.k12.in.us</a>
	Aaron Engbrecht	Careers Teacher	<a href="mailto:engbrechta@tvsc.k12.in.us">engbrechta@tvsc.k12.in.us</a>
	Shelly Engle	English & Student Publication Teacher	<a href="mailto:engles@tvsc.k12.in.us">engles@tvsc.k12.in.us</a>
	Dan Franklin	Transportation/Construction Systems Teacher	<a href="mailto:franklind@tvsc.k12.in.us">franklind@tvsc.k12.in.us</a>
	Brittani Bush	Health & P.E. Teacher	<a href="mailto:bushb@tvsc.k12.in.us">bushb@tvsc.k12.in.us</a>
	Emily Gearhart	Athletic Secretary	<a href="mailto:gearharte@tvsc.k12.in.us">gearharte@tvsc.k12.in.us</a>

	Rod Hamman	Math & Physics Teacher	<a href="mailto:hammanr@tvsc.k12.in.us">hammanr@tvsc.k12.in.us</a>
	Don McCune	School Resource Officer	<a href="mailto:mccuned@tvsc.k12.in.us">mccuned@tvsc.k12.in.us</a>
	Matt Malless	JAG Teacher	<a href="mailto:mallessm@tvsc.k12.in.us">mallessm@tvsc.k12.in.us</a>
	Crystal Heckaman	Anatomy & Biology Teacher	<a href="mailto:heckamanc@tvsc.k12.in.us">heckamanc@tvsc.k12.in.us</a>
	Doug Heinhold	CAD Teacher	<a href="mailto:heinholdd@tvsc.k12.in.us">heinholdd@tvsc.k12.in.us</a>
	Staci Revere	Literacy Coach	<a href="mailto:reveres@tvsc.k12.in.us">reveres@tvsc.k12.in.us</a>
	Jon Hutton	Assistant Principal	<a href="mailto:huttonj@tvsc.k12.in.us">huttonj@tvsc.k12.in.us</a>

		Math Teacher	
	Deb Johnson	Special Education Head	<a href="mailto:johnsond@tvsc.k12.in.us">johnsond@tvsc.k12.in.us</a>
	Shelly Holloway	Head Lunch Lady	<a href="mailto:holloways@tvsc.k12.in.us">holloways@tvsc.k12.in.us</a>
	Mira Leon	Head Custodian	<a href="mailto:leonm@tvsc.k12.in.us">leonm@tvsc.k12.in.us</a>
	Shauna Magid	Biology Teacher	<a href="mailto:magids@tvsc.k12.in.us">magids@tvsc.k12.in.us</a>
	Mike Miller	Social Studies Teacher	<a href="mailto:millerm@tvsc.k12.in.us">millerm@tvsc.k12.in.us</a>

	Lisa Lynch	Art Teacher	<a href="mailto:lynchl@tvsc.k12.in.us">lynchl@tvsc.k12.in.us</a>
	Debbie Potter	School Nurse	<a href="mailto:potterd@tvsc.k12.in.us">potterd@tvsc.k12.in.us</a>
	Darren Parker	Business Teacher	<a href="mailto:parkerd@tvsc.k12.in.us">parkerd@tvsc.k12.in.us</a>
	Mike Jones	Ag Teacher	<a href="mailto:jonesm@tvsc.k12.in.us">jonesm@tvsc.k12.in.us</a>
	Mimi Ponce	Spanish Teacher	<a href="mailto:poncem@tvsc.k12.in.us">poncem@tvsc.k12.in.us</a>
	Janell Riner	Band Teacher	<a href="mailto:rinerj@tvsc.k12.in.us">rinerj@tvsc.k12.in.us</a>
	Gregg Sciarra	P.E. Teacher	<a href="mailto:sciarrag@tvsc.k12.in.us">sciarrag@tvsc.k12.in.us</a>

	Mary Lu Owens	Attendance/ Guidance Secretary	<a href="mailto:olsonm@tvsc.k12.in.us">olsonm@tvsc.k12.in.us</a>
	Cami Shriver	Special Education Teacher	<a href="mailto:shriverc@tvsc.k12.in.us">shriverc@tvsc.k12.in.us</a>
	Jeff Shriver	Government, Economy, Political Science & American Studies	<a href="mailto:shriverj@tvsc.k12.in.us">shriverj@tvsc.k12.in.us</a>
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	Alexis Wise	Study Hall	<a href="mailto:wisea@tvsc.k12.in.us">wisea@tvsc.k12.in.us</a>
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	Alissa	Math Teacher	<a href="mailto:trippedia@tvsc.k12.in.us">trippedia@tvsc.k12.in.us</a>



	Trippiedi		
	Kris Walker	Spanish Teacher	<a href="mailto:walkerk@tvsc.k12.in.us">walkerk@tvsc.k12.in.us</a>
	Mark Williamson	Choir Teacher	<a href="mailto:williamsonm@tvsc.k12.in.us">williamsonm@tvsc.k12.in.us</a>
	Katie Williamson	English & Math Teacher	<a href="mailto:winek@tvsc.k12.in.us">winek@tvsc.k12.in.us</a>
	June Yazel	English Teacher	<a href="mailto:yazelj@tvsc.k12.in.us">yazelj@tvsc.k12.in.us</a>
	Beth Landis	Consumer Education Teacher	landisb@tvsc.k12.in.us



## Tippecanoe Valley School Corporation Calendar

### August

- 3/4 Teacher Orientation/Staff Development Day
- 7 First day of School - All students; Full day

### September

- 4 Labor Day (No School)

### October

- 6 End of First Nine Weeks
- 12 Parent-Teacher Conferences-4-8
- 13 Parent Teacher Conferences 8-12 (no school)
- 16 Fall Break (no school)

### November

- 22-24 Thanksgiving Break (No School)

### December

- 19 End of first semester/Christmas Break begins end of school day

### January

- 3 Staff development day (no school)
- 4 School resumes

### February

### March

- 9 End of Third Nine Weeks
- 15 Parent Teacher Conferences-(4:00-8:00) School in Session
- 16 Parent Teacher Conferences-(8:00-12:00) No School
- 30 Good Friday NO SCHOOL

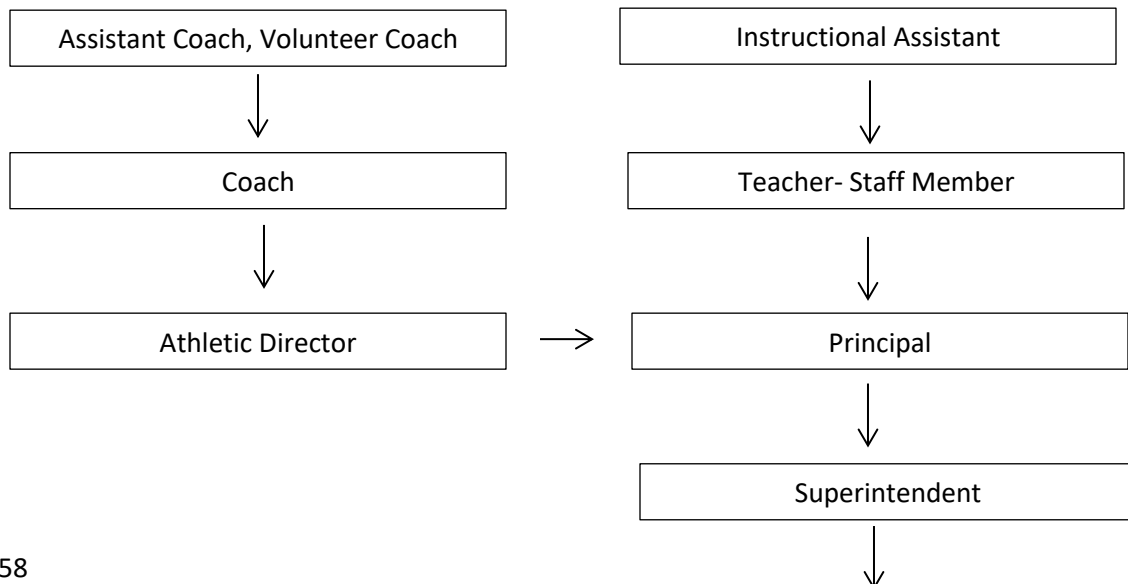
### April

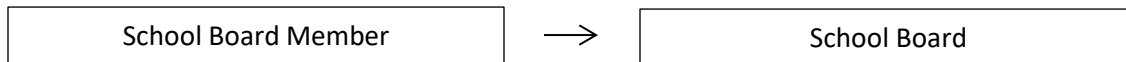
	2-6	Spring break begins
	9	School resumes
May	17	end of 4 <sup>th</sup> 9 weeks, students last day
	18-25	No School Emergency Make-up day
	29-31	No School Emergency Make-up day
	28	Memorial Day
June	1	Emergency make-up day
	3	TVHS Graduation

## CONCERNS

### CHAIN OF COMMAND

We understand that people will not always agree and conflict will arise from time to time. It is the best interest of everyone to resolve the conflict at the level from which it arose whenever possible. The following flow chart depicts the appropriate chain of command:





Please understand that individuals bypassing this chain of command will be directed back to the first link for resolution of the conflict. We sincerely hope that conflicts are few and that adherence to the chain of command will produce a more effective solution for all parties concerned.

## **EDUCATION RECORDS**

The following information is presented in accordance with Indiana State Law. Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy entitled Students Records. Generally, the policy provides for the following:

- (1) Records are confidential and may be disclosed only as provided in the School Board Policy
- (2) The policy concerns both elementary and secondary student education records.
- (3) Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post- secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
- (4) Students have a right to examine their records at reasonable times.
- (5) Before education records are disclosed to third-parties, the school requires a signed and dated written consent of
  - (a) parent of a student who is less than 18 years of age and not attending a post secondary educational institution, or
  - (b) a student who is at least 18 years of age or attending a post-secondary institution
- (6) Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or position of post secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system or institution of post-secondary education where the student seeks or intends to enroll with-out prior notification to the parent or students.
- (7) Directory information may be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or

local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filling the Denial of Permission to Release Certain Directory Information Without Prior Written Consent form from the principal's office no later than 14 calendar days from the beginning of the school year.

## **Departments- Attendance**

### **ATTENDANCE POLICY**

The development of high standards of dependability and reliability is a joint endeavor between the school and the parents/guardians of each student. Business, industry, and various professions expect and demand high standards of attendance and punctuality in the work force, therefore, the policies in our school reflect these same expectations. Through the combined efforts of parents, students, and the school, the goals of self-discipline and assumption of responsibility become major priorities in developing life skills and appropriate attitudes, as well as preparing adolescents for entry into adult life.

Tippecanoe Valley High School considers the development and maintenance of good attendance habits essential if a student is to gain the maximum benefit from educational offerings. It is difficult for students to learn if they are not in class. The teaching-learning process builds upon itself; therefore achievement is directly related to attendance. A day of education missed by a student can never be fully retrieved. Empty seats do not learn! Tippecanoe Valley High School will follow IHSAA standards which state that a student must be passing a minimum of five subjects each grading period.

Attendance and participation in class are essential if students are to gain maximum benefit of the educational program. Punctuality, dependability, and reliability are each personal characteristics that are necessary and respected in our society. Therefore, as part of the educational process, they are expected, encouraged and, as necessary, enforced.

Regular school attendance is the responsibility and a legal requirement of the student and the parent or guardian. Indiana attendance laws state: "A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school or, ..., the beginning of the fall school term for the school year in which the student becomes seven (7) years of age...(this includes students in kindergarten and first grade who are not seven years of age if they are enrolled in school); therefore, any student enrolled in the Tippecanoe Valley School Corporation, and their parents, are affected by Indiana Code. [IC 20-33-2-6]

Additionally, it also states, “If a parent of a student does not send the student to school because of the student’s illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is requested.” [IC 20-33-2-18] Therefore, if a doctor’s note is requested by the school to verify absence, it must be given to the school. The law further states that it is “unlawful for a parent to fail to ensure that the parent’s child attends school,” [IC 33-2-7] except in circumstances outlined below. Tippecanoe Valley High School has, in coordination with the other elementary schools and the middle school, adopted the following policy.

## Absences

**Excused/Documented:** These absences will be considered appropriate and excusable by office personnel. While students’ records will still reflect their absence from school, they will not result in disciplinary action by administration. These types of absences include (but may not be limited to):

(1) Absences verified by a medical, dental, or legal note (full day, ½ day, or tardy); a doctor’s note must be returned with the child no later than 2 school days after the appointment and indicate that the child was seen and/or treated at the office on the specified date(s).

Administration reserves the right to deny written notes that are questionable.

(2) Extended absence due to a physical or mental impairment

(3) Death and/or funeral of members of the household and/or immediate family; up to five (5) days will be allowed for any student for absence due to the death of father, mother, guardian, brother, sister, or grandparent; one (1) day of absence will be allowed due to the death of any other relative such as first cousin, aunt, uncle, nephew, niece or brother or sister-in-law

(4) Religious instruction/holiday; the absence must be verified in advance and a note from the parent and religious leader must accompany the child upon his/her return

(5) Court appearances verified by court documents; the absence must be verified in advance

(6) Absences due to legislative page or election poll service; the absence must be verified in advance

(7) Indiana State Fair exhibits; the absence must be verified in advance

(8) Participation in school-sponsored events

(9) Out of school suspension

(10) Other special circumstances approved by the administration

Work that is missed during an excused/documentated absence must be made up within the allotted time frame – one day for each day of the absence. It is the responsibility of the student and/or parent to ask the teacher for missed assignments; it is the responsibility of the teacher to check the work and give appropriate credit for the make-up work.

**Excused/Undocumented:** These absences are understandable but not necessarily condoned by administration. Students’ records will reflect these absences and disciplinary action will be taken by the administration according to the chart below. These types of absences include (but may not be limited to):

(1) Absences and tardy to school verified only by a parent phone call

(2) Family Medical Emergency (not directly affecting the students)

(3) Re-occurring cases of head lice

**Unexcused/Undocumented:** These absences are not excused in any way. They will be reflected on students' records and will subject students to disciplinary action. These types of absences include (but may not be limited to):

- (1) Truancy (as defined, a student's absence or tardy from school without the permission of a parent/guardian); habitual truancy is defined as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year
- (2) Absences where the parent has not called the school before 10:00 am
- (3) Family or personal reasons (i.e.- car trouble, missing bus, etc.)
- (4) No excusable reason
- (5) Family vacations – if the time missed from school is arranged and approved with the administration beforehand, work will be given to the student (as is allowed by circumstances) to complete for credit while gone; all work is due upon returning to school.

## Procedure for Reporting Absences

1. On the morning of the absence, the parent must call the attendance secretary at 574-598-2100 before 10:00 a.m.
2. Upon returning to school, the student will report to the attendance secretary with a note from home to obtain an admittance slip. The note must be received within 2 school days to classify as a documented absence.
3. If a student has been absent for more than three (3) consecutive days, a doctor's slip may be required.

## Release of Students during the School Day

If a student needs to leave school early, they must present a parental note to the attendance secretary in the morning. The attendance secretary will write a pass for the student to give their classroom teacher to be permitted to leave the classroom. The student must then return to the office and sign out. Any time a student leaves during the school day or comes to school after 8:15 a.m., they must sign out/sign in at the office and notify the attendance secretary or the absence may be considered truant.

### Parent Contact for Illness

Students must be evaluated by the nurse before they can be released from school for illness. Students are not allowed to text or call parents from cell phones if they think they are sick. Students who feel ill should request a pass to see the nurse. The nurse will call home if the student needs to leave school.

#### **\*\*NOTE\*\***

1. All absences are treated the same except for truancy. A parent is still required to notify the school for an absence.

2. Students may not attend any after school events or work if they are absent from school.

## **TARDIES**

A tardy will not be recorded on the student record if the student's classroom teacher granted permission before the bell sounded to use the restroom, etc. Also, if a student is issued a pass into class by another staff member, the pass will be honored and the student will not be counted tardy.

Students are expected to be in class on time. A student is tardy to class when the bell has rung and the student is not at their assigned learning station. All tardies beginning with the nine weeks and continuing through the nine weeks are excessive tardies. Therefore, tardies are counted per nine weeks.

1st and - teacher warning

2nd tardy- 30 minute detention

3<sup>rd</sup> tardy- 60 minute detention

4<sup>th</sup> tardy- One day ISS and parent notification

5<sup>th</sup> tardy-One Day ISS

6<sup>th</sup> tardy- One day OSS and parent notification

7<sup>th</sup> tardy- Three days OSS and recommended expulsion at administrator's discretion

## **DETENTION**

Behavioral detention is assigned to those students who are unable to conduct themselves according to the rules and regulations of our school. All behavioral detentions are 30-60 minutes in duration.

Behavioral detentions are served in the detention room under the supervision of the Assistant Principal or designee. All detentions must be served within five school days of assignment. Examples of behavioral detentions are violation of school rules, misconduct, horseplay, excessive tardies (see section on tardies), rudeness, insubordination, and discourteous behavior, bus discipline and etc.

If a behavioral detention is not served as specified above, the student shall automatically receive a further detention (60 minutes maximum) or an assignment of ISS. Habitual failure to serve will result in OSS, and possibly expulsion.

After the third behavioral detention in a semester, the fourth through sixth behavioral detention per semester shall automatically become an ISS assignment. Beginning with the seventh behavioral detention, each detention may become an out-of-school assignment with possible expulsion.

## DETENTION GUIDELINES

1. Students must arrive at the specified time to begin detention. No one is admitted late.
2. The student must work on schoolwork the entire detention period. Only school assignment materials or reading materials may be brought to detention.
3. The student may not talk, sleep, eat, leave his/her seat, or pass a note during detention.
4. If a student fails to follow the above guidelines, he/she will be dismissed from detention and will automatically receive more severe consequence.

## TRUANCY

Truancy is defined as the willful absence of a student without consent or knowledge by a parent/guardian or school, or absent from school when there is an attempt to evade the School Attendance Law or in violation of School Attendance Policy. Truancy is not condoned and will result in suspension and assignment of disciplinary points (explained under the discipline policy). Excessive truancy may be considered grounds for expulsion. Habitual truancy will be defined as any student who accumulates 11 or more unexcused absences within a semester. Students will not be allowed to receive credit due to truancy. Failure to provide verification of any absence will be considered truant. Verification of absences must be validated within 24 hours of the absence.

## TRUANCY

- I. Truancy - The following will be considered truancy:
  - A. Definition
    1. Absence from school without the permission of the school and the parent.
    2. Leaving school without permission of an administrator or designee.
    3. Absence from class, study hall, or an assigned activity, without a pass from a teacher, nurse, administrator, or designee.
    4. Any absence that is not verified.
  - B. Consequences for Truancy:

Teachers may choose not to allow students to make up work for the days of truancy. Students identified by the attendance office as being truant will be assigned consequences in the following manner:

    1. First Truancy one day ISS-administrators discretion.



2. Second Truancy-one to three days of ISS- administrator's discretion.
3. Third Truancy – three to five days out of school suspension, which will be assigned by the Assistant Principal, and notice may be sent to the Kosciusko and Fulton County Juvenile Office/Prosecutor's Office. Parent notification by the Assistant Principal.
4. Fourth Truancy - Out of school suspension (5 days) and recommendation for expulsion. Notification will be sent to the Kosciusko and Fulton County Juvenile Office/Prosecutor's Office and both town Marshalls of Akron and Mentone will be notified.

In addition, the school may file with the State of Indiana a request that the driver's license or learner's permit for the operation of a motor vehicle be suspended if student becomes, by definition, an "habitual truant."

A student who is expelled for habitual truancy may not be issued an operator's license or learner's permit until age 18 or until he/she is a student in good standing in the school. If the student has a worker permit at the time of being a habitual truant, then that student may lose his/her work permit.

The statute permitting this suspension of driving privileges was enacted to cause students to attend school regularly.

1. Work permit revocation.

Per state statute and school rules covered elsewhere in this document. Work permits may be revoked for the following:

- a. An employment certificate may be denied a minor whose school attendance is not in good standing or whose academic performance does not meet the school corporation's standards.
- b. Once issued, an employment certificate may be revoked by the issuing school, if there occurs a significant decrease in the minor's grade point average or school attendance.

## **UNEXCUSED ABSENCE**

Any absence which is not approved by school officials and/or failure of parental contact either by phone or note and/or failure of verification of any appointment will be considered as an unexcused absence with no make-up allowed and possible suspension assigned.

1. Emergency at home. (ex: car trouble)

2. Court appearances not required.
3. Personal business.
4. Unapproved family vacation trips
5. Truancy/Unverified Absences.
6. All other absences not listed as excused.

Teachers may choose not to allow students to make up work when the absence is unexcused.

#### ATTENDANCE PROBLEM AREAS

##### I. Excessive Absence

Any student who accumulates six (6) absences from any single class period in a semester may be placed on a Non-Credit Status in that class. The student will be given written notice, by the Assistant Principal that he/she is being considered for the loss of class credit, expulsion, etc. because of poor attendance. Copies of the excessive absence will be forwarded to:

- A. The student
- B. The parent (s)/guardian(s)

Any student who misses in excess of 10 days may be placed on an attendance contract signed by the student, a parent/guardian, and the assistant principal or designee. The student is allowed to miss no school days for the rest of the semester. Doctor's excuses and probation meetings will not count against the student's attendance record while on contract. If the student violates his/her attendance contract, he/she is subject to lose credits designated in the contract for the semester. Students may be placed on an attendance contract for missing excessive days in a semester. If the student violates the contract, then the student loses credits for the semester.

If the student feels that justifiable or extraordinary circumstances have contributed to the six (10) DAY (SINGLE CLASS PERIOD) LIMIT, the student may appeal to the attendance committee for credit.

#### **Appointments during School Time** / Release of Students During The School Day

Although the scheduling of appointments for students during the school day is strongly discouraged, we realize it is sometimes unavoidable. Any time a student must leave school during the school day he/she must first have administrative approval. A student requesting release should bring a written request from a parent/guardian to the school office to receive approval and pick up a passport with the time of release written on the form. The student should then go to the office at the appointed

time and sign out. If the reason for leaving is an approved medical appointment, the student is responsible for obtaining a Verification of Appointment slip either from the school office or from the doctor's office. Upon returning to school, the student should present the completed verification form to the office and receive an admit slip for the classes missed due to the appointment. ANY TIME A STUDENT LEAVES DURING THE SCHOOL DAY OR COMES TO SCHOOL AFTER 8:10am, HE/SHE MUST SIGN OUT/SIGN IN THE OFFICE AND NOTIFY THE ATTENDANCE OFFICE OR THE ABSENCE WILL BE CONSIDERED TRUANT. STUDENTS MUST ALWAYS HAVE PERMISSION FROM THE ATTENDANCE OFFICE IN ORDER TO LEAVE SCHOOL GROUNDS.

Students who are non-drivers will be released only to parents or guardians unless prior arrangements have been made. Students will wait in the office until the person picking them up arrives.

## **SUMMER SCHOOL**

Summer school attendance is crucial because of the intensive time. The students must be present 72 hours out of 80 total hours of instruction to receive credit for the class. This is a state mandate for credit consideration.

### Indiana Code 20-8.1 - 3 - 34 **a. Compulsory Attendance**

The Indiana compulsory school attendance law compels all children of legal school age to attend public school or its equivalent every day during the school year that the school is in session. It is unlawful for a parent to fail, neglect, or refuse to send his 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 schools, and have met with school officials to determine the students educational placement. (Home School)

## **Departments- Guidance**

### **GUIDANCE AND COUNSELING**

The guidance offices are located adjacent to the high school office. The major goal of the guidance department is to promote open and honest communication among students, parents, teachers, and administrators, and be an advocate for the student. The counselors help each student develop a four year course plan to get the most out of the educational offerings at Tippecanoe Valley High School. Students are provided assistance in career planning and decision-making. Scholarship information is also available through the guidance department.

The guidance counselors are educated to help each student reach his/her fullest potential in high school. Helping students deal with personal problems that interfere with school is a top priority. The guidance office is one of the school's best sources for help or to receive information. We hope each student will take full advantage of the services offered.

## SCHEDULE CHANGES

All Schedule Changes:

Schedule changes should be made by the last day of the prior school year or on day(s) of registration prior to the beginning of school.

Changes may only be made after the specified dates if:

1. A student has seven credit courses and would like to drop one course for a study hall (changes must be made within the first 10 days of the semester).
2. An administrative petition (changes must be made within the first 5 days of the term).
3. A student needs a change to meet graduation requirements.
4. A student did not receive a requested course.
5. A student does not meet the prerequisites of the course.
6. A student is not scheduled for six classes each term.
7. A student is removed from a class by administrative decision.
8. A computer error.
9. Class sizes need to be balanced.

There will be no new billing or refunds made for schedule changes made after school starts until after the beginning of the nine weeks.

## STANDARDIZED TESTING

### ISTEP+ECA

ISTEP+ End-of-Course Assessments (ECA's) in Algebra and English 10 are the Graduation Qualifying Exam's (GQE's) that all students must pass in order to receive a high school diploma.

### PSAT/SAT

Juniors and Sophomore's may also sign up to take the PSAT. There is a fee for this test and the test is given at local schools throughout the country on one Saturday and one Tuesday a year. The test is given at local schools throughout the country on one Saturday and one Tuesday in October. This test gives one an idea of how well they might do on the SAT. It may also qualify them for some scholarships including the National Merit Scholarship.

During the last half of their Junior year, college bound students should register to take the SAT or ACT. (Guidance recommends the January testing date) These tests are given periodically from Oct. through June and are required by most 4 year colleges. The dates of these tests and the forms to register are available in the guidance office, along with a practice test. Some seniors also take this test during the 1st part of the school year, usually as a retake attempt to raise their score.

## CORE 40-- Indiana's single curriculum

The Indiana Core 40 curriculum was adopted by the State Board of Education and the commission for Higher Education on February 3, 1994. In addition, Core 40 meets the requirements in the Indiana workforce Legislation passed by the General Assembly in 1992 to meet the technology and college preparation curriculums. All students, except those with individual education plans, will enroll in Core 40 classes and must work towards meeting its expectations. Indiana students, who want to be considered for regular admission to Indiana's four-year colleges and be eligible for additional state financial aid, must successfully complete the Indiana Core 40. The same courses are suggested for students planning to seek admission to a two-year public college or entry into the workforce.

1. Tippecanoe Valley High School requires 44 credits for graduation. Students must take 28 to 30 credits from the following list of courses.

One credit equals one semester or one half of a school year, except for physical education.

2. Choose 2 to 4 more credits from any courses at your school.

Important Note: Colleges may use additional factors to determine who is admitted. Class rank, test scores, essays, and interviews may influence the admissions determination. Within institutions, some degree programs may impose additional requirements. Colleges may also have a special admissions process for those students not meeting the above requirements.

## The Indiana Academic Honors Diploma

The Academic Honors Diploma, a special high school diploma offered by the state of Indiana, is a curriculum of specific courses which will prepare students for the rigors of college course work. Encompassing a wide variety of interest areas, the Indiana Academic Honors Diploma introduces students to many fields of study.

### Requirements for the Academic Honors Diploma

\*Complete at least forty-seven (47) high school credits between ninth and twelfth grades. In addition to all Core 40 requirements, a student must take 6 credits in a foreign language (or four credits in each of two foreign languages), two fine arts credits, and two math credits beyond Algebra II. (One credit equals one semester of the class, with the exception of physical education.)

\*Earn at least a C- in each course. (Any grade below a C- will cause students to be ineligible for the diploma unless they can retake the class and earn a C- or better in it. The right to retake a class and treatment of grades is based upon local high school policy.) Students must also have an overall 7.0 average.

\*Meet any additional graduation requirements of the school.

## Benefits of the Diploma

\*Indiana's public colleges will guarantee admission to their schools if students successfully complete all of the requirements of the Diploma. Ball State University, Indiana State University, Indiana University, IVY Tech State College, Purdue University, University of Southern Indiana, and Vincennes University will guarantee admission to recipients of the Academic Honors Diploma.

\*Also, recipients will receive a special seal on their high school diploma and a special notation on their high school transcript.

\*Additional financial aid is also available for students who qualify for state financial aid. Students, who complete the Academic Honors Diploma, attend an eligible Indiana college on a full-time basis, and are eligible for state financial aid, may receive 100% of the previous year's tuition and fees for public colleges and universities and up to 100% of the state's approved tuition limit set for the private colleges and universities. Award amounts will vary upon each student's demonstrated financial need. You must maintain satisfactory academic progress at your college and demonstrate financial need to remain eligible for this state award.

Core 40 with Technical Honors-Minimum 47 credits. In order to obtain this diploma, students must:

- complete all requirements for the CORE 40
- Complete a career-technical program (8 or more related credits)
- Earn a grade of "C" or better in courses that will count toward the diploma
- Have a grade point average of a "B" or better
- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.
- Complete two of the following, one must be A or B:
  - Score at or above the following level WorkKeys: Reading for Information-Level 6; Applied Mathematics-Level 6; Locating Information-Level 5
- Complete dual high school/college credit courses in a technical area (6 college credits)
- Complete a Professional Career Internship course or Cooperative Education course (2 credits)
- Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours)
- Earn a state-approved, industry-recognized certification

## **The Indiana Core 40**

Language Arts 8 credits in literature, composition, and speech

Mathematics 6 credits:

2 credits: Algebra I

2 credits: Geometry

2 credits: Algebra II

Science 6 credits

2 credits: Biology I

2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics

2 credits: any Core 40 science course

Social Studies 6 credits:

2 credits: U.S. History

1 credit: U.S. Government

1 credit: Economics

2 credits: World History/Civilization or Geography/History of the World

Directed Electives 5 credits:

World Languages

Fine Arts

Career/Technical

Physical Ed. 1 credit

Health and Wellness 1 credit

Electives 6 credits

## **The Indiana General High School Diploma**

English/Language Arts 8 credits

Credits must include literature, composition, and speech.

Mathematics 4 credits

2 credits: Algebra I or Integrated Mathematics I

2 credits: any math course

Science 4 credits

2 credits: Biology I

2 credits: any science course

Social Studies 4 credits

2 credits: U.S. History

1 credit: U.S. Government

1 credit: any social studies course

Physical Education 2 credits

Health and Wellness 1 credit

Career Academic Sequence 6 credits

Flex Credit 5 credits

## STUDENT RANKING

Student ranking is based solely upon a student's G.P.A.

### CLASS STANDING BY CREDITS

Grade	Credits
9th	0 - 11
10th	12 - 22
11th	23 - 33
12th	34 - 44

## CORRESPONDENCE COURSES

Any student wanting to obtain credit through correspondence course/s must have prior approval by the appropriate TVHS guidance counselor and approved by the principal. The courses must be taken through the I.U. independent studies department and supervised by the appropriate TVHS guidance counselor. No more than four (4) correspondent credits may be counted toward graduation requirements.

## COLLEGE VISITS

College visits are for Juniors and Seniors who have a pre-arranged appointment only. It is considered an excused absence if the parent notifies the school prior to the visit and the student brings back a verification of appointment. This absence does not count towards the ten day absence policy. Students are allowed two college visits that do not count toward their absences. Any visitations beyond this do result in absences toward the ten day policy.

## MEDIA CENTER

The Tippecanoe Valley High School Media Center is a place to discover new ideas and become familiar with a wide range of educational and recreational materials. It is a facility intended to be used by students and teachers alike. The Media Center houses books, magazines, pamphlets, newspapers, computers and various audiovisual software and hardware.

Internet access, Reading Counts, word processing and Power Point applications are all available on the computers in the media center. All computers are networked to a printer and there is also a copier in the Media Center.

The Media Center is open from 7:45 am to 3:30 pm each school day. Special hours may be arranged in advance by contacting the Media Specialist.



## Discipline

### DISCIPLINE PHILOSOPHY

Tippecanoe Valley High School recognizes the importance of maintaining a proper environment in which education can take place. It is the goal of Tippecanoe Valley high School to help every student develop an appropriate and serious attitude toward school and education so that each student may have the opportunity to learn and develop to his/her fullest potential. In the event of inappropriate behavior, we are responsible to present the student with consequences that are consistent with the behavior. Administrators will try to be fair and equal to all students. The goal shall always be to help each student assume responsibility for his/her actions and make appropriate adjustments in behavior as warranted.

### Definition of "In Possession" for purposes of these rules

Students are required to inspect their possessions and vehicle for the presence of items that may not be possessed on school property, before coming on school property. Students are "in possession" of an item for purposes of these rules when the items on their person, in their immediate possession such as in their hand, a pocket, a purse, or a backpack, is in a place under their control, or the student is aware the items in a place where the student has access such as a locker or shared locker or vehicle. More than one student may have "possession" of an item.

#### Assistance in interpreting school rules

Students, parents, or school employees unsure as to whether a particular act would be a ground for suspension, or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

#### Rule changes mid-year

Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## SUSPENSION

### IC 20-8.1-5-6

- A. Any principal may suspend a student for a period of no more than (10) ten school days, for conduct constituting grounds for expulsion or suspension as set out in section 4 of this chapter (IC 20-8.1-5-4). such suspension shall be made only after the principal has made an investigation thereof and has

determined that such suspension is necessary to help any student or to prevent interference with an educational function or school purposes; however, the student may be suspended by the hearing examiner until the date of the expulsion hearing if the hearing examiner determined that the suspension is necessary under IC 20-8.1-5-12.

**SUSPENSION PROCEDURES** WHEN a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting/phone call will be held prior to the suspension of any student. At this meeting the student will be entitled to:
2. A written or oral statement of the charges;
3. If the student denies the charges, a summary of the evidence against the student will be presented;
4. The student will be provided an opportunity to explain his or her conduct.
5. 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.

6. Following the suspension, the parents or guardians of suspended students 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.

## **EXPULSION AND THE PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parents are asked to appear in writing, or by telephone contact, at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent 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.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion- and the date, time, place and purpose of the meeting.
4. 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 charge against the student, and to present evidence to support the student's position.
5. 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. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal 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 arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

### **CONDUCT ON SCHOOL PREMISES AND WHILE SUSPENDED OR EXPELLED**

Any student who is expelled or suspended from school for a violation of any school rule will not be allowed to enter school grounds before, during, or after school hours for the duration of the expulsion period. "School grounds" is defined as property belonging to the school corporation. Any person who is subject to the Indiana Compulsory Attendance law and should be enrolled in Tippecanoe Valley School Corporation or any other Indiana school will not be allowed on school grounds before, during, or after school hours or attend or participate in any extracurricular events where Tippecanoe Valley is participating .

### **DRIVER'S LICENSES AND WORK PERMITS:**

If a student is suspended from school twice during the year, defined as a habitual truant or if a student is expelled from school, Tippecanoe Valley High School can report this information to the Indiana State Bureau of Motor Vehicles. The student's driver's license can be suspended by the State.

A student may not quit school in order to avoid the second suspension or expulsion. I.C. 20-8.1-3-17.2 and I.C. 9-24-2-4

## **POSSESSION OF A TOBACCO PRODUCT**

Under current Indiana law as provided by I.C. 35-46-1-10.5, a person less than 18 years of age who purchases tobacco, accepts tobacco for personal use, or possesses tobacco on his person commits a Class C Infraction punishable up to \$500.

## **LOITERING**

Loitering on school grounds will be in effect before, during and after the regular school day. Students or visitors may not loiter (to be slow in moving, to delay, to linger or lag behind) before or after the school day on school grounds or within 1000 feet of school grounds. This is intended both for vehicles and while in or around the school building. Also, students may not stand at their lockers. Students who are not in their lockers must walk and talk or report to the commons where students may assemble in the morning before the 8:25 A.M. tardy bell.

## **IDENTIFICATION BADGES**

Are obtained in the front office and are utilized to get lunch and to check out books in the media center.

## **GANG ACTIVITY OR ASSOCIATION**

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- a. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- b. Present a physical safety hazard to self, students, staff, and other employees;

- c. Create an atmosphere in which a student, staff, or other person' well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- d. Imply gang membership or affiliation by written communication, tattoos, drawing, painting, design, emblem upon any school or personal property or on one's person.
- e. Portable communication equipment such as cellular phone and pagers, whether operational or not, will not be allowed during school hours. This is a school safety issue.
- f. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### GANGS\*

No person may engage in any activity for the purpose of defending any street gang on or about school premises or school premises or school grounds or at any school-sponsored activity. The prohibited activities include, but are not limited to, a fight related to any gang activity.

Penalty:           1. Suspension one to ten (10) days; referral to Police: possible expulsion  
                          2. Expulsion and referral to police

#### Gang Memberships

No person may solicit any student, staff member, or visitor for membership in an organized group of youth or adults, commonly known as "street gangs", on or about school premises or at any school-sponsored activity.

#### Gang Related Symbols

No hats, jackets, or any item or clothing or jewelry containing the insignia of a street gang or otherwise commonly associated with a street gang may be worn on or about the school premises, or on school grounds, or to any school-sponsored activity.

#### Gangs/promoting, Drawing Gang Symbols, or "Representing"

No person may engage in any activity for the purpose of promoting any street gang on or about school premises or school grounds or at any school sponsored activity. The prohibited activities include, but are not limited to, drawing or displaying gang symbols on any surface or teaching others to "represent" or act like a gang member.

#### Violence, Intimidation, or Coercion Related to Gangs

No person may intimidate by violence or other means, or otherwise coerces any other person in any interaction related to a "street gang"

\*The administration reserves the right to determine the extent and nature of the discipline to be used.

### **Criminal Gangs and Criminal Gang Activity in Schools**

The Board of School Trustees of the Tippecanoe Valley School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or a school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

- (1) Either:
  - (A) Promotes, sponsors, or assists in; or
  - (B) Participates in; or
- (2) Requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The

investigation shall be completed and the written findings submitted to the principal as soon as possible, but no later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the result of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school Corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as a point of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE:        IC 20-26-18  
   IC 20-33-9-10.5  
   IC 35-45-9-1

#### Suspension or Expulsion Expectations

#### **grounds for suspension or expulsion listed**

(# 1 - 24 ) applies when a student is:

1. 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;
  - a. Off grounds school activity, function, or event
  - b. Traveling to or from school activity, function or event.
  - c. On school grounds at any time.



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 interference with school purposes or an educational function.

### **Student Discipline Infractions**

The principal or designee may discipline a student for any of the following acts but not limited to: \*

1. Loitering on school grounds without permission or not being part of an authorized group at school.
2. Wearing inappropriate clothing to school.
3. Causing trouble at any educational function or school sponsored event.
4. Repeated unexcused absences from school, individual classes or conferences.
5. Causing problems while traveling to and from school.
6. Repeated tardiness to school or individual classes.
7. Frequent or repeated offenses.
8. The use or possession of tobacco products or lighters on school property.
9. Electronic devices such as radios, Walkman's, iPod, MP3, cell phones, games, etc. are not permitted at school.
10. Refusal to obey school rules and standards or school authorities or advocating that others do the same.
11. Use of abusive and or vulgar, indecent language, or gestures.
12. Theft.
13. Extortion.
14. Throwing or propelling any object. Permitted athletic activities shall not constitute a violation of this provision.
15. Harassment. (Hazing, bullying, harmful pranks, sexual harassment, threats, or intimidation)
16. Indecent exposure.
17. Leaving the school, class or class assignments without permission from authorized school authority. (Truancy)

18. Setting off false fire alarms.
19. Disrespect for teachers or other school authorities.
20. Conduct constituting an interference with school purposes.
21. Public display of affection, or any inappropriate physical contact
22. Making excessive noise or behaving in any manner which disrupts the educational process.
23. Endangering the safety of others by driving an unsafe manner, fighting, pushing, shoving, tripping, and /or throwing any object which might cause bodily harm.
24. Soliciting of funds for any purpose without approval from the principal.
25. Cheating on a test, homework or any assignments
26. Mutilating, littering, defacing, or destroying school property at any time.
27. Setting any fire in or on school property at any time.
28. Refusing to give identity, to give false identification to any employee and /or failing to justify his/her presence, that is, by giving evidence that he has permission from an employee to be at a said location.
29. Possession of a forged or altered note.
30. Corruption of school communications, which include stand alone and on- line computers.
31. Knowingly possessing, handling, or transmitting any object that can be considered a weapon.
32. Inappropriate use of/or forging a hall pass. Forging or impersonating another person.
33. Forging or impersonating another person
34. Failing to attend school detentions or accumulating excessive school detention assignments.
35. Failing to attend Friday Night school, detention, or other corrective actions.
36. Careless, unsafe, or reckless driving.
37. Possession of or use of any substance which is not in compliance with the medication policy.

38. Involvement in gangs or displaying of gang paraphernalia (symbols, types of clothing, sign, colors, etc.)
39. Bullying.
40. Inappropriate use of school communication devices (office and classroom)
41. Making any unauthorized telephone call in order to be excused from attending school. Only school officials may authorize phone calls between 8:00 a.m. and 3:30 p.m.
42. Pungent sprays which include stink bomb types, patchouli oils, strong perfumes and like substances are not to be used or worn to school.
43. Passive resistance refers to a student who is not attempting to make progress within the classroom and/or giving little or no effort. Sleeping during class, refusing to do assignments, refusing teacher directives, excessive tardies, unexcused absences, etc. are forms of passive resistance.

#### **MAJOR OFFENSES\***

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
2. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's supervision.
3. Causing or attempting to cause damage to school property; stealing or attempting to steal school property; or damage or theft involving school property, regardless of its value.
4. Intentionally causing or attempting to cause damage to private property or stealing, or attempting to steal private property on school grounds or during an educational function or event off school grounds or repeatedly damaging or stealing private property.
5. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonable cause physical injury to a person or persons on school property or at any school function.
6. Intentionally doing serious bodily harm to any student.
7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or something of value from such a student.

8. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon or using objects as weapons.

Any offense occurring in rule #8 determined by the administration can be a probation referral.

. It is a violation of the disciplinary code of Tippecanoe Valley Community High School, as allowed by Indiana Code, to

- A. Possess, provide to another person, or be under the influence of any controlled substance which is or contains tobacco, alcohol, marijuana, a stimulant, or intoxicant, a narcotic, a depressant, or a hallucinogen, or any substance represented by the provider to be any of the listed controlled substances, on school grounds at any time or at any school-sponsored activity at any location including the school bus. Use of medication by a student prescribed by a medical doctor, a dentist or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Any student, who is unsure of possession, use of providing another person with any particular medicine or substance would violate this rule should contact an administrator before possessing, using or providing the medication or substance.
- B. Possess or provide to any person anything used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens on school premises at any time or at any school sponsored activity at any location including a school bus. Examples of things which are not to be possessed or provided to another person are pipes, rolling papers, clips, and literature or other such paraphernalia.
- C. Tobacco is a controlled substance. Indiana State Law forbids the possession or use of tobacco products by individuals who are less than 18 years old. Any Tippecanoe Valley High School student, regardless of their age, who possesses, uses or distributes tobacco products to other student's is in non-compliance of the Tippecanoe Valley High School code of conduct.  
  
Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products, such as "vape pens," which allow the inhalation of a vapor that have not been prescribed by a physician.
- D. Statutory omission of Title of 9 D (contraband that looks like or is represented to be certain prohibited items).

- E. Knowingly possesses, uses, provides or transmits to another person (by sale or otherwise), or be under the influence of any substance which looks like is, which the student represents to be, which the student has reason to believe is, or which has been represented to the student as a narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any substance which contains alcohol, marijuana, caffeine-based pills, substance containing phenylpropanolamine (PPA),
- F. Arranging for the sale or distribution of any item listed in categories 9-A-E while at school or any area listed in items 1, 2, 3 under grounds for expulsion or suspension.
- G. Engaging in the unlawful selling of narcotics or other violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.
- H. Failing in a substantial number of instances to comply with directions of teachers, during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes.
- I. Engaging in any activity forbidden by the laws of the State of Indiana, which constitutes an interference with school purposes.
- J. OVER THE COUNTER DRUG POLICY, RULES:
  - A. All drugs, over-the-counter and prescription must be registered with the school nurse and stored in the school health office.
  - B. Students will not abuse or distribute over-the-counter or prescriptive drugs.
  - C. Over-the-counter drugs include but are not limited to aspirin, Tylenol, cold, allergy, asthma, caffeine pills and mini-thins. SELLING OR REPRESENTING OVER-THE-COUNTER DRUGS AS CONTROLLED SUBSTANCES WILL RESULT IN EXPULSION.

Failure to register or store medications in the health office will result in:

- K. 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:
  - A. Engaging in sexual behavior on school property;
  - B. Disobedience of administrative authority;
  - C. Willful tardiness of students;

- D. 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, or intoxicant of any kind;
- E. 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.
- F. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

\*The administration reserves the right to determine the extent and nature of the discipline to be used.

S. = Suspension

ISS = In School Suspension

P.R. = Police Referral

OSS = Out of School Suspension

ALT.S=Alternative School

Exp = Expulsion Process

\*\* NOTE: This represents a partial list to help students recognize inappropriate behaviors, devices etc. at school. Please read the entire student handbook to fully recognize student expectations and code of student conduct.

\*NOTE: electronic devices, CD players, skateboards, hackey sacks, laser lights, yo-yo's, playing cards ect. are examples but not limited to only items. (Keep your toys at home!) Inappropriate behavior and attitude will be addressed and is part of the student conduct code.

## Discipline Procedures

1. Written and/or verbal warnings
2. Detentions
3. In School Suspension (ISS)
4. Out-of-School Suspensions (OSS)
5. Alternative Opportunities

\*The disposition will be administered for each individual referral or accumulation of referrals on an individual basis.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with I.C. 31-6-4-3(a)(7).

The high school administration reserves the right to waive any step, accelerate the discipline plan, or devise an alternative consequence based upon the severity of the situation and in accordance with I.C. 20 - 8.1-5.1-18b and any additional provision unique to the local situation.. The best interest of the school, the student, and the educational environment will be carefully considered.

NOTE: All Tippecanoe Valley High School discipline policies will be in effect at school during the day, on school grounds, or at any school related or sponsored activity. Other federal / state statues/ codes are also in effect.

#### IC 20-8.1-5-8 GROUNDS FOR SUSPENSION OR EXPULSION:

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable, conduct constituting an interference with school purposes, or urging 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:
  - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - B. 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.
  - C. Setting fire to or damaging any school building or property.
  - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

- E. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
  - F. Firing, displaying, possessing or threatening use of firearms, explosives, bomb, flares, propellants, black powder, percussion caps, matches, lighters of any type, or other weapons on the school premises.
2. Causing or attempting to cause damage or causing or attempting to steal school property or the property of another person or organization.
  3. Disrupting a class or school activity.
  4. Behavior that injures or presents a risk of injury to the student or another person. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Fighting is defined as: " An individual who becomes an aggressor while using any of their body parts to inflict harm."
  5. Harassing, threatening, hazing, or intimidating another person. "Harassing" behavior is unwelcome behavior that interferes with a victim's ability to learn or derive benefit from a school activity that is directed toward the victim after the victim [ or another person on the victim's behalf] has stated or shown that the behavior is unwelcome. "Intimidation is a person who communicates a threat to another person with intent of placing fear or that the other person engage in conduct against the other person's will. " Hazing" behavior is behavior directed toward a student with or without that student's consent that is abusive, demeaning or dangerous.
  6. Possessing, providing, or transmitting to another a knife, firearm, bullets, a dangerous device, deadly weapon, fireworks, or other item/s that is or appears to be a dangerous device. "Dangerous device" IC 35-41-1-8 means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student at the direction of a teacher during school or a school activity. The term includes all weapons, fireworks, a smoke or noise bomb, a handgun, a rifle, shotgun, a stun gun, chemical mace, pepper spray, a laser pointer or other laser light device, and all personal protection devices including those that emit only sound.
  7. Possessing, using, providing, or transmitting to another person or be under the influence of : any drug paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use {e.g. a t-shirt with a beer logo} or any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily- based caffeine product, substance containing phenylpropanolamine, (PPA), steroid, stimulant, depressant or intoxicant of



any kind listed substance. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the Principal before possessing, using, or providing the medication or substance.

8. Consuming, possessing, offering, providing, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug [ except as authorized in a prescription by a licensed health care provider ], an over the counter medication containing a stimulant such as a preparations containing caffeine, ephedrine, pseudoephedrine or phenylpropanolamine as an ingredient [ except as authorized in a prescription by a licensed health care provider ], or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug. 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 a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing or refusing to follow a directive from a school employee ( insubordination) including a directive to respond truthfully and completely when questioned about a school related matter.
10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. knowingly 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, or intoxicant of any kind.
  - e. 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.
  - f. Engage in sexual harassment of another person, which includes sexually-related verbal statements, gestures or physical contact. (corporation policy)
  - g. Student misconduct.

11. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substance, contrary to safety instructions provided on the product's labeling, or the direction of school personnel.
12. Possessing cigarettes, smokeless tobacco, snuff or other tobacco product or a device such as a lighter used in the consumption of tobacco products
13. Wearing clothing, jewelry, face paint, or a hair style that is dangerous to the student, indecent, vulgar, profane, indicative of gang activity or affiliation, or presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function. Clothing that violates this rule includes t-shirts with an alcohol logo or slogan, or a message that encourages the use of alcohol or illegal drugs or sexual connotations.
14. Creating or distributing information including information distributed via e-mail or through a web site, that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
15. Violating the School District Policy on acceptable use of computers, e-mail, voice mail, or any other technology.
16. Aiding, assisting, or conspiring with another person to violate these student conduct rules.
17. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out or is carried out, could result in harm to a person or persons or damage property.
18. Violating a building level student conduct rule approved by the Tippecanoe Valley School Board of Education.
19. Attempting an act which is a violation of these student conduct rule approved by the Board of Education.
20. Violating Indiana or Federal law.
21. Refusing to cooperate in the search of a vehicle, locker, or other place where the search is based upon reasonable suspicion of a teacher, administrator, or other staff members
22. Causing or attempting to cause battery by body fluids to any individual or groups of individuals.

23. Violation of attendance policy, including tardies and truancy.

#### POSSESSION OF A FIREARM

- a. No student shall possess, handle or transmit any firearm or weapon of any type on school property.
- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile- by the action of an explosive or other propellant
  - any combination of parts either designed or intended for use in converting device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - an antique firearm
  - a rifle which the owner intends to use solely for sporting recreational, or cultural purposes
- c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for 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.

#### OTHER GROUNDS FOR EXPULSION OR SUSPENSION

##### I.C. 20-8. 1-7-10.1 Immunizations.

If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community.

#### I.C. 20-8.1 - 1- 13 Disruption.

If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where an account thereof the student's presence in school would constitute an interference with educational function or school purposes.

#### I.C. 20-8.1 - 5.1 - 11 Legal settlement.

If the student's legal settlement is not in the attendance area of the school corporation, if no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the district's school corporation. An expulsion under this subdivision is not, however, effective until the student's right to attend a public school of another school corporation has been established in accord with this rule.

Another school corporation which is asserted to be the student's legal settlement, if known, and any governmental entity which it is asserted is obligated to pay the transfer tuition for the student, shall be made a party to the hearing. Appeals involving expulsions under this subdivision may not be taken to court, but to the State Board of Education which shall determine

- (1) the question of expulsion and
- (2) the school corporation in which the student is entitled to attend school in accord with the procedures set out in IC 20-8.1-61-10.

Students suspended from school will be allowed to make up tests, and are expected to do their homework, labs, quizzes, writing assignments, etc...which will be due the day the student officially returns to school.

### **Bowen Student Assistance Program**

Tiptecanoe Valley High School has in place and arrangement with the Bowen Center to provide counseling to student during the school day with the permission of parents. This program, called the Student Assistance Program, is meant to connect students with supports to help support them by bringing services to the school. Students may connect with the program on their own or can be referred, with the permission of the parent to see a counselor during the school day in a private setting. The first two visits are covered by the S.A.P., Bowen will work with the family to make arrangements for

any ongoing needs. Parents may contact Bowen by calling 1-800-342-5652 and simply stating “ I am the parent of a TVHS student and would like to set up counseling through the Student Assistance Plan”

## **PEERS STUDENT ASSISTANCE PROGRAM**

### Statement of Philosophy

The Board of School Trustees of Tippecanoe Valley School Corporation recognizes that for students to succeed in the educational process they may need assistance. The Board recognizes its responsibility to support faculty and staff training and to encourage coordination of community activities related to troubled students. Tippecanoe Valley High School has in place an arrangement with the Bowen Center to provide counseling to student during the school day with the permission of parents. This program, called the Student Assistance Program, is meant to connect students with supports to help support them by bringing services to the school. To this end, the Board of Education of the Tippecanoe Valley School Corporation establishes the following guidelines for developing a program to meet the needs for a student assistance program utilizing PEERS:

### Policies

1. The responsibility to maintain satisfactory or acceptable levels of academic/behavior performance remains with the student at all times, whether in school, at school-sponsored events, or on school grounds. When school performance falls below satisfactory levels, the student may be referred to PEERS
  - A. improving conduct or performance;
  - B. accepting the appropriate consequences, or;
  - C. accepting referral to the Student Assistance Program with a course of corrective action
2. Students may be referred to the PEERS program by any staff member or employee who is aware of a student who:
  - A. exhibits a pattern of repeated unacceptable or unsatisfactory performance;
  - B. violates a school rule, State or Federal statute, or;
  - C. manifests any signs, symptoms or indication of the presence of a behavior problem
3. The PEERS staff will attempt to arrive at the probable cause of the performance or behavior problem by consulting with the student. The staff may recommend referral to appropriate in-school or community services.

4. No record of the student's involvement with PEERS is to be kept in his/her file. Such minimal records as may be required to be considered of a medical nature and will be maintained separately. The fact of a student's participation in the Student Assistance Program shall be subject to State and Federal regulations governing confidentiality and the release of information.
  - A. It is an essential component of the PEERS is that students who are concerned they may have a behavioral/medical problem, including alcohol or other drug abuse, may contact the PEERS voluntarily with the same assurance of confidentiality.
  - B. The Tippecanoe Valley School Corporation also recognizes a student can be adversely affected by the stress resulting from a family member with a behavioral, medical, or personal problem, including alcohol and other drug abuse. Assistance under the S.A.P. is therefore, extended to all students and their immediate family members, at their request.
5. The awareness and support of parents for a student with a behavioral, medical, or personal problem is extremely important. Should either the student or a parent/guardian not wish to cooperate in improving school performance or in making assistance available, the student's status in school will be reevaluated taking into consideration the best interest of the student, the nature of the problem, and the health, safety, welfare, and educational opportunity and right of other students / school personnel.
6. It is the responsibility of each building administrator and/or his/her designee to use procedures consistent with this policy.
7. School staff immunity from liability for activities carried out in good faith under the PEERS shall be governed by appropriate State statute.

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## **School Spirit**

### **School Song**

Fight on, our Vikings fight,

We strive to win this game tonight;

We hold our banners high,

With loyalty, spirit, and pride.

Fight on to win, fight on to victory,

Fight on. (Repeat)

## **Cheer**

V-V-VIK, I-I-NGS

V-I-K-I-N-G-S

Valley Vikings, the Best!!!!

## **Class Colors / Class Motto**

Each class will select a class motto instead of a class color. The motto will be selected through the student government. The student government representative will present the suggested motto / design to the class sponsor. The class sponsor will submit the class motto / design to the principal for approval.. Approval must be obtained first before any shirts/ apparel wear are printed and distributed to class members. The selected motto will be used to represent each class. Only members of the class are allowed to purchase or wear shirts / apparel with the motto / design. The principal will select a uniform color (school color / s ) that must be used for the motto / design. Any student displaying any unapproved motto / design (class appropriate) will be subject to disciplinary action.

## **Fan Code of Conduct**

Tippecanoe Valley High School, in association with the Indiana High School Athletic Association promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials and fans. As a fan/spectator (student or adult) of Tippecanoe Valley High School we want you to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

## **Tippecanoe Valley Encourages:**

- Enthusiastic support of your team
- Good sportsmanship
- Family friendly atmosphere
- Commitment to safety
- Welcoming attitude to all fans and visitors

Unacceptable Behaviors:

- Disruptive, unruly, or intoxicated behavior
- Foul or abusive language or obscene gestures
- Rudeness to fellow fans or Tippecanoe Valley personnel
- Use of alcohol or tobacco at Tippecanoe Valley athletic events
- Visibly intoxicated or disruptive fans

Fans who display unacceptable behaviors will be subject to sanctions, including refusal of admittance, removal, and arrest.

**First Offense-** The spectator will schedule a meeting with the athletic director with resulting action that may include removal from the next two home athletic contests of the same sport. A letter will be sent by the athletic director and principal to the spectator in question notifying them of the ejection and the dates of ejection.

**Second Offense-**The spectator will be removed from all home athletic contest and other school events and activities for the remainder of the school year of infraction. A letter of ejection will be sent from the office of the Principal notifying the spectator of the remainder of the school year ejection.

**Third Offense-** The spectator will be removed from all home Tippecanoe Valley High School athletic contests and other school events and activities for a two year period. A letter of ejection will be sent from the office of the Superintendent notifying the spectator of the ejection.

Any athletic official, including but not limited to, contest officials, athletic director, principal, assistant principals, game site supervisors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

While the Fan Code of Conduct encompasses behavior expectations and consequences for both student and adult fans, Tippecanoe Valley High School administrators may apply further consequences to a student ejected from a contest due to the student violating the Student Handbook.



## Transportation

### SCHOOL BUS

#### Student Conduct

The primary responsibility of school bus drivers is the safe transportation of student. Any distractions to the driver due to student behavior can jeopardize the safety of everyone on the school bus. Inappropriate student behavior on the school bus will not be tolerated.

School bus drivers are responsible to maintain a disciplined environment on their buses and have the authority to do so. As such, drivers are expected to set reasonable standards for student conduct and behavior. Bus drivers will explain specific expectations and procedures to student. While students are on the school bus they are subject to the Tippecanoe Valley School Corporation Student Code of Behavior.

Upon the recommendation of the school bus driver or determination of school administrator, a student may be denied the privilege of riding the bus. Bus drivers may suspend students for one day per offense; administrators may suspend students up to 10 days per offense and recommend expulsion for the remainder of the semester/school year.

It is the student's responsibility to exercise self-control and be considerate of others while on the school bus. General expectations for all student passengers include the following:

1. Adhere to rules established and posted by the bus driver
2. Take a seat immediately upon entering the bus (drivers may assign seats)
3. Assume and maintain proper seating position/keep body out of aisle way.
4. Remain seated whenever the bus is moving
5. Refrain from loud, boisterous, and/or profane and / or inappropriate and / or unacceptable language
6. Do not eat food, chew gum, or drink beverages on the bus (Exception: special trips when approved by the sponsor and bus driver)
7. Open windows only with the driver's permission
8. Exhibit respect of other students and their property
9. Refrain from defacing or otherwise damaging the bus
10. Help maintain a clean bus environment

11. Students will not be allowed to tease, scuffle, trip, hold, hit, or use their hands or body in an objectionable manner
12. Quiet at all railroad crossings

### Bus Assignment

Students wanting to ride a bus other than their assigned one will need permission. Parents must write a note to the building principal for permission asking approval for an alternative designation other than the normal deliver of the student. For example, a student wanting to get off at a town for work or at a grandparents house or any other non-normal drop off point will need a note. The principal will either approve or deny the request. Bus drivers may allow extra passengers only with approval from the principal or designee.

Any student riding a bus to or from school must use corporation transportation for the entire trip. Students are not allowed to change from bus to car or car to bus at Akron, Mentone, Burket, or at any other point along the route. Students who are not route passengers must ride buses denoted as shuttle buses. (Exception: If a parent delivers or picks up a student at the bus stop or if permission is granted through the superintendent/assistant superintendent.)

### Daily Bus Schedule

Under normal driving conditions, the driver will meet an established time schedule. Students are expected to be at their pick-up point prior to the scheduled bus arrival time (exception: stormy, bad weather conditions). If the bus is running late the driver will stop and sound the horn, but is not required to wait unless the student is in sight and on the way to the bus.

## STUDENT DRIVING REGULATIONS

Driving to school is a privilege granted by the student's parent and school. During the first week of school, students are informed of the procedure for obtaining a parking permit. Students must turn in a vehicle registration form, signed by the parent, the owner of the vehicle, and the student driver; then purchase a parking tag for \$10.00. This tag must be displayed in the rear view mirror at all times while the vehicle is on school property. Vehicles parked on school property without proper identification may be cited or towed at the owner's expense. Safe driving is to and from school events/school grounds is an expectation, if students do not meet this expectation their parking permit and or driver's license may be revoked.

## STUDENT RANDOM DRUG AND ALCOHOL TESTING PROGRAM

### I. DEFINITIONS

- A. Drug: Any substance considered illegal by Indiana Statute or which the Food and Drug Administration controls.
- B. Student: Any student participating in high school interscholastic athletic programs, extra-curricular activities, co-curricular activities, and/or any student who drives to and/or parks a motor vehicle on school property
- C. Duration: This policy is in effect twenty-four (24) hours a day, seven (7) days a week.
- D. Calendar Year: A twelve (12) month period from the date of occurrence.

## II. PURPOSE

The purpose of the Tippecanoe Valley School Corporation's Student Random Drug and Alcohol Testing Program is to build partnerships between students, faculty, administrators, coaches, and parents in order to reduce drug and alcohol related barriers to academic, athletic, and personal development.

In this context, the intent of the Tippecanoe Valley School Corporation is to anticipate, plan for, and respond to the needs of a diverse and changing student body by providing services that:

- a. Create supportive environments in which students are empowered to make responsible and healthy lifestyle choices.
- b. Promote nonuse behavior.
- c. Communicate realities, misperceptions, and secondary effects of drug and alcohol use.
- d. Employ strategies that will improve the school environment as well as individual attitudes toward responsible behavior.
- e. Provide policies that emphasize that the use of drugs or alcohol will not be tolerated.
- f. Provide educational programs.

## III. SCOPE

All student athletes, all extra-curricular and co-curricular activities participants, and all student drivers who drive and/or park vehicles to/on school property must adhere to the Student Random Drug and Alcohol Testing Program as a condition of their participation in such activities. Coaches, sponsors, and teachers will be responsible to report to the administration concerning the implementation of this program.

At the beginning of each school year, the administration will share the expectations and procedures of the Student Random Drug and Alcohol Testing Program with students and parents. All participating students and parents will sign a consent form annually.

#### IV. PROGRAM IMPLEMENTATION

- a. In addition to student athletes, students who choose to participate in extra-curricular programs, co-curricular programs, and student drivers will be tested as part of the program. The school will also test any student who volunteers to participate in the program, as well as students under the age of eighteen (18) whose parents wish to have them included in the program.
- b. All prospective participants in athletics, extra-curricular activities, co-curricular activities, as well as student drivers and voluntary participants in this program shall receive program information annually. A consent form must be signed by the student and by a custodial parent or guardian before the student is allowed to practice, participate in any activity, or drive a motor vehicle to school. The consent shall be to provide at any time requested a urine sample to be tested for drugs and alcohol.
- c. The selection of students to be tested will be conducted by a designated agency that can provide a random draw. Selections may occur at any time. At the beginning of the school year, or upon first entry into the program, each student participant will be assigned a number. One cross-referenced list of names and numbers will be maintained by the administration and shall be secured by the school until the designated day of testing. The selection of students to be tested shall be done by number by an outside agency preceding the test so that selected students may be called to the office by confidential pass. Up to ten percent (10%) of the number of eligible participants may be selected each test period.
- d. If the participant is absent from school, whether the absence is excused or unexcused, the student may continue to participate but may be automatically tested on the next date.
- e. The collection of the sample will be done in a non-offensive manner, which ensures the integrity of the sample. The school official who supervises the sample collection will not physically observe the giving of the sample, which will take place in a secured enclosure. Recording of appropriate information to ensure proper chain of custody record will begin at the time the sample is collected, including verification signatures by both the student and the supervising official. The samples will then be turned over to the testing laboratory, and each sample will be tested for unlawful drugs (listed in the controlled substance provisions under Indiana state law), steroids and alcohol. Testing shall be

done by a competent and accredited laboratory, which will be selected by the Tippecanoe Valley School Corporation.

The laboratory shall report the results to the principal or designee of Tippecanoe Valley High School. The principal or designee shall be responsible for contacting the student and his/her parent or guardian regarding the test results. If the test is positive, the principal or designee will make contact with the testing lab to determine if there are any medical explanations for the substance to be in the student's sample. If the participant is taking any over-the-counter or prescription medication, which may contribute to a positive test result, it would be in the student's best interest for that student and the student's parent or guardian to inform the school principal or designee of this fact at the time of taking a urine sample. If the principal or designee verifies that there is no medical reason for the positive result, he will contact the student and the student's parent or guardian.

If the test is positive for unlawful drugs (listed in the controlled substance provisions under Indiana State law) or alcohol, the principal or designee will so advise the student and the student's parent. The principal or designee will explain the type of substance(s) found, the health hazards involved, and the disciplinary consequences to be imposed. Others with whom the results of a positive test may be shared include administrators of the school, the athletic director, and the head coach or sponsor of the student's extra-curricular or co-curricular activity. The results of a positive test shall not be made known to any school official other than as stated.

The consequences of a positive test for unlawful drugs or alcohol are included in Tippecanoe Valley High School's Code of Student Conduct and/or the Viking Code.

If the student or the student's parent desires, they may have any remaining portion of the urine sample re-tested by a laboratory selected by the student's parent from an approved list of laboratories provided by the Tippecanoe Valley School Corporation. Once the selection has been made, the laboratory will follow established procedures and protocol in the transfer of the specimen from one facility to the next. The student and/or the student's parents will be financially responsible for any retest under this provision. A form requesting this retest is included with the Student Random Drug and Alcohol Testing Program.

Once a student found to have a positive test through the Student Random Drug and Alcohol Testing Program has completed the terms of the disciplinary action imposed, and before the student will be allowed to participate in any activity or drive a motor vehicle to school, a follow-up test of that student will be conducted after such an interval of time that the substance previously found would normally have been eliminated from the body if no additional use has occurred (a period not to exceed six weeks from the date of the positive test). If a second positive result is obtained from the follow-up

test or any later test of the student, the student will be subject to the disciplinary consequences resulting from a second offense. The school reserves the right to continue testing at any time throughout the remaining school year any student who tested positive for drugs or alcohol.

The principal or designee shall keep all test results. The parent or guardian of a student who tests negative will be notified within five (5) days of the receipt of the information. The administration shall maintain a record of occurrences for the duration of a student's high school career. These records shall not become a part of the student's permanent record, nor shall they be transferred if a student leaves the Tippecanoe Valley School Corporation to attend another school. However, a receiving school will be notified if a student has been declared ineligible for participation, or driving/parking a motor vehicle on school property - or if a student would have been declared ineligible for participation, or driving/parking a motor vehicle on school property in the Tippecanoe Valley School Corporation.

#### V. SELF-DISCLOSURE

Students may take advantage of a self-referral procedure to seek guidance or counseling in regard to the individual student's use of unlawful drugs (listed in the controlled substance provisions under Indiana State law) or alcohol. After self-disclosure to a teacher, coach, athletic director, administrator, or school counselor, the student will be allowed to continue to practice, participate in an activity, or drive a motor vehicle to school when the school has received written documentation of the student's participation in counseling sessions or similar self-help services approved by the school as a satisfactory intervention. Self-disclosure is allowed one time in a student's four year high school career, must be only by the student or a member of the immediate family, and must be previous to the first positive test. Self-disclosure cannot be used as a method of avoiding consequences after a positive test. Voluntary referrals do not carry punitive consequences.

Within six weeks of the self-disclosure of drug or alcohol use, the results of a negative test conducted by a laboratory selected by the student's parent from an approved list of laboratories provided by the Tippecanoe Valley School Corporation must be provided to the principal or designee in order for the student to continue to practice, participate in any activity, or drive a motor vehicle to school. The student and/or the student's parents will be financially responsible for the test.

#### VI. REASONABLE SUSPICION

This program does not affect the current policies, practices, or rights of the Tippecanoe Valley School Corporation with respect to drug or alcohol use where reasonable suspicion is obtained by means other than random testing through this program. The school may test items in a suspected

student's possession to determine if those items contain drugs or alcohol. The school administration may require a drug or alcohol screen to be immediately administered at the school corporation's expense.

## VII. COLLECTION PROCEDURES

Urine collection procedures must provide for the collection site to be secure. Authorized collection site personnel upon receipt of the specimens must properly execute chain of custody forms. The handling and transportation of urine specimens from one (1) authorized individual or place to another must always be accomplished through the use of chain of custody procedures. No unauthorized personnel shall be permitted in any part of the collection site where urine specimens are collected or stored.

Procedures for providing urine specimens must allow individual privacy unless the agency has reason to believe that a particular individual may alter or substitute the specimen to be provided. Agencies must take precautions to ensure that a urine specimen has not been adulterated or diluted during the collection procedure and that all information on the urine bottle and in the logbook can be identified as belonging to a given individual.

### Additional regulations

1. Only licensed and insured drivers may drive a vehicle on the Tippecanoe Valley campus.
2. Student drivers must display a valid parking tag in the rear view mirror at all times when a vehicle is on school property.
3. Students should enter and exit the parking area from the north and East sides of the building only.
4. Students should not park next to the building. Students' parking areas only include the: Area North of the gym.
5. No reckless driving will be tolerated at any time (day or night) at TVHS, Mentone School, Akron School, or Burket School. The speed limit is 15 m.p.h. on all school property.
6. Upon arriving at school, students should park in the proper area and enter the building. Sitting in cars or loitering in the parking lot is not permitted. Students should not go to their vehicles during the school day unless permission has been received from the office.
7. Vehicles are not to be driven during the school day unless permission is granted by an administrator.

8. Students may leave the parking lot after dismissal; however once the buses begin to leave all vehicles are to wait until all buses are on the highway.
9. The privilege of bringing a student operated vehicle on school premises is conditioned on written consent by the student driver, the owner of the vehicle, and the parent/guardian of the student permission to search that vehicle. Lack of cooperation by a student, vehicle owner or parent/guardian to provide or permit access to a vehicle on school premises when there is reasonable suspicion for the principal or his designee shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or designee may request a law enforcement officer to search a motor vehicle on school premises.
10. Driving to school is a privilege that will be withdrawn if the student does not cooperate. The vehicle listed may not be driven on campus by anyone but the registered owner.
  - a. Whenever a student driver is observed driving in a reckless manner or violating the law and is threatening the health and safety of other students which are under school jurisdiction, the incident will be reported to the principal's office. This should be done in writing with as much identifying information as possible such as license number, model, make and color of vehicle and person driving. The incident should be reported to the local police.
  - b. Disciplinary action will take place but will range from a warning to a total loss of driving privileges and more for more serious incidents.
  - c. Serious incidents will be reported to the Sheriff's Department by the principal for further action with the understanding that the witness will be expected to become further involved.