

TRI-CENTRAL MIDDLE/HIGH SCHOOL GENERAL INFORMATION

Communication between parents and teachers is encouraged at Tri-Central Middle/High School. The use of the Skyward student information system allows parents to keep track of their students' assignments, grades, attendance, and discipline referrals. Parents are also encouraged to use email, phone, or personal conferences with teachers as needed. When communicating by mail, parents are requested to give teachers a reasonable amount of time to reply. Teachers have full schedules and are expected to make classroom instruction and supervision their top priorities. Parents are reminded to schedule appointments ahead of time should they wish to meet with a teacher in person. Parents must check in at the main office(s) prior to the meeting. Each teacher will provide students with information concerning where the homework assignments for his/her class can be found.

Tri-Central has made every effort to assure that these policies are as accurate as possibly at press time. Tri-Central reserves the right to rescind or revise these policies during the school year. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, the school's authority.

PHILOSOPHY OF TRI-CENTRAL MIDDLE/HIGH SCHOOL: The educational experiences offered to the students of Tri-Central must prepare them to successfully meet the challenges they will face now and in the future. Education at Tri-Central Middle/High School must provide a variety of academic, vocational, and co-curricular programs which address the different abilities, skills, learning styles, and talents of each student.

Our primary concern is the intellectual development of each child. Students must master basic skills in the areas of reading, writing, listening, speaking, and mathematics to the best of their abilities. The school must also provide for the vocational, physical, social, and emotional development of our students in concert with their academic achievement.

As an extension of our community, we believe in providing a school environment which recognizes ideals of high moral and social behavior and rewards students who exemplify high standards of self-discipline, leadership, and personal conduct. Educational experiences should enhance human dignity, independent thought, and responsible citizenship and should be conducted in an atmosphere of security and understanding. We welcome this responsibility and accept this challenge as we prepare today's students for tomorrow.

POLICY STATEMENT

It is the policy of the Tri-Central School Corporation to provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color,

creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background.

If any person believes that the Tri-Central School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and/or (3) Section 504 of the Rehabilitation Act of 1973, he or she may bring forward a complaint to the Corporation's Civil Rights Coordinator, Mr. Dave Driggs, Superintendent, Tri-Central School Corporation, 2115 West 500 North, Sharpsville, IN 46069.

EDUCATIONAL GOALS

1. Demonstrate proficiency in the areas of reading, writing, listening, speaking, and mathematics.
2. Demonstrate and enhance reasoning and problem solving skills by applying the thinking skills of analysis, synthesis, and evaluation.
3. Develop an appreciation for the arts.
4. Establish career goals.
5. Acquire the necessary skills for becoming a responsible family member.
6. Demonstrate attitudes and behaviors consistent with responsible and democratic citizenship, and community morals and values.
7. Acquire an understanding of the multi-cultural influences operating within our past and present culture.
8. Develop a positive self-concept and an attitude of mutual respect and cooperation with others.
9. Acquire a lifelong enthusiasm for learning.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

As a student who attends Tri-Central Middle/High School, I am aware that those rights which I expect are accompanied by certain responsibilities on my part.

While I have a right to:	I also have a responsibility to:
A good education:	Attend all classes, arrive on time, be attentive, complete all assignments, control myself and learn to the best of my ability.
Feel a sense of pride in myself:	Help others build and retain their own dignity by treating their feelings with respect and kindness.
Be accepted for whom I am:	Accept others as individuals regardless of race, sex, age, or national origin.
Be safe:	Not endanger others by running, pushing, or engaging in any physical attacks against my fellow classmates or the staff of TC.
Expect my property to be respected:	Respect the property rights of others and assume, willingly, any expense resulting from something which I do.
Hear:	Keep my own noise to a minimum
Be heard:	Listen without making rude comments or unnecessary interruptions and giving thought to what I hear.
Achieve self-discipline:	Use self-discipline to control myself to enhance my ability and the ability of others to learn.

CODE OF CONDUCT

As a student at Tri-Central Middle/High School, it is my duty at all times to:

1. Remember that I represent my school.
2. Respect and obey all school rules and help to make their acceptance desirable; and not to commit any unlawful act at any time.
3. Display good taste in grooming and avoid extremes.
4. Exhibit honesty and sincerity in all work, actions, and thoughts.
5. Be courteous to all.
6. Show respect for the rights, opinions and property of others.
7. Attain the highest degree of scholarship possible within my capacity
8. Conduct myself in a manner appropriate to the occasion.

IN RESPONSE TO HOUSE ENROLLED ACT NO. 1625: Tri-Central Schools will make available for inspection to parents or guardians of a student any instructional materials used in connection with a personal analysis, an evaluation or a survey that is NOT directly related to academic instruction. Should a student be requested to participate in such a process that is NOT directly related to academic instruction, the permission of the parents of minor students or the permission of adult students will be obtained.

ACCIDENTS

Accidents do not happen very often at school, but when they do occur it is important that students and staff members take immediate action. When an accident occurs, notify the teacher in charge, the school nurse, and the principal's office. **Parents/guardians are requested to keep emergency numbers up-to-date.**

HANDLING A COMPLAINT

There are times when a problem will arise that require communication between the home and the school. It is important to resolve the problem as soon as possible starting with the people directly involved. Many problems are simply a matter of a misunderstanding and can easily be resolved. Parent involvement in their student's education in a positive way is very important to the success the student will achieve. To get accurate information and the correct understanding of the situation, it is essential to follow the proper channels of communication.

The following guidelines should be followed when a parent or student has a concern, problem, question or complaint:

1. Contact the teacher, counselor, staff member or coach directly involved with the situation. In the case of personal problems or scheduling, contact the student's school counselor. In the case of an attendance matter or office administered discipline, contact the assistant principal; if s/he is unavailable, contact the principal. For athletic concerns, contact the coach, and if unresolved, contact the athletic director.
2. If the concern is not resolved after talking to the persons involved, contact the appropriate building level administrator (the assistant principal or principal).
3. If the problem is not resolved after talking to the building level administrator, contact the superintendent.
4. If the problem is not resolved after talking to the superintendent, contact the school board.

GENERAL POLICIES AND INFORMATION

2018-2019 SCHOOL CALENDAR

Monday, August 6, 2018	Teachers Return to School
Wednesday, August 8, 2018	Students Return to School
Monday, September 3, 2018	Labor Day – No School
Friday, October 5, 2018	End of 1st Nine Week Grading Period
Friday, October 12, 2018	Parent/Teacher Conferences
Monday, October 15, 2018 - Friday, October 19, 2018	Fall Break
Wednesday, November 21, 2018 - Friday, November 23, 2018	Thanksgiving Break
Friday, December 21, 2018	End of 2nd Nine Weeks/End of 1st Semester
Monday, December 24, 2018 - Friday, January 4, 2019	Christmas Break
Monday, January 7, 2019	Teachers & Students Return to School
Monday, January 21, 2019	Martin Luther King Day/Weather Make-up Day
Monday, February 18, 2019	President’s Day/Weather Make-up Day
Friday, March 8, 2019	End of 3rd Nine Week Grading Period
Monday, March 11, 2019	Weather Make-up Day
Friday, March 22, 2019 - Monday, April 1, 2019	Spring Break
Tuesday, April 2, 2019	Teachers & Students Return to School
Saturday, May 25, 2019	Graduation
Monday, May 27, 2019	Memorial Day – No School
Wednesday, May 29, 2019	Last Student Day
Thursday, May 30, 2019	Last Teacher Day
Thursday, May 30, 2019/Friday May 31, 2019	Weather Make-up Days

LOCKDOWN / SEVERE WEATHER SITUATIONS

Students will not be released to parents during an emergency school lockdown or during a severe weather situation. All students will be required to report and remain in their assigned locations until conditions are safe. These procedures have been established for the protection and safety of students.

BELL SCHEDULES

DOORS WILL OPEN FOR STUDENTS AT 7:30 A.M.

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
M/W/F	8:00-8:48	9:14-10:02	10:06-10:54	10:58-12:24	12:28-1:16	1:20-2:08	2:12-3:00
M/W/F DEAR	8:48-9:10						
T/R	8:00-8:45	9:29-10:14	10:18-11:03	11:07-12:33	12:37-1:22	1:26-2:11	2:15-3:00
T/R Activity	A: 8:45-9:05						
	B: 9:05-9:25						

Two-Hour Delay	
Period	Time
1	10:00-10:35
2	10:39-11:10
3	11:14-11:45
4	11:49-1:15
4A	11:49-12:15
4B	12:19-12:45
4C	12:49-1:15
5	1:19-1:50
6	1:54-2:25
7	2:29-3:00

Kokomo Area Career Center Schedule

IF	THEN KACC STUDENTS	
	AM	PM
TC Closed	Do Not Attend	Do Not Attend
TC 2-Hour Delay	Do Not Attend	Attend*
*Please Note: The asterisked times may conflict with our class schedule. Please allow those who attend KACC to leave at their regularly scheduled time.		

BOOKSTORE

The bookstore is open throughout the school day, before school, during activity period and after school. The bookstore sells pencils, notebooks, planners, poster board and various other items.

A. Book/Mobile Device Rental

The rental of textbooks and mobile devices is a service provided by the bookstore so that all students may obtain these at a reasonable cost. The rental fee is determined by pro-rating the cost over a four year period. All rental items are given a number for identification and are assigned to students. Care should be taken to maintain good condition of the items. Lost items should be reported immediately to the classroom teacher. We realize there will be a normal amount of wear, but students are expected to take the responsibility of caring for their books and mobile devices. Excessive abuse of these will result in a fine necessary to repair or replace them. Students will be assessed full price for replacement of lost or defaced items. Please notify the issuing teacher, of any damages to items when issued, in order to not be responsible for these previous damages.

1. The bookstore will be the central rental agency for the entire school district.
2. The bookstore will be open two weeks prior to the start of school.
3. Book and mobile device fees are paid during registration and are due by the first day of school, unless other arrangements are made through the bookstore manager.
4. Parents/guardians with concerns regarding textbook & mobile device fee assistance should complete the "Application for Free and Reduced Price School Meals" available during registration or by contacting the Food Services Director at 765-963-2560x1172.
Note: Only textbooks, workbooks and mobile devices are covered for those who qualify. Supplemental fees for art, science, and food courses do not qualify for this assistance program. The corporation ask these parents/guardians assist with payment of these supplemental fees.
5. All books are distributed in the classrooms at the teacher's discretion.
6. It is not mandatory that students rent books. Books may also be purchased at full retail price.
7. Students enrolling at a time other than the beginning of the school year will be charged a prorated amount. The proration schedule is available in the bookstore and school office.
8. Schedule changes will only be considered after the first day of school, if the student is ruled academically misplaced or if the administration approves a schedule change due to extenuating circumstances. If this change increases textbook rental or fees, an invoice will be sent and payment expected in full within two weeks.
9. **FAILURE TO PAY FEES IN A TIMELY MANNER MAY RESULT IN TRI-CENTRAL SCHOOL CORPORATION TURNING THE ACCOUNT OVER TO COLLECTIONS/SMALL CLAIMS COURT.**

B. Refunds

1. Students changing classes will receive a refund if the amount is over \$10 and changes take place within the following guidelines: The student is ruled academically misplaced or the administration approves a schedule change due to extenuating circumstances.
2. Students withdrawing after the beginning of the school year will be refunded a prorated amount for textbooks. The proration schedule is available in the bookstore and the school office. This rule only applies to non-migrant students and students who do NOT receive free textbooks through state-funded programs.

FOOD SERVICES DEPARTMENT

The Tri-central School Corporation Food Services Department utilizes a computerized point-of-sale system. Upon enrollment, all students are given a café account and 5-digit PIN. Money deposited into this account can be used for the purchase of breakfast, lunch, milk and a la carte items.

Free and reduced price meal assistance is available to all patrons who financially qualify. Applications may be obtained any time throughout the school year on the corporation website, the middle and/or high school offices, or through the Food Service Director at 765-963-2560 ext. 1172.

Payment Options – The food service department strongly recommends that money is pre-paid into the student’s account prior to the point-of-sale. Depositing cash or checks during the breakfast or lunch service interrupts the flow of the line and reduces the total time students have to eat. A drop-box is available in the H.S. Café and the Elementary Office. Only one check is needed for each family and can be dropped off at either school. All checks and cash should be in an envelope with child(ren)’s name.

The following payment options are available:

1. Credit/Debit Card payment online through the school website using E-funds.
Make payments utilizing this easy to enroll, convenient and secure method. Parents may make payments, view account balance information as well as view a child’s cafeteria purchases. Automatic email reminders and auto payments are also available.
2. Check – Please make checks out to “Tri-Central.” Please include the student’s first and last name in the memo line. Parents may write one check for more than one student regardless of grade level. If doing so, please specify how much is to be deposited into each child’s account.
3. Cash – Elementary students may turn payment in to their teacher in a sealed envelope, marked with their first and last name, grade, and dollar amount. Middle and High school students may turn their payments into the cafeteria drop-off safe before school starts in the morning. Again, please place the cash in a sealed envelope clearly marked with the student’s first and last name.

Account Balance Information – Tri-Central School Corporation utilizes the School Messenger system to notify parents of low and negative account balances. Students with a negative lunch account balance will receive an automated phone call informing the parent/guardian that a deposit needs to be made in order not to interrupt meal provisions. Students are also verbally notified when their account balance is low or negative.

Charge Guidelines – In the event that a student does not have money in their account to pay for a meal, the following guidelines will apply:

1. The student or staff member will be allowed to charge up to \$10.00;
2. No a la carte purchases;
3. No milk charges. This includes milks intended to accompany a sack lunch from home.

If the account has not been rectified after reaching the \$10.00 limit, the student will no longer be able to charge a full meal to their account. An alternate lunch consisting of a cheese sandwich, apple and milk will be served at a charged \$2.25 (Elementary) and \$2.50 (MS/HS). The student will continue to receive an alternate lunch until all charges are paid and the account has a positive balance. Please note: No charging will be allowed during the month of May. All negative accounts must be paid in full by the last day of school.

Guests – All guests are expected to pay for their meal at the time of purchase. Money deposited into a student’s lunch account will not be used for the purchase of a guest’s meal.

Excess Funds – Any funds remaining in a student’s café account at the end of the school year will be carried over into the next school year. A refund on an account balance may only be requested when the student graduates or leaves the school district. A refund request may be submitted to the Food Services Director at 765-963-2560 ext. 1172.

****PLEASE NOTE:** The prices quoted below are from the 2017-2018 school year. At press time for the student handbook the TC Food Services Department had not been informed by the State as to what the prices will be for the 2018-2019 school year. Please be advised that prices are subject to change. Parents/Guardians/Students will be informed during registration what the price change will be.

	Elementary	MS/HS	Adult
Breakfast	\$1.60	\$1.60	\$1.85
Reduced Breakfast	\$0.30	\$0.30	N/A
Lunch	\$2.25	\$2.50	\$3.00
Reduced Lunch	\$0.40	\$0.40	N/A
Milk	\$0.60	\$0.60	\$0.60

Health Services and Procedures

The School Nurse is available on a full-time basis to help with routine medical concerns. Students who need medical attention should report to Health Services to be assisted by the nurse. Except in emergencies, students are to report to class first and obtain a pass from the teacher before reporting to the nurse. Students do not need a pass from a teacher before school, during lunch periods, or after school. **Students are NOT to call parents to take them home without permission from a school authority (Administrator or Nurse).** Students who become ill at school must report to Health Services, have the nurse contact a parent, and sign out through the attendance office to go home. Students will not be released from school for health reasons until a parent has been contacted and permission has been obtained for the students to leave or arrangements made to pick them up. Students who have continuing health problems will be required to have a physician's statement on file.

Fever/Illness

Students may be sent home for illness at the discretion of the school nurse. Reasons to be sent home include, but are not limited to, fever of 100 degrees or above, vomiting, and diarrhea. Any student with a fever should be kept home until they are fever-free without the use of fever-reducing medication for 24 hours. Students should also have no signs of vomiting or diarrhea for 24 hours prior to returning to school.

Communicable Diseases

If a student is ill, has a communicable disease that is transmissible through normal school contacts, poses a substantial threat to the health and safety of the school community, or is infested with parasites, the school nurse may send the student home. The nurse will communicate with the student's parent, describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted. The student may return to school when a doctor documents that it is safe for the student and the school community for the student to be readmitted.

Immunizations

Whenever a student enrolls in Tri-Central Middle/High School, the parents shall furnish a written statement of the student's immunization, accompanied by physician's certificates or other documentation, and testing history, unless such a written statement and accompanying documents are currently on file with the school corporation. This requirement can be enforced by a request for expulsion.

Meningococcal Disease

IC 21-40-5-5 requires that parents/guardians be informed about meningococcal disease and its vaccine.

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and, within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately an immunization is available, and the US Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years of age. For teenagers, immunization is recommended at the time of entry into high school and again at the time of entry into college. Parents should discuss meningococcal disease and vaccination with their children's health care provider.

Medications at School

For the safety of all students, ALL MEDICATION (both prescription and over-the-counter), must be delivered to the School Nurse by a Parent/Guardian in the original container along with a signed Medication Permission Form. Students are not permitted to carry any medication without a physician's written statement. Prescription medications must include a valid prescription label and a written physician prescription. Any unused medication unclaimed by the last student day of school will be destroyed. Recommended medicine distribution times in the clinic are 9:00 am - 1:00 pm.

Medication for Chronic Disease or Medical Condition

A student with a chronic disease or medical condition may possess and self-administer medication for the disease or medical condition if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal or nurse for the student to possess and self-administer the medication.

2. A physician states in writing that:

- A. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- B. the student has been instructed in how to self-administer the medication.
- C. the nature of the disease or medical condition requires emergency administration of the medication.

The parent's authorization and doctor's order MUST be filed with the student's principal's designee annually. The school nurse at Tri-Central Middle/High School is the appropriate designee.

Medication that is possessed by the school for administration during school hours or at school functions may be released to:

- 1. The student's parent; OR
- 2. An individual who is
 - a. at least eighteen years of age, AND
 - b. designated in writing by the student's parent to receive the medication

Concussion Law

Concussions and Head Injuries” (IC 20-34-7) requires that schools distribute information sheets to inform and educate coaches, student athletes, and parents of student athletes, concerning the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. The law requires that each year, before beginning practice for an interscholastic or intramural sport (i.e. powder puff football and volleyball, dodge ball, kickball) a high school student athlete and the student athlete’s parent must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete’s coach. The law further states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may **not** return to play until the student athlete has received a written clearance from a licensed healthcare provider trained in the evaluation and management of concussion and head injuries; **and** not less than twenty-four hours have passed since the student athlete was removed from play.

All high school athletes must complete an impact concussion baseline test prior to first high school practice and then every two-years following.

If a concussion should occur outside of a school activity, parents are responsible for notifying the school nurse so that accommodations can be made, if needed.

Emergency Medical Authorization Permit

Whenever my child is involved in a school activity and I am unavailable or otherwise unable to provide authorization directly, I grant the school principal/designee the authority to act for me and to provide any required consents and authorization the delivery of emergency medical care, diagnoses, and treatment, including surgical intervention, if necessary, on behalf of my minor child/children, and to do all other necessary things as I might or could do to provide for the child’s/children’s health and safety, if I were present. By signing the parent handbook form, this authorization is valid for the current school year or until such time I withdraw my consent.

ATTENDANCE

PHILOSOPHY

The primary responsibility for school attendance rests with the parents and student. The school will assist the parent and student in this responsibility by keeping you informed of your child’s **absences of concern**. The cooperation of the student, parents, and school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance. We realize there are often legitimate reasons for being absent; therefore, we have developed a policy which will prevent unnecessary absenteeism and yet handle the extenuating circumstances which occasionally occur during the school year. Our primary goal is to work with you and your student keeping students in attendance at school so as to reap the maximum educational benefits being offered at Tri-Central.

DEPARTURE FROM CAMPUS

Tri-Central MS/HS operates on a **closed campus**; therefore, students are not to leave the building during school hours without the consent of the administration.

ABSENCE FROM SCHOOL

1. Reporting Absences – Attendance Line: 765-963-2560

STUDENT & PARENTAL RESPONSIBILITIES WITH REGARD TO THE ATTENDANCE POLICY

- When a student is absent, it is requested that his/her parent or guardian call the school by **9:00 a.m.** on the day the student is absent. **Please state the student's first and last name, grade level, and the reason for the absence.** This must be done whether the student is absent one period or the entire day. **All non-call-ins will be counted as an unexcused absence until proper documentation is provided.**
- Students who are tardy to school should check in at the office before continuing to their scheduled class.
- Any student who has a legitimate excuse for leaving school during the regularly scheduled day must sign out or sign in at the main office.
- Any hospitalization or long term illness (more than 5 days) must be reported at once and documented with a physician's statement to be counted outside the normal 8- day limit. Illness of this type will be excused at the discretion of the administrators.
- A student who is ill must be in attendance at school prior to 8:45 a.m. to participate in any school activity that evening. This includes practices, games, concerts, dances, plays, cheerleading, etc.

TEACHER RESPONSIBILITY REGARDING THE ATTENDANCE POLICY

- Teachers are required to take accurate attendance count during the first five or ten minutes of class and record it in Skyward.
- Attendance will be recorded in Skyward all seven periods.
- Teachers will contact the administration regarding student absences of concern.

2. Limit on Absences

A student may not be absent from school for more than eight days each semester. **Both excused and unexcused absences count toward this maximum of eight days.** After the eighth absence in a single class period, the school will notify and, if necessary, hold a conference with the student and parent to determine conditions regarding any additional absences (e.g. a doctor's note or an attendance contract may be required).

All days missed count toward the allowable limit of 8. A limit of 5 days in one school year may be excused for a pre-planned family absence. Pre-planned absences will not be granted on the day before or the day after fall break, spring break, Thanksgiving break, Christmas break, during final examination periods, ISTEP+ testing, ECA testing, or if they cause the student to exceed the 8 day limit per semester. All absences during the aforementioned days will be considered unexcused. A note from the doctor will need to be provided on these days for them to be considered excused. The high school administration will make the final determination.

3. **Excused Absences include absences from school for the following reasons:**

- **Personal illness or injury**

Any student who is absent from school for five consecutive days due to illness must present a doctor's statement verifying that it is appropriate for the student to return to school. The school reserves the right to require a doctor's statement from students who are absent as indicated by the nature of the illness, such as communicable disease.

- **Medical appointment**

Medical appointments should be scheduled before or after school to minimize the amount of school missed. Medical appointments should not be scheduled during mandated state testing periods or semester exams.

- **College visitation**

Students may visit a college where he/she is considering enrollment during a school day if it is pre-arranged with the Attendance office. **The parent must call the Attendance secretary by 9:00 a.m. two school days prior to the visit.** Freshmen and sophomores will be allowed one (1) college visitation day per year. Juniors and seniors will be allowed two (2) college visitation days per year. College visitation days will not be approved for the months of December or May. Failure to follow the above procedure will result in an unexcused absence. **The college visit cannot be taken the day before or after a break unless preapproved by the administration.**

- **Mandatory military testing**

- **Duty in National Guard**

- **Exhibiting or participating in the State Fair**

A student may be excused if the student or member of the student's household participates or exhibits in the Indiana State Fair for educational purposes. The student's parent must provide a written note indicating the educational purpose and the school principal must approve the absence. A student may not miss more than five (5) days in a school year to exhibit/participate in the State Fair.

- **Verified court appearance/Judicial proceedings**

- **Verified automobile accident**

- **Required religious observances**

- **Election poll worker/legislative page**

- **Family member in the military**

- **Death in the immediate family**

4. **Make-up Work for Excused Absences – It is the student's responsibility to arrange make-up work with each teacher.**

- For each day of an excused absence, the student has one (1) day in which to complete the make-up. Exceptions can be made at the discretion of the teacher to give students extended time if needed. Generally speaking, teachers will announce major exams at least two days in advance. Therefore, if a student is absent the day before the exam and returns the day of the exam, the student will take the exam.

- Exams and assignments may not be returned until all make-ups have been completed. Students will see their exams and be informed of their scores, but the teacher may retain the exam or assignment until all make-ups have been completed.

- Homework may be requested when a student will miss three (3) days or more. The request must be made **prior to 9:00 a.m.** in order to receive assignments by the end of the day.

5. **Activity Participation after Absence**

Students must be in attendance no later than 8:45 a.m. in order to participate in practice, games, matches, or events on that particular day. The administration may grant exceptions for special circumstances.

6. **Homebound Instruction**

The homebound program provides instruction to students unable to attend school because of physical handicaps or special health problems.

7. **Unexcused Absences**

Any absence from school or class not included as an excused absence is considered an unexcused absence.

8. **Consequences for Unexcused Absence**

Students are expected to make up missed work. Make up work which includes late work, quizzes, projects, daily assignments, etc. will be graded in a fair and reasonable manner in accordance with the teacher's classroom rules. Such consequences will be communicated by the teacher in writing to students in each class at the beginning of each semester. Unexcused absences may also warrant other disciplinary action, such as detention, suspension or expulsion, and may result in action taken under the compulsory school attendance laws (I.C. 20-33-2).

9. **Unexcused Absences from Class**

Students in attendance at school are expected to attend their scheduled classes unless excused by the teacher or administration. A total of five (5) unexcused absences from a class may cause a student to be removed from the class and lose credit. Parents will be notified before a student reaches the point of being removed from class.

10. **Tardy/Absence**

1) **Tardy to first period**

When a student arrives at school after the tardy bell, he/she should report directly to the attendance office. If a student arrives within the first 15 minutes of class, he/she will be counted as tardy. A student more than 15 minutes tardy will be assigned an unexcused absence from class unless excused by administration or parent.

2) **Penalty for Tardiness Per 9-Week Period**

1. On the third (3rd) cumulative tardy, the student will receive 1 after school detention;
2. On the seventh (7th) cumulative tardy, the student will receive 1 day of Friday Night Detention. Students who drive to school may lose driving privileges for one week;
3. On the tenth (10th) cumulative tardy, the student will receive 1 day of In-School Detention. Students who drive to school may lose driving privileges for the remainder of the semester;
4. Every subsequent (11+) tardy, the student will receive an additional day of In-School Detention. Students who drive to school may lose their driving privileges for the remainder of the school year.

3) **Passing periods and after school hours**

Students are expected to move expeditiously between classes. All student are to leave the building at the 3:00 bell unless participating in or attending an after school function.

11. **Vocational School Attendance**

Juniors and seniors can arrange with the counselors to attend the vocational and technical programs housed at Kokomo Area Career Center (KACC) and John Hinds Career Center (JHCC). Students who enroll must remain throughout the school year. If a student is suspended, expelled, or withdraws, his/her status also applies to his/her enrollment status at Tri-Central. A student with excessive absences to either career center may, after being warned of and counseled about the problem, be withdrawn from vocational courses and placed in courses at Tri-Central High School. If a student has received an In-School Detention (ISD) at Tri-Central, they will not attend their vocational education classes and will remain at TC for the full day(s).

Vacation periods for Tri-Central High school and KACC/JHCC do not always coincide. A student is required to attend the vocational school even if Tri-Central High School is on vacation/break. Conversely, students are to attend Tri-Central High School if KACC/JHCC is on vacation/break.

The following rules apply:

- 1) KACC/JHCC students must enroll in a minimum of three (3) credited classes at Tri-Central High School. (Study Hall/Resource Study Hall/Student Aide is not applicable as a credited class)
- 2) Career Center students are responsible for being aware of altered schedules at Tri-Central High school. When the schedule changes, the priority is to attend Tri-Central High School classes;
- 3) KACC/JHCC School Attendance – Half Days (Delay, etc.) – There are several times during the school year in which Tri-Central may be delayed due to weather conditions. It is the student’s responsibility to attend all classes at Tri-Central High School, **for the entire period**. A student may be dismissed to attend vocational classes only with prior approval of the guidance counselor or administration.

12. Truancy

Students who miss school under the following circumstances will be considered truant:

- 1) The willful non-attendance of a student from school without parent/guardian/custodial permission and school authorities’ permission;
- 2) All class periods of truancy are considered unexcused. Repeated occurrences of truancy during the course of the school year will result in the student being identified as a “habitual truant.” A student will be considered a “habitual truant student” on the third occurrence of truancy or a tenth unexcused absence. A juvenile truancy report will be filed with the prosecutor’s office and an Invalidation Form will be filed with the Bureau of Motor Vehicles;
- 3) Habitual tardiness may be classified and considered as truancy.

13. Perfect Attendance

Tri-Central Middle/High School will recognize students with perfect attendance when the student is at school every period of every day and is not tardy to first period class. This recognition occurs at the end of the school year.

14. Honor Attendance

Honor Attendance will be given to students that miss no more than 7 class periods per year and receive no tardies to first period class.

15. Note to Parents:

The purpose of the Tri-Central attendance policy is to promote good school attendance by enforcing the legal obligations of compulsory school attendance as noted in Indiana Law (I.C. 20-33-2). Students who do not abide by the policy may be referred by Tri-Central Schools to the Tipton County Deputy Prosecutor Office. **Students with absences without a doctor’s note that exceed 8 days per semester are considered unexcused and may result in a referral to the Tipton County Prosecutor’s Office.**

DISCIPLINARY OPTIONS

DETENTION OPTION - Detention is assigned to students for a variety of rule violations. Students will be told where and when to report for their detention. Detentions may be assigned before school, during lunch, after school, on Friday evening, or on Saturday morning at the convenience of the school and must be served on the date assigned. Failure to serve detentions as scheduled can lead to loss of driving privileges, additional detentions, suspension, and/or expulsion. Students are to report on time with study materials and behave properly or they may lose their detention credit. Detentions are assigned by the individual teacher, the principal or assistant principal.

The Detention Supervisor will have the responsibility and authority to ensure detention is carried out according to the following rules:

General Rules:

1. No cell phones/electronic media/communication devices will be allowed in detention.
2. No Sleeping will be allowed in detention.
3. No conversations (verbal, written, or visual) between students
4. No disruptive noises or actions
5. Students are to bring materials to study and stay busy.

TIME OUT OPTION - This option is provided to teachers as a means for handling minor classroom discipline problems. Teachers can remove a student to the hallway or to the office for a maximum of one period at a time.

SOCIAL PROBATION: (Unsatisfactory Citizenship) - Social probation may be used for any infraction of school rules. Social probation is generally used for an infraction/misbehavior which occurred at an extra-curricular activity. Social probation may also be used in conjunction with other discipline to prevent further problems that could occur at after school activities. Once a student has been put on social probation, that student may not attend any activities after the regular school day.

DISCIPLINARY PROBATION:

A student who has exhibited serious behavioral problems will be assigned disciplinary probation for the remainder of the school year. Any student who is suspended for fighting, stealing, substantial disobedience, or other repeated violations of rules may be placed on disciplinary probation. Any further serious school problem may then result in a recommendation for expulsion.

Please Note: A student who is suspended out of school on two separate occasions during the school year is placed on disciplinary probation for the remainder of the school year. If the student is suspended for a **THIRD** occasion, he/she will be recommended for expulsion due to substantial disobedience.

CLASS TIME-OUT OPTION - CTO is intended to be used by the building administrator as a means of providing a cooling off period for students who have experienced classroom difficulty which requires the separation of the teacher and student without removing the student from all of his/her classes. A completed discipline referral form will be kept in the student's disciplinary file. A student on a CTO will report to the office during the class he/she is removed from and will be supervised by the office. The teacher will determine whether work missed due to a CTO may be made up.

IN SCHOOL DETENTION OPTION – ISD is a full day detention intended to isolate the student from the classroom and his peers. This option is intended to provide a supervised environment for students who need disciplinary action requiring a high level of supervision. Only administrators can assign students to ISD and students will complete classroom assignments as provided by the teachers. Credit will be given for all work assigned and completed during ISD. Students may receive ISD for a maximum of five (5) consecutive school days per infraction.

OUT-OF-SCHOOL SUSPENSION OPTION - OSS shall be reserved for serious disciplinary infractions, those students who are habitual offenders/substantial disobedience, or for those students who have repeatedly violated social probation or disciplinary probation. Out-of-school suspension is a preliminary step to a recommendation for expulsion. Students may be suspended a maximum of ten (10) consecutive school days per infraction.

EXPULSION OPTION - This option will be used when other options fail or when the infraction requires severe consequences. This option will also be used for frequent or repeat offenses, or for those students who have repeatedly violated social probation or disciplinary probation. A student may be expelled from school for up to one (1) full calendar year. **Any expulsion will result in current**

grades being recorded as WF and will prevent the attainment of credits during the expulsion period.

DISCIPLINARY AUTHORITY

At Tri-Central High School disciplinary authority has been assigned to all staff members so that individual rights can be respected and responsibilities met. **All students are subject to the responsible direction and correction of all adults (certified and non-certified) on the school staff.** The Principal and/or Assistant Principal will serve as the disciplinary officers for the students. Referrals for disciplinary action will be directed to them. When necessary, principals will prescribe rules to insure the smooth operation of the school and the general welfare of students and staff. Misconduct that is illegal by state or local law may be referred to the proper civil authorities.

STUDENT DUE PROCESS AND DISCIPLINE – will be covered in accordance with the following Indiana Code:

I.C. 20-33-8-8 Duty and powers of School Corporation to supervise and discipline students.

I.C. 20-33-8-9 Disciplinary powers of teachers and school staff members.

I.C. 20-33-8-10. Disciplinary powers of principals

I.C. 20-33-8-14. Grounds for suspension or expulsion

I.C. 20-33-8-15 Unlawful activity.

I.C. 20-33-8-18 Maximum term of suspension; procedure

I.C. 20-33-8-19 Expulsion procedures; appeals.

IC 9-24-2-1 Suspended and expelled students and dropouts

IC 9-24-2-4 Invalidation and revalidation of licenses; suspended, expelled, and withdrawn students

DISCIPLINARY GUIDELINES

The severity of discipline increases as the student repeats the same infraction. However, when the severity of the violation (even though the first) warrants, the penalty will be much more severe. **The disciplinary actions outlined in this section are only a guide and should not be construed to be absolute.**

The following rules have been formulated and adopted by the Tri-Central School Board to ensure an orderly administration of the educational process. Students who violate these adopted rules will be disciplined accordingly. When extenuating circumstances prevail, the administration will handle the situation appropriately. Serious misconduct will be dealt with by the principals at their discretion and under the disciplinary authority given them by the state and school board regulations. In addition to the school's actions, serious violations will also be referred to the proper law enforcement agency for their action.

These rules apply 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;
- (2) **off school grounds** at a school activity, function, or event;
- (3) **traveling to or from** school or a school activity, function, or event;
- (4) **On the way to and from** school on a school day and during a lunch period. While students may not be under the direct supervision of school officials during these periods, each student shall observe the student Code of Conduct set forth and shall be subject to the prescribed punishment for such violations;
- (5) **In addition** to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This

includes any unlawful activity meeting the above criteria, which takes place during the weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

DISCIPLINE CHART			
Violation	Consequences		
Drugs – possession, use, under the influence	Out of School Suspension with the recommendation for expulsion School Resource Officer will be involved and authorities notified		
Alcohol – possession, use, under the influence	Out of School Suspension with the recommendation for expulsion School Resource Officer will be involved and authorities notified		
Weapons - Possession	1-10 Day ISD/Suspension/Expulsion School Resource Officer will be involved and authorities notified		
Possession of a Knife I.C. 35-47-5-2.5	1-10 Days ISD/Suspension/Expulsion School Resource Officer will be involved and authorities notified		
Use/Threat with Weapon or Firearm Violation	Out of School Suspension with the recommendation for expulsion School Resource Officer will be involved and authorities notified		
Firecrackers/Explosives	1-10 Days ISD/Suspension/Expulsion School resource Officer will be involved and authorities notified		
Violation	1st Offense	2nd Offense	3rd Offense
Tobacco Products* possession, use, under the influence	5 days ISD Citation	5 days of OSS Citation	10 Days OSS Citation Expulsion
Fighting	3 – 5 days of OSS School Resource Officer Notified	Out of School Suspension/Expulsion School Resource Officer Notified	
Tardies (Cumulative) Per 9-Week Period	3 = after school detention (3:15 – 4:00) 7 = Friday Night Detention (3:15 – 4:30) 10 = 1 day ISD 11 + = additional day ISD for every tardy		
Indecent Exposure	3 – 5 days OSS	10 Days OSS Expulsion	
Excessive Rudeness/ Insubordination	3-5 days ISD	3-5 days OSS	10 Days OSS Expulsion
Unacceptable Language/Gestures	After School Detention	Friday Night Detention	1-3 Days of ISD/Suspension
Obscenities – directed toward someone	1-3 Days ISD	1-3 Days OSS	10 Days OSS Expulsion

Theft	1-3 days ISD/OSS Restitution	3-5 Days OSS Restitution	10 Days OSS Restitution Expulsion
Vandalism	ISD/OSS Restitution	3-5 Days OSS Restitution	10 Days OSS Restitution Expulsion
Failure to Attend Detention	1 Day ISD	3-5 Days ISD	Suspension
Bus Misbehavior	Verbal Warning Bus driver call parent	Written Warning After School Detention	Bus Removal
Skipping Class or Leaving Class w/o Permission	After School Detention	Friday Night Detention	1-3 Days ISD
Leaving the Building w/o Permission	1-3 Days ISD Loss of Driving Privileges	3 Days OSS Loss of Driving Privileges	10 Days OSS Expulsion
Cell Phone Violation	Device Confiscated Returned to student at the end of the day	Device confiscated Returned to Parent	Device Confiscated Returned to Parent Student may not bring to school for 5 days
Student Misconduct (talking, inappropriate display of affection,	Lunch Detention or After School Detention	Friday Night Detention	In School Detention/Suspension
Cheating or Plagiarism	Failing Grade/Zero on the assignment/test for all students involved. Parent/Guardian will be notified by the teacher via telephone of the offense. Friday Night School will be assigned. Student may be required to complete an additional assignment	2 nd offense during the school year (which could occur in one or more classes) will result in a failing grade/zero for the assignment/test. Student will receive one day of ISD	3 rd offense during the school year (which could occur in one or more classes) will result in removal from one of the classes in which cheating occurred. The student will be assigned to study hall and will receive no credit for the course from which he/she was removed. In addition, the student will be assigned 3 days of ISD. Any subsequent offenses reported during the same school year will result in the above consequences

			and possible expulsion proceedings.
Improper Attire Dress Code Violation	Student will be asked to change/cover up	After School Detention Friday Night Detention	ISD (treated as Insubordination)
Violation of Acceptable Use Policy (AUP)	After School Detention	Friday Night Detention/ ISD	Technology Privileges Denied
Reckless Driving	After School Detention Parking Privileges Removed for One Week	ISD Parking Privileges Removed for the remainder of the semester	Expulsion
Falsifying Pass	After School Detention	Friday Night Detention Loss of Pass Privileges	ISD/Suspension
Excessive Absences	5-day Letter	10-day Letter Attendance Agreement	Loss of Credit/Suspension
Skipping Class or Leaving Class w/o Permission	After School Detention Friday Night Detention	ISD	OSS
Leaving the Building w/o Permission	1-3 Days ISD Loss of Driving Privileges	OSS	Expulsion
Truancy	Friday Night Detention	OSS Report Filed	Expulsion
Threats/Harassment to students	Friday Night Detention/ ISD	3-10 Days OSS	Expulsion
Threats/Harassment of School Personnel	3-10 days Suspension/ Expulsion	Expulsion	
Physical Attack On School Personnel	Expulsion		
Sexual Misconduct	Suspension	Expulsion	

CHRONIC VIOLATION of SCHOOL RULES – The cumulative number of Discipline Reports / Semester will be handled accordingly:

- 6 Cumulative Discipline Reports – Additional Friday Night Detention and Student Conference
- 8 Cumulative Discipline Reports – Additional 2 Days of ISD and parent/guardian meeting with Administration to communicate about the issues
- 10 Cumulative Discipline Reports – Parent/guardian meeting and further disciplinary action which may result in OSS
- 13 Cumulative Discipline Reports – Administrative Discipline Hearing

ANTI-HAZING

The Tri-Central School Corporation believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation- sponsored event. Hazing shall be defined for the purpose of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into a class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.

Permission, consent, or assumption of risk by the individual subjected to the hazing shall not lessen the prohibitions contained in the policy. If hazing or planned hazing is discovered, the students involved shall be informed of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. Students who fail to abide by this policy shall be subject to disciplinary action which may include suspension and/or expulsion.

BULLYING, THREATENING, HARASSING, OR INTIMIDATING STUDENTS:

Tri-Central School Corporation is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school corporation works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Bullying is prohibited by Tri-Central School Corporation. According to IC 20-33-8-0.2, “Bullying” means overt, unwanted, repeated acts or gestures, include verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) Places the targeted student in reasonable fear of harm to the targeted student’s person or property;
- (2) Has a substantially detrimental effect on the targeted student’s physical or mental health;
- (3) Has the effect of substantially interfering with the targeted student’s academic performance;
- (4) 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.

The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in religious event.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one(1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student’s parent.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Parents or students who suspect repeated acts of bullying are taking place should report the matter to the school principal, the counselor, a teacher, the school resource officer, or designee. School personnel will investigate all reports of bullying.

Anonymous reporting of bullying can be made to Tri-Central Safe School Tip Line by calling:
(765) 963-3189.

BUS BEHAVIOR:

The rules for bus conduct and safety are designed to promote safety on the buses at all times. Inappropriate and/or unsafe conduct on the bus may result in a suspension of bus privileges or permanent removal. School bus transportation is a privilege and if this privilege is denied due to behavior, parents/guardians are responsible for transporting the child to and from school.

Violations of the TC Code of Conduct while on the bus may also result in additional disciplinary measures as determined by the administration.

At the bus stop, students are to:

- be on time and board the bus only at the regularly assigned stop;
- stay out of the street and away from the road;
- help protect surrounding property while waiting for the bus;
- enter the bus when the bus comes to a full stop and the door has been opened by the driver;
- wait their turn and not push when entering the bus;
- find their seat quickly and promptly and remain seated, obeying all rules and safety procedures.

On the bus students are to:

- always obey the driver promptly and respectfully;
- be seated promptly and remain in their assigned seat;
- keep all books on their lap or backpack;
- speak in low tones;
- never push, shove, scuffle, engage in horseplay or use inappropriate language;
- keep all belongings inside the bus;
- treat bus seats and equipment with care and respect;
- keep the bus clean and orderly.

STUDENT DRIVERS AND RIDERS

Students who drive to school are accepting adult responsibilities and should drive accordingly. All vehicles driven to school must be registered through the SRO in the Student Services Office. Vehicles may be searched by the administration if there is reason to believe any illegal substance(s) may be present inside. Drug dogs will periodically be present throughout the school year. Students are to drive cautiously whenever they are on campus and must obey all driving regulations. **During the school day, the student's car and the parking lot are off-limits to all students.**

Students may lose their driving privilege for any of the following reasons:

- Not having a valid Indiana Driver's License;
- Not driving cautiously while on school campus;
- Failure to register their vehicle;
- Leaving school without permission of the administration (you **MUST** check out at the main office);
- Taking other students off school grounds in their vehicle without permission;
- Presenting a hazard to school buses on school ground or on their routes. School buses have the right of way at all times.
- Excessive attendance, tardiness, late arrivals to school, or other related behavior problems.

CELL PHONES, ELECTRONIC COMMUNICATION DEVICES, VIDEO GAMES, ETC.

1. Students may possess certain electronic communication devices (ECD) while at school (Cell phone, gaming devices, tablets, etc.). these devices are to be silenced or turned OFF and put away out of sight from the time the bell rings to begin each period until the bell rings to end that period. This includes instructional periods as well as study halls, aide periods, detentions and ISD.
2. Students are permitted to use their ECD during their lunch period and in the hallways during passing period. Any use during these times is still subject to the acceptable use policy for school corporation networks.
3. "Put away" is defined as out of sight in a locker, book bag, or handbag. If the ECD is SEEN or HEARD during class, it is in violation of school policy.
4. Exceptions can and will be made when ECD's are being used for academic purposes and express permission is given by the classroom instructor. Any use inside the classroom is still subject to the acceptable use policy for school corporation networks.

5. Use of ECD's by spectators at extra-curricular activities is allowed; use of ECD's by participants in extra-curricular activities is at the discretion of the coach/sponsor. Use of all picture-taking ECD's is expressly forbidden in student dressing rooms, locker rooms, or restrooms (this includes during the lunch and passing periods).
6. Students are advised that possession or use of any ECD during any school activities or while on school property is a privilege, not a right, and appropriate, considerate use of any ECD is required.

Violation of ECD policy (compliance with confiscation);

#1 Device is confiscated; returned to student at end of day

#2 Device is confiscated; returned to parent/guardian (during regular school hours)

#3 Device is confiscated; returned to parent/guardian (during regular school hours); student may not bring to school for five (5) school days;

#4 Device is confiscated; returned to parent/guardian (during regular school hours); student may not bring to school for ten (10) school days or until the end of the semester, whichever is longer.

Included in I.C.35-42-4-4, electronic devices cannot contain, exhibit or be used to transmit any information that is indecent, explicit, or sexually graphic. Students may not use a cell phone or electronic device for unlawful purposes or for purposes that violate school rules. Tri-Central administration retains the right to inspect such devices if there is a **reasonable suspicion** that the device is being used to send, share, view, or possess pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device, may be considered as grounds for suspension or expulsion and notifying law enforcement. The search will be limited in scope based upon the limitations of the Fourth Amendment and any other applicable legal restriction.

Subject to teacher and administrative approval, students who bring personal electronic devices to school must abide by the Tri-Central Acceptable Use Policy available on the web at www.tccs.k12.in.us. Personal devices are the sole responsibility of the student owner. Tri-Central assumes no responsibility for personal devices if they are lost, loaned, damaged or stolen and only limited resources will be spent trying to locate lost or stolen item. Administrators and teachers have the right to prohibit the use of devices at any times or during designated activities (i.e. class time, presentations, theatrical performances or guest speakers) that occur during the school day.

Important Notice to students and Parents Regarding Cell Phone Content and Display:

- The Child Abuse/Neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under IC 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography” a Class D felony under IC 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” (as defined by IC 35-42-4-4(a), by a child who the person knows is less than 16 years of age or who appears less than age 16.
- The Indiana Sex Offender Registration Statute at IC 11-8—8-7 and the Sex Offender Registry Offense Statute at IC 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at IC 35-42-4-4(b) to register as a sex offender.

- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

CHEATING AND PLAGERISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- copying another student’s homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another student’s test or quiz answers;
- allowing another student to look at or copy answers from a test or quiz;
- using any other method to get/give test or quiz answers; taking a test or quiz in part or in whole to use or to give others;
- copying information from a source without proper attribution; and
- taking papers from other students, publications, or the internet.

Cheating and plagiarism are serious offenses. Please refer to the Discipline Chart for the consequences.

CLASSROOM RULES AND REGULATIONS:

Each individual teacher may establish his/her own classroom rules in addition to those outlined in this handbook.

(i.e. no gum or candy, be in your seat when the bell rings, etc.) Failure to follow a teacher’s rule(s) may result in a referral to the office for disciplinary action.

FIELD TRIP POLICY

Field trips are important components to the classroom. However, field trips are considered a privilege and not a right given to students. Students are responsible for maintaining grades in all classes and have regular attendance to justify their absence from any class. Students may not be permitted to go on a field trip if the student is currently failing a course (grades will be checked at least two weeks in advance and students will have one week to improve their grade to attend the trip. Sponsors will release a potential list of attendees at least one week prior to a field trip and a final list the day before the trip.) Teachers may contact sponsors and/or administrators to request a student not attend a field trip due to other academic reasons. Students and chaperones must be transported to and from the field trip via school-provided transportation. The principal may make exceptions to meet the special needs of students or for grade level trips.

STUDENT DRESS

The expectation at Tri-Central Middle/High School is that students will dress in an appropriate style and manner that reflects and maintains an appearance that is appropriate for school and conducive to the educational environment. Clothing or other articles that are distracting to the educational environment or are deemed offensive because of the message stated or implied, or the image presented, are not allowed. (I.C. 20-33-8-12)

Whenever a school official (support staff, teacher, or administrator) considers a student’s appearance to be inappropriate, immodest, or distracting to the educational environment, the student will be asked to cover up or change their clothing. The student will receive a written disciplinary write-up and remain in the office or an area convenient to the office until the necessary apparel change can be made. Continued violations of the school dress code may result in further disciplinary measures.

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

Examples of inappropriate attire include **but are not limited to**:

- Clothing and/or any adornment displaying messages not appropriate for school. Examples would be messages containing or promoting violence, profanity, sexual innuendo, references to drugs, alcoholic beverages or tobacco products. Clothing advertising taverns, lounges, bars, etc. is not allowed. No gang-related items.
- No clothing that reveals bare midriffs, cleavage, the lower back, or the buttocks;
- Off-the-shoulder shirts, tank tops, or similar wear are not allowed. The shoulders must be covered. All shirts, tops, and dresses must have sleeves;
- No clothing which reveals undergarments or the lack of undergarments;
- No hats, caps, bandanas, or headwear may be worn in the building at any time;
- Footwear must have a solid sole – no slippers, bare/stocking feet;
- No sagging pants or shorts;
- Shorts, skirts and dresses need to be no shorter than mid-thigh, (or six inches above the knee cap.) Leggings, tights, yoga pants, pants made out of spandex, etc that are worn in a skin tight manner must be covered by another article of top clothing that covers the private areas of the front and back. This includes student activities and dress up days;
- Strapless, spaghetti strap, halter tops, backless tops, see-through garments are not permitted. Please wear a sweater or jacket;
- No studded, spiked items, chains, or any item that might cause a concern for student safety;
- No blankets or pillows. If you are cold, wear a sweatshirt or sweater;
- No coats are allowed to be worn in the classrooms
- Clothing with holes or fraying above mid-thigh (six inches above the knee cap) is not allowed;
- Pajamas or other forms of sleepwear are not permitted;
- Sunglasses may not be worn.

DRUGS AND ALCOHOL - DEFINITION

Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, prescription drug for anyone other than the person the prescription is for, or intoxicant of any kind or possessing or transmitting drug paraphernalia. Note: Any substance represented by the provider to be any of the listed substances is a look-alike. This includes substances in alcohol look-alike containers and/or look-alike drugs.

FAILURE TO ATTEND DETENTION - DEFINITION

Detentions must be served when assigned. The only excuses for missing an assigned After School Detention or Friday Night Detention are absence from school, a doctor or dentist's appointment, or extra-curricular competition or other activities deemed appropriate by the Administration. **Work, athletic practices, music practices, or club meetings are not a valid reason for missing detention.**

FIGHTING/ATTACKING - DEFINITION

Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Attacking or harming a school employee will result in a recommendation for expulsion. An attack that is deemed to the level of Battery will result in contacting law enforcement and may result in a recommendation for expulsion.

HALL PASSES:

Students are only permitted in the halls during class periods with an authorized pass from a staff member or a signed agenda book.

INDECENT EXPOSURE - DEFINITION

Flashing, “mooning” or intentionally exposing any part of the body will result in the following disposition. Refer to Discipline Chart.

INSUBORDINATION - DEFINITION

Insubordination will be defined as the failure to comply with the immediate directions of a school employee during any period of time when the student is under the school’s supervision. Being disrespectful in actions or conduct toward adult school personnel or being in an unauthorized area without permission or outside the building during the school day without permission. Refer to Discipline Chart for consequences.

OBSCENITIES - DEFINITION

Obscenities will be defined as any word that is spoken, written, worn or an action that is offensive to prevailing notions of decency. This may also include any derogatory comments toward a person’s race, religion, etc. Disciplinary action will be determined in accordance with the manner in which the obscenity was used. Refer to Discipline Chart for consequences.

REASONABLE AFFECTION - DEVINITION

School is not the proper place for boys and girls to demonstrate their affection for one another. Reasonable affection would include **holding hands only**. Kissing or sexual misconduct is not permitted at school, and this kind of affection may result in referral to the Office for disciplinary action to be determined based up on the misconduct in question. Refer to Discipline Chart for consequences.

SMOKING AND/OR USE OF TOBACCO - DEFINITION

Possessing, using, or transmitting cigarettes, electronic, vapor or other forms of tobacco products in the school building or on the grounds while school is in session or before or after school hours or at a school event is in violation of Indiana Criminal Law and Procedure 35-46-1-10.5.

NOTE: Indiana Criminal Law and Procedures 35-46-1-10.5 indicates that a person under 18 years of age who purchases or accepts tobacco for personal use commits a class C infraction. Students violating this law will receive a citation in addition to any school discipline. Refer to Discipline Chart for consequences.

THEFT - DEFINITION

Theft shall be defined as stealing or attempting to steal private property or school property. Substantial or repeated incidents will result in the proper law enforcement agency being notified. Tri-Central will hold the parent and/or student financially responsible for recovery/replacement of item(s). Refer to Discipline Chart for consequences.

VANDALISM - DEFINITION

Vandalism shall be defined as causing or attempting to cause damage to school property or private property, or repeatedly damaging school property or private property of small value. T r i - C e n t r a l will hold the parent and/or student financially responsible for any intentional act that causes actual damage to school property. This is over and above any disciplinary action enforced on the student. Refer to the Discipline Chart for consequences.

WEAPONS:

Weapons of any type are not permissible on campus. State laws regarding weapons on campus will be strictly enforced. Please refer to I.C. 20-33-6-16. Indiana law states that possessing a knife on school property or on a school bus is a Class B misdemeanor. It becomes a Class A misdemeanor if the offender has a previous unrelated conviction, and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. Possessing, handling, or transmitting a knife, or any other device that can reasonably be considered or used as a weapon, is a serious violation. A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt so long as the knife is used as a part of, or in accordance with, the approved organized activity. Refer to the Discipline Chart for consequences.

STUDENT CONDUCT

The Code of Student Conduct, as required by Indiana Law and the Board of School Trustees of Tri-Central Schools, is presented in this handbook. This information is provided to students, parents, teachers, and administrators so they may fully understand their responsibilities.

Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe upon the rights of others. Education cannot take place unless there is an atmosphere of order and discipline. Administrators have a right to provide consequences for a student's choices, to deny school privileges by removing or suspending a student from class, to enlist parental support, and to recommend expulsion. Administrators are responsible for maintaining discipline and for notifying parents of student behavior and the resulting consequences.

In addition, a student committing an act that violates Indiana or federal law at any time or place may be suspended or expelled if the unlawful act is directed toward a school employee, student, or Board member; arises out of a school relationship; or has caused or can be predicted to cause in-school consequences.

I.C.20-33-8-12 Principals of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

Grounds for suspension or expulsion are student misconduct or substantial disobedience, as defined by Indiana Law IC 20-33-8. 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 conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustration 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. Intentionally making noise or acting in any manner so as to interfere with the ability of

any teacher or any other person to conduct or participate in an education function.

f. Engaging in speech or conduct (including clothing, jewelry or hairstyle), which is profane, indecent, lewd, vulgar or offensive to school purposes.

g. Disrespect toward teachers or staff members.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, sexual harassment, bullying, cyberbullying, hazing, or other comparable conduct. (Find a detailed description of bullying and hazing after the student code of conduct.)

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violence or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit this act.

9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.

10. Possessing, handling, or transmitting a knife, firearm or any object that can reasonably be considered a weapon, is represented to be a weapon or looks like a weapon. A dangerous device includes but is not limited to fireworks, ammunition, handgun, rifle, shotgun, stun gun, paintball gun, taser, knife, mace, pepper spray, BB or pellet gun, explosive, and all other weapons and personal protection devices capable of causing injury or discomfort to a person.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia, including scales, used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

12. Possessing, using, or transmitting any substance which is represented to be or look like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

15. Possessing, using, distributing, purchasing, or selling tobacco products of any kind, including electronic cigarettes or any other device used to consume tobacco.

16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an

interference with school purposes or an educational function.

17. Directing toward any student or staff member language that is disrespectful, derogatory, or obscene.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or educational functions.
21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking or displaying pictures, audio, or video (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Engaging in pranks, horseplay, or actions that could result in harm to another person.
25. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function, or not allowed by the electric device rules stated later in this handbook.
26. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - engaging in sexual behavior on school property;
 - engaging in sexual harassment of a student or staff member;
 - disobedience of administrative authority;
 - engaging in immoderate or repeated public displays of affection
 - willful absence or tardiness of students;
 - possessing or using a laser pointer or similar device.
 - taking pictures or video while in a locker room or restroom.
28. Habitually violating school rules or policy.

GENERAL INFORMATION

LOCKERS

Each student is assigned a locker for storage of books and coats. All lockers on the school premises are the property of Tri-Central School Corporation. The student's use of the locker does not diminish the school corporation's ownership or control of the locker and the school corporation retains the right to inspect lockers and their contents to insure that they are being used in accordance with intended purposes. It is the responsibility of the student to keep their locker neat, clean, and in good working order. Do not mark on the inside or the outside of your locker. Report broken or damaged lockers to the office. **Students are to**

use the locker assigned to them and under no circumstances use another locker. Students should memorize their combination and not tell other students in order to maintain security for the lockers. **Do not write on or deface lockers in any way.**

The school is not responsible for lost or stolen items and students are advised to avoid storing valuable items in their locker. Again, lockers are to be used to store school supplies and personal items necessary for use at school. Lockers should not 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.

Lockers in Physical Education and Athletic Dressing Rooms – Individually assigned lockers with combination locks have been provided. It is suggested that all valuable items be locked in the assigned locker.

Locker Inspection Policy – All lockers at Tri-Central Middle/High School are the property of the school and are subject to inspection by authorized school personnel according to IC 20-33-8-32 and IC 20-33-8-4.

VISITORS

No student visitors during school year; this includes lunch hours. In addition, parents and past graduates are to report to the office to arrange classroom contact. Tri-Central students should inform boyfriends, girlfriends, or friends that there are no visitors during the school day. All visitors must report to the office to obtain an ID Tag for the visit.

STUDENTS WHO ARE PARENTS

Students who have children are to refrain from bringing the children to school during the instructional day.

INSURANCE

Each athlete is required to be responsible for his/her own injuries.

EXTRA-CURRICULAR ACTIVITIES

A. To be eligible to participate in or attend extra-curricular practices, games, plays, musicals, concerts, dances, cheerleading, and club activities, the student shall be in attendance the entire day. Exceptions will be handled by the administration on an individual basis. A doctor's note is considered excused, and the student may participate that day.

B. Dances – Clubs and other organizations sponsor dances throughout the course of the school year. Middle School dances last until 10:00. High School dances last until 11:00. All school rules apply during dances. **Sexually suggestive dancing WILL NOT be permitted.** If the student's behavior does not meet the school standards, that student will be asked to leave and may be subject to discipline procedures by the school administration and/or law enforcement. Parents may be notified and requested to pick up any student in which suspicious behavior exists.

The following rules will be enforced:

1. All dances are for students currently enrolled at Tri-Central Middle/High School.
2. Only pre-registered guests will be admitted to a high school dance. Guests may not be over the age of 21 and must provide a photo I.D. with the guest registration form. Middle school student may not invite guests. Guest admission is based upon administrative approval at least one week prior to the dance.
3. Middle School students may not attend high school dances and high school students may not attend middle school dances.
4. Once a student leaves a dance, he/she may not return.

C. Students attending games are to purchase tickets and take a seat in the playing area to view the game.

Students should not be wandering/ running around during the game. Students are not to leave the building or stadium during the games. Leave only when going home.

EXTRA CURRICULAR CONFLICT RESOLUTION PROCEDURE

1. Sponsors/coaches of activities that conflict will meet to work out solutions to the conflict.
2. Scheduled games or performances take precedent over practices.
3. State sponsored games or performances take precedent over other scheduled activities.
4. Conference games/tournaments take precedent over regularly scheduled events.
5. Home games or performances take precedent over away events.
6. If the above steps do not resolve the conflict the participant will make the decision. This decision will be made without fear of reprisal from anyone.

SEMESTER FINALS

1. All students in grades 6 – 12 are required to take a final exam in all classes. These will be given on the last 2 student days each semester (with the exception of the seniors taking their second semester finals on their last few student days which are different than the underclassmen days due to senior trip/graduation).
2. Semester finals will be given during the assigned times set by the administration.
3. A student must pass 2 out of 3 (two nine weeks grades, one semester test grade) to get credit for a class. If a teacher feels like a student shuts down and puts no effort into the final, or does not take it, the teacher may seek administrative approval to fail the student. This can happen even if they have passed the previous two nine weeks. We want students to take the semester finals very seriously to prepare them for post-secondary education.

OFF LIMITS AREAS

The hallways and restrooms leading to the teacher's workroom, as well as the teachers' lounge, are off limits to students. If you need a teacher who is in this area, come to the office and the teacher will be located for you.

PEST CONTROL POLICY

The School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

SCHOOL RESOURCE OFFICER

The Tri-Central Middle/High School Resource Officer is located in the Middle School Office. The resource officer may confer with a student on school premises in the presence of the student's parent, the building Principal, or his/her designated representative. An attempt will be made to contact parents if questioning occurs. If the parent cannot be reached, an administrator will be present at the questioning. Tri-Central School Corporation employs a law officer who is in charge of security, traffic, and parking regulations and violations. A law enforcement officer may arrest a student and remove him/her from school if necessary.

SEARCH AND SEIZURE

According to Board Policy and Indiana law, a student shall have no expectation of privacy in a vehicle or in the contents of a vehicle operated or parked on school property, a school-provided locker, or a book/gym bag that has been brought onto school property. An administrator, in accordance with Board Policy and Guidelines, may conduct a search of the above locations as well as minimally search a student if there is suspicion that such a search could produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student.

Definition of “in possession” for purposes of the Student Code of Conduct: Students are required before coming on school property to inspect their possessions and vehicle for the presence of items that may not be possessed on school property. Students are “in possession” of an item for the purposes of these rules when the item is on their person; in their immediate possession such as in their hand, pocket, purse, locker, or backpack; is in a place under their exclusive control; or the student is aware the item is in a place to which the student has access such as a shared locker or vehicle. More than one student may have “constructive possession” of a single item and be responsible for possession of the item.

REASONABLE SUSPICION

If reasonable suspicion exists that a student is under the influence of a substance as listed in the Student Code of Conduct, an administrator may conduct a search of the student’s vehicle, book bag, purse, or other containers that are on school property. An administrator may search the student if there is suspicion a search will produce evidence of a violation of law, a violation of a school rule, or a condition that endangers the safety or health of the student. The parent may be directed to take the student for a drug screen within a specified period of time. Failure to obtain a drug screen as directed or to cooperate with a search will lead to a request for expulsion.

INTERROGATION AND RELEASE OF STUDENTS TO OUTSIDE AGENCIES

The School Board is committed to protect students from individuals not associated with the school system but also recognize its responsibility to cooperate with law enforcement agencies and the Department of Social Services.

When any agency or individual requests permission to interrogate a student at school, the building principal shall:

1. Determine that the agency or individual has a legitimate purpose in interrogating a student within the confines of the Corporation.
2. Attempt to inform the student’s parents, when appropriate.
3. Ensure that the agency or individual has informed the parents, when appropriate.

Whenever it has been determined that an agency or individual has a legitimate purpose in interrogating a student, the principal or his/her representative shall be present throughout the proceedings. She/he should also verify that the students(s) has been informed of his/her rights to refuse to answer questions, to be informed that anything she/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

When an agency or individual requests permission to remove a student from school, the principal shall notify the Superintendent.

No student shall be released to an agency or individual without proper warrant, school administrator approval, or written Parental permission, except in the event of emergency or for the protection of life or property as determined by the principal.

The Superintendent shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

STUDENT SECLUSION & RESTRAINT

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

ARRIVING AND LEAVING SCHOOL

Students are required to enter the building immediately upon arriving at school. Students are not permitted to loiter outside the building or in the parking lots. Students who do not have an extracurricular activity beginning immediately after school are required to leave the campus no later than 3:30 p.m. unless under the supervision of a Tri-Central Schools employee. Students who leave campus before the end of the school day (e.g. Work Experience, KACC, Internship, etc.) are required to leave immediately following their last scheduled class and may not return prior to 3:00p.m.

EMERGENCY CLOSING AND DELAY OF SCHOOL

Every effort will be made to make the decision to close or delay school by 6:30 a.m. and notification will be made via School Messenger.

FUNDRAISING

There will be no direct sale of items at Tri-Central Middle/High except by permission of the principal.

FIELD TRIPS/EXTRACURRICULAR ACTIVITIES

The school organizes educational field trips to enhance the instructional program. **In order for a student to be included in a field trip or participate in an extracurricular activity during the school day, an overview of grades, student behavior, attendance, completed assignments, and the ability to follow school rules will be taken into consideration.** The administration will have the final say on which students attend and which students are disqualified from attending these activities.

FIRE AND DISASTER DRILLS

Fire and disaster drills at regular intervals are required by law and are an important safety precaution. The purpose of the drills is to make everyone familiar with fire and disaster drill procedures and with the proper exits in the event of a fire or other disaster. Exit routes and specific instructions are posted in each classroom. When the fire alarm sounds, students are to move quickly and quietly to the exits, then proceed to at least 75 feet from the building. In the event of a disaster alarm, your teacher will instruct you to go to an assigned area in the school and to follow certain safety procedures. Students can re-enter the building and classrooms as soon as the signal is given. Intentionally setting off a fire alarm or turning in a false report will result in expulsion from school and referral to the proper authorities for criminal charges.

ACADEMICS

FULL-TIME STUDENT STATUS

Students are to be considered full-time students. Full-time will be considered 6 or 7 academic courses during a school day semester. Students enrolled in vocational classes or off-campus internship or work based learning must take a minimum of 5 academic courses per semester. Consequently students must be enrolled in a minimum of three academic courses (Non Study Hall, Resource or Aide related type classes) while attending Tri-Central High School during a school day prior to their vocational assignment. Students enrolling as guest students at a college/university must enroll for a minimum of five courses per semester at Tri-Central HS. Students under special conditions, needs based on appropriate medical information, 504 or IEP designation may have an assigned reduced day. The principal may designate an abbreviated student day based on disciplinary status/offenses.

GRADE CARDS

Grade cards will be posted on the Friday following the end of the grading period.

HOME-SCHOOL CREDITS

Students transferring in credits from a private/non-accredited/homeschool status that are not accredited through a recognized list of IDOE accredited organizations may not have their credits recognized towards an Indiana High School Diploma.

HONOR ROLL

The honor roll will be compiled at the end of the nine weeks grading period. Student minimum requirements to make the honor roll will be nothing below a “B-”. Fractional credit classes will not be counted when compiling the grade point average except that at least a “B-” must be maintained by anyone otherwise on the honor roll. Also each teacher will evaluate the student’s conduct in the classroom and this will help determine the grade for the nine weeks.

HONORS CLASS RECOMMENDATION

Teacher recommendation shall be required for placement into honors based classes. Exceptions are restricted to principal exception or where class scheduling conflicts where both teacher and student parent agree for placement after alternative options are exhausted.

INCOMPLETE GRADES

Incomplete grades will be given when work has not been completed, because of absence or other excusable reasons. The student is responsible for making arrangements to complete the work. If the work is not made up in a reasonable time, (to be determined by the teacher and student) the incomplete will be changed to failure for the grading period.

Students withdrawing from a class or classes after the designated date without a valid reason will receive the grade of “W/F”.

Students expelled from school may receive the grade of “F” for all classes.

INDEPENDENT STUDY COURSES

Independent study courses will be restricted to essential graduation requirements. The needed/absent course if offered in either semester shall take precedence and supersede any other course offering if available in the master schedule. Dual credit and AP courses shall not be issued for independent study unless necessary to attain minimum thresholds of Academic Honors or Technical Honors status. principal approval is required for any consideration of enrollment in independent study.

VOCATIONAL SCHOOL STUDENTS

Students who are attendance problems, tardy or truancy problems, and/or have failing grades are poor risks for vocational schooling. Students who fall into these categories will not have vocational school applications processed. In addition, students interested in visiting vocational programs may attend the evening visitation program scheduled by the vocational school.

HOMEWORK

1. PHILOSOPHY AND DEFINITION

Homework is an out-of-school assignment that contributes to the educational process of the student. It should be an extension of class work and be related to the objectives of the curriculum presently studied. Homework may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject.

2. PURPOSES AND OBJECTIVES

- a. 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 interests.
- e. To provide opportunities for broad enrichment activities

All students are required to submit homework as requested by the instructor. A student, who fails to submit requested homework, will receive an incomplete grade for that particular course until requested homework has been submitted. Homework must be submitted within a reasonable time frame to be determined by the instructor and administration. If requested homework is not submitted with the time frame, the incomplete grade will revert to the grade of “F”. Exceptional circumstances will be handled at the discretion of the instructor and administration.

GRADING SCALE FOR TRI-CENTRAL M.S./H.S.

A+	≥ 100%		C+	79-78
A	99-92		C	77-72
A-	91-90		C-	71-70
B+	89-88		D+	69-68
B	87-82		D	67-62
B-	81-80		D-	61-60
			F	≤59

POSTSECONDARY CREDIT

1. A student in grade 11 or 12 may apply for the postsecondary program by consulting with his/her counselor and completing an application.
2. The student application, accompanied by the counselor’s recommendation, will be considered by the high school principal in the decision to grant or deny student permission for the postsecondary program.
3. The principal may grant permission for the postsecondary program if:
 - a. Progress toward graduation is not delayed.
 - b. Tri-Central High School could not offer the course.
 - c. The course could not be programmed into the student’s schedule.
 - d. The course is one, which qualifies for credit at Tri-Central High School.
4. Student enrollment in a postsecondary course, which would result in a loss of enrollment in a cancellation of a course offered at Tri-Central High School, would be grounds for denial of credit for the postsecondary course.
5. A student applying for the postsecondary program at Tri-Central High School must have maintained a grade point average of at least 2.0 on a 4.0 scale (C) up to the time of application.
6. An approved postsecondary course in which a minimum grade of (C-) was earned would be granted Tri-Central credit based on the following table:
 - .5 high school credit for 1 or 2 college credit hours;
 - 1 high school credit for 3-5 college credit hours.
7. Proof of enrollment in a postsecondary institution is the responsibility of the student and his/her parent. This includes, but is not limited to, transportation, tuition, and books.
8. All costs connected with the postsecondary education are the responsibility of the student. Documentation must be on file with the vice principal or counselor.
9. The student must meet all state and local requirements for graduation in order to receive a Tri-Central High School Diploma.
10. Failure to complete courses specified at the post-secondary institution may require a student to attend additional semesters as a full time student at Tri-Central High School in order to satisfy the

instructional time guidelines.

11. Adequate time must be given to allow for due consideration. The request for the waiver must be submitted through the counseling office prior to April 1 of the academic year proceeding the year for which the wavier is being requested.

CLASS SCHEDULES

Class schedules are developed each spring for the next school year.

Schedule Change Policy

The philosophy of Tri-Central Middle/High School in regard to schedule changes reflects the idea of teaching students to be responsible individuals by making good decisions and abiding by the consequences of those decisions. Students are encouraged to invest quality time in planning their courses for the upcoming school year. Such planning should consist of consultation with parents, school personnel (guidance counselors and teachers), fellow students, and college personnel/resources.

Occasionally, there will be individual situation that arise that may result in the need for a schedule change. When presented, these situations will be reviewed by school personnel to determine whether or not a schedule change is needed. The school administration will make the final decision regarding a request for a schedule change. Only serious and necessary reasons will be considered (see list below).

1. An error made by the school in developing the schedule;
2. A need to balance classes;
3. A medical reason that is accompanied by appropriate documentation;
4. A change in program placement for students with documented learning disabilities;
5. A level change within a given course (honors to regular, regular to remedial) upon the recommendation of a department head, teacher or guidance counselor;
6. A request to take courses to qualify for the Academic Honors Diploma or Core 40 Diploma;
7. The failure of a course that is required for graduation;
8. The failure of a prerequisite;
9. The failure of a course that is required for entrance into a post-secondary institute;
10. The request to add a course that is required for college;

The rationale for adhering to the above stated reasons for a schedule change is based upon:

1. Maintaining the academic rigor of the student's schedule;
2. Maintaining the expectations that both parent and student carefully choose courses relevant to the chosen diploma type and post-secondary plans;
3. Maintaining course and class balances.

Schedule changes will not occur after the school year begins. The only exception to this rule is if a student drops an elective class for a study hall within the first 10 days of the current semester. Students may not have more than one study hall per semester.

GRADUATION REQUIREMENTS:

Tri-Central High school students may earn any one of three (3) different diplomas. The Tri-Central School Board had seclared the Core 40 diploma as the required diploma for graduation. The criteria for each of these diplomas are listed below. A minimum of forty (40) high school credits must be earned as set forth by the Indiana Department of Education. To be eligible to receive any of the following diplomas, a student must not only meet all the requirements listed, but must also have passed the Core 40 End-of-Course Assessments in English 10 and Algebra I, or meet the requirements necessary for a waiver.

Commencement exercises will include those students who have successfully completed requirements for graduation as certified by the high school principal. Exceptions include students who only qualify for a certificate of completion or who have completed the needed steps in an academic contract. No student

who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

CORE 40 DIPLOMA – A student may be eligible for a Core 40 diploma providing that they have earned thirty-four (34) credits in the areas of study specified below and six (6) additional credits shall be earned from courses in these and other areas of study.

CORE 40 WITH ACADEMIC HONORS DIPLOMA – Students may be eligible for a Core 40 with Academic Honors diploma providing that they have earned at least forty-seven (47) credits in prescribed areas, with no letter grade below “C”, and an overall average of “B” (3.0/4.0) or better. The State of Indiana will provide a special seal for a Core 40 with Academic Honors diploma.

CORE 40 WITH TECHNICAL HONORS – Students may be eligible for a Core 40 with Technical Honors diploma providing that they have earned at least forty-seven (47) credits in prescribed areas, with no letter grade below “C” and an overall average of “B” (3.0/4.0) or better. In addition, a student must earn a minimum of six credits in a state-approved College & Career Pathway AND earn a pathway designated industry-based certification or credential OR pathway designated dual high school and college credit courses from the lists of priority courses.



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school.</small>
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 and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits <small>(College and Career Pathway courses recommended)</small>
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students
* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

CORE40 with Academic Honors (minimum 47 credits)

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcripted college credits in dual credit courses from priority course list
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcripted college credits from the priority course list,
 2. 2 credits in AP courses and corresponding AP exams,
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors (minimum 47 credits)

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. Pathway designated industry-based certification or credential, or
 2. Pathway dual credits from the lists of priority courses resulting in 6 transcripted college 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.
- Complete one of the following,
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

Schools may have additional local graduation requirements that apply to all students

1. Seniors must complete **ALL** credit requirements **PRIOR** to participating in commencement, including:
Be in good standing with the rules of the school.

Pay all debts, including Textbook fees, lunch debts, library fines, lost equipment, and Athletic clothing/equipment.

2. **REQUIREMENTS TO RECEIVE A HIGH SCHOOL DIPLOMA FROM TRI-CENTRAL COMMUNITY SCHOOLS**

In accordance with IC-20-32-4-4, a student who does not achieve a passing score on the End of Course Assessments (ECA) and who does not meet the requirements of section 1 of this IC chapter may be eligible to graduate if the student does all the following:

1. Takes the ECA in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the ECA.
2. Complete remediation opportunities provided to the student by the student's school.
3. Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance.
4. Maintain at least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the state board.
5. Otherwise satisfies all state and local graduation requirements; and

6. Either:

A. Completes:

- (i) the course and credit requirements for a general diploma, including the career academic sequence;
- (ii) a workforce readiness assessment;
- (iii) at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student's school;

--OR--

B. Obtains a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation examination. The written recommendation must be concurred in by the principal of the student's school and be supported by documentation that the student has attained the academic standard in the subject based on:

- (i) tests other than the graduation examination; or
- (ii) classroom work

Special Education students' eligibility for waiver will be determined at their case conference committee meeting. Students who have chosen to pursue a "Certificate of Completion" will be allowed to walk at graduation if the requirements for this have been met.

SEVEN SEMESTER/MID-YEAR GRADUATE INFORMATION

Students may apply to the Principal to graduate after seven semesters. The student must make a strong case for early graduation that demonstrates a strong educational or social need. Students must contact their guidance counselor before second semester of their junior year. All applications must be submitted before the end of the junior year. The school board must approve all early graduation requests.

Students who meet graduation requirements mid-year will be allowed to attend Tri-Central's prom/ dances, senior trip, and walk at the graduation ceremony with the administration's approval.

THREE-YEAR (EARLY GRADUATION) STUDENTS

Students intending to graduate early at the completion of their Junior year, defined as the official graduation date of that early graduation year, must have all required graduation classes completed, required credit hours, and passage of all state graduation mandated testing. Waiver status is not applicable since available testing opportunities are still available to students for their Senior year. Classes taken over the summer at the end of the student's Junior year may not be applied retroactively to fulfill graduation requirements for early graduation. Students taking any classes needed for graduation after the conclusion of the school's calendar year will only be interpreted to apply towards the Senior year, whether that be for mid-year or full-year graduation consideration.

Students intending to graduate at the end of their Junior year, must have met with the guidance counselor to develop their course sequence of completion and method of attainment. The guidance counselor and the high school principal must sign off on the developed early graduation plan along with a parent/guardian. This also includes any subsequent changes or modifications to the plan.

In order for the early graduation plan to be valid, all parties must approve prior to the start of the student's Junior year of attendance. Students failing to attain the needed classes may opt for early graduation their Senior year.

OPT-OUT PROCESS

Students who are unable to achieve the requirements for the Core 40 diploma may still graduate from Tri-Central Middle/High School with a General diploma. To graduate with less than Core 40, the following formal opt-out process must be completed. The student, his/her parents/guardian, and the school counselor will meet together to discuss the student's progress and review the student's career and course plan. The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum. If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a General diploma and the college and career pathway the student will pursue is determined. In such cases, thirty-four (34) credits shall be earned in the areas of study specified below and an additional six (6) credits shall be earned from courses in these and other areas of study to earn a General high school diploma:

- English 8 credits
- Social Studies (incl. US History and US Govt) 4 credits
- Mathematics (Int Math I required; 2 math/quant. reasoning cred. in jr. or sr. yr.) 4 credits
- Science (Bio. required)
- Physical Education (2 semesters)
- Health 1 credit
- College and career pathway (incl. Prep for College/Careers) Flex Credit Electives

GRADE POINT AVERAGE INFORMATION

1. GPA is a student's "grade point average." A GPA is a number calculated using two factors: credits earned and "grade points," which are awarded to letter grades. Grade points are assigned to the letter grades as follows: 4.0 A+ or A; 3.667 A-; 3.333 B+; 3.0 B; 2.667 B-; 2.333 C+; 2.0 C; 1.667 C-; 1.333 D+; 1.0 D; 0.667 D-; 0.0 F
2. All students must pass two (2) of the three (3) following areas in order to be eligible to pass for the semester in each class: First 9-weeks grading period of that semester class; Second 9-weeks grading period of that semester class; Final exam for that semester class.
3. Weighting Grades: "Weighting" a grade adds to the grade point value earned in certain courses. Grades of A through C- earned in weighted classes will earn an extra grade point. Therefore, an "A" in a weighted class will yield five (5) grade points (4 points for the "A" and 1 more

point as a weighted “bonus”), a “B” will yield four (4) grade points, a “C” will yield three (3) grade points, and so on.

***Note:** In order for the grade to be weighted, a student must earn a grade of C- or higher in an AP or College Credit course.

4. **Weighted Classes for GPA:** Classes that may count as weighted for school and student GPA consideration are restricted to only those offered by Tri-Central High School. Those classes include: any AP designated class or Dual Credit class with articulation credentials through a college or university. Students transferring into Tri-Central with corresponding AP courses or Dual Credit classes that are offered and have been offered during that students Cohort years by Tri-Central may be counted as weighted. AP and Dual Credit courses not offered by Tri-Central will not be counted as weighted. Students may take a college class with prior approval from a university or college, however that class will not count as a weighted course for the student’s GPA.
5. Any Senior who has above a 4.0 GPA at the end of his/her junior year will have the option of taking ONE course that will not impact his/her overall GPA. A student may designate an elective course to be considered pass/fail or opt to take a study hall. A student MAY NOT have a pass/fail course AND a study hall added to his/her schedule.
6. Only Advanced Placement Courses and Dual Credit Courses taken at Tri-Central will be counted as a weighted course and configured into the student’s GPA and Rank in Class.
7. Classes taken as a guest student at a college/university may receive high school credit but will not count for weighted grade purposes. Students may only take one college class per semester and must receive pre-approved status from the school principal along with enrollment documentation of designated class. Any similar or identical course intending to be taken via college/university may be refused and superseded by the equivalent Tri-Central High School offering.
8. The transcript is the only place where weighted GPA and RIC will appear. The transcript will include both weighted and regular GPA’s and RIC’s.
9. A valedictorian must be completing an Academic Honors Diploma and rank first in his/her class. A salutatorian must be completing an Academic Honors Diploma and rank second in his/her class. For students to be eligible for valedictorian, salutatorian, top ten percent or cum laude status, they must have attained a minimum of 24 credits at Tri-Central High School along with any additional eligibility criteria. Minimum academic credits for valedictorian or salutatorian consideration must have attained a minimum of 48 credits.
10. Final class ranking, including designation of the valedictorian and the salutatorian, shall be finalized after the senior’s eighth (8th) semester.

