

**TRINITY CHRISTIAN
SCHOOL**



**2019-2020
SAINTS HANDBOOK**

TRINITY CHRISTIAN SCHOOL MISSION

Trinity Christian School strives for our students to become motivated and independent learners through the provision of academically engaging and competitive learning choices. We encourage students to value themselves, others, and learning. TCS is a school where young adults become lifelong learners and grow in an environment that encourages them to become creative, thoughtful, and active, in order that they can make valuable contributions in both society and their local communities. We promote a sense of social responsibility, perseverance and independence to prepare our students for an ever-changing world.

We will assist so that each educator can serve effectively in an area of God's choosing, consistent with His calling upon the believer's life, and in a manner, that builds up the body of Christ. It is the work of Trinity Christian School to provide an educational framework for our students to be equipped with the skills necessary to succeed in life and pursue God's calling in their lives.

Administrator – Brian Immel

Principal – Jeramie Carroll

440 Saint Peter Street

Indianapolis, In 46201

(317) 361-6194

www.tcssaints.org

TEACHER CONTACT

TCS teachers may be reached through e-mail. The main office phone number is (317) 631-3194. E-mail addresses may be accessed on the school web site at www.tcssaints.org. Be advised that if you are trying to reach a teacher, e-mail is best and preferred. This allows for the learning environment to not be disrupted.

PLEASE BE ADVISED

If you feel there are issues within the classroom, please contact the teacher first. They are your first line of communication. Do not contact administration first because many issues can and are solved at the teacher level. If after speaking with the teacher and there are still issues, then contact administration and a meeting may be set up. Any discussions with teachers and administration must be arranged ahead of time. Spontaneous arrivals will not warrant meetings as this makes it difficult to provide coverage and preparation. Parents and/or guardians are not allowed to show up and expect to be able to meet with a teacher without prior notification.

INFORMATION REGARDING RIGHTS, PROTECTION, AND PRIVACY

The maintenance of student records at TCS is governed by several federal laws and amendments known as the Family Education Rights and Privacy Acts (FERPA).

1. The parents' rights under this act extend until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, the student himself/herself may exercise the rights.
2. Parents have a right to examine their children's records at reasonable times, and, in certain circumstances in accordance with school policy, to purchase a copy of such records.
3. The parent has a right to have a record corrected if it "is inaccurate or misleading or is otherwise in violation of any rights of students."
4. If, because of a meeting, the school decided that the information is not "inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the student," a parent has the right to place information in the education records and/or set forth any reasons for disagreeing with the decision of the school to leave the contested information in the student's records.
5. A list must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a "legitimate educational

interest” in the student are exempted from this requirement by the act.

6. Certain persons may examine student records without a parent’s consent. These include school officials, including teachers who have “legitimate educational interests,” officials of other schools or school systems where a transfer is made, and certain representatives of the state and federal government with various limitations.
7. Any person may receive the records if the parents execute a written consent specifying the record to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case, if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. Records may be sent to officials of another school or school system in which the student intends to enroll at the request of that school or school system without written consent of the parent.
9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given notice.

Other rights granted to students and parents:

1. The right to due process for any disciplinary acts subject to the *Indiana Code*.
2. The right to a smoke-free, drug-free and weapon-free environment subject to the *Indiana Code*.
3. The right to convene a meeting of the school’s instructional support team to address specific learning difficulties a student may be experiencing in addition to those rights accorded by *Article 7, and Section 504, and the Americans with Disabilities Act*.
4. The right to inspect instructional materials and the right to grant or deny permission to participate in certain personal analyses, evaluations, or surveys subject to *HEA 1625*.
5. The right to initiate prayer and religious meetings subject to *Federal and State Statutes*.

NON-DISCRIMINATION POLICY

It is the policy of TCS not to discriminate based on physical or mental disability, sex, race, color, age, national origin, or limited English proficiency. TCS is committed to provide equal access to education, programs, activities and employment. However, as a private entity, TCS does reserve the right to choose students based on merit, including but not limited to academics, attendance, and behavior. It is the responsibility and intent of TCS to provide an appropriate education to each qualified student regardless of the nature or severity of his/her disability. Insomuch that a disability may exist, TCS has the right to consider enrollment options pending ability to provide appropriate services, meaning if there is a disability and TCS cannot provide services, TCS reserves the right to deny enrollment. If a parent, a student, or a teacher knows or suspects a learning disability, and/or a physical or mental disability, he/she has the responsibility to refer the student for an individual educational evaluation under IDEA (for special education) or to determine eligibility under Section 504. To refer a student for an educational evaluation, contact administration. As an alternative, a parent or teacher may request that the instructional support team in the student’s school be convened to address any specific difficulties that the student may be experiencing. However, the instructional support team cannot make determinations regarding IDEA or Section 504 and is not a legal replacement for the Case Conference. The administrator of academics or his/her designee at each school serves as the Section 504 Compliance Officer for that building. For further non-discrimination information, refer to <http://www.ed.gov/index.jhtml>.

TRINITY CHRISTIAN SCHOOL NOTIFICATION OF RIGHTS: UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) FEB, 2003

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one of more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program

of the U.S. Department of Education (ED) -

- a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, antisocial, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents or ministers;
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 3. Inspect, upon request and before administration or use –
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

TCS has adopted policies to protect student privacy in the administration of protected surveys and collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. TCS may disclose information on a student without violating FERPA through what is known as “directory information”. TCS will notify parents and eligible students annually at the start of each school year and after any substantive changes. TCS will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or distribution.
2. Administration of any protected information survey not funded in whole or part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/Eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605

CHILD ABUSE/NEGLECT/MISSING CHILD REPORTING

Employees of TCS are required by law to report all relevant information concerning suspected child abuse/neglect to the Department of Child Services and the building administrator of academics. Students enrolling in TCS must have proof of age such as a birth certificate, driver's license, or passport. A report will be filed with the Indiana Clearing House for missing children if such evidence is not presented to school authorities within 30 days.

CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS

Our school may offer a wide variety of volunteer opportunities. All volunteers must fill out a Non-Disclosure Acknowledgement Form and will have a Limited Criminal History Background Check for any of the crimes enumerated in IC 20-5-2-8 (b). Necessary background check paperwork should be submitted at least 72 hours prior to the intended volunteer date. Volunteers' who will have direct student contact under limited supervision or unsupervised, direct contact with students in various settings, are now required to submit information for a Full Background Check. The volunteer will pay the fee for the full background check which will expire after 5 years.

CLEAN AIR ACT

Please visit www.tcssaints.org to locate our extensive documentation on our clean air compliance.

WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION

The School Board of Trinity Christian School supports the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families by means of school registration, the student handbook and the corporation's website.

I. Coordinated School Health Advisory Council

The board will engage parents/guardians, food service professionals, teachers of physical education, students, school health care professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the school corporation's wellness policy.

A. In accordance with state and federal law, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at least the following:

- Parents/Guardians
- Food Service Director/Professionals
- Teachers of Physical Education
- Students
- School board members
- School administrators
- Any interested member of the public
- Representatives of interested community organizations

Other potential members of the Council include teachers, teaching assistants, SNAP-Ed educators, and community representatives such as recreation professionals, city planners, industry professionals and voluntary service workers.

B. The Advisory Council shall meet at least annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.

C. The Advisory Council shall report annually to the Administrator and the School Board on the implementation of the wellness policy and include any recommended changes or revisions.

D. The School Board will adopt or revise nutrition and physical activity policies based on recommendations made by the Advisory Council.

II. Nutrition Education and Nutrition Promotion

Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12) according to standards of the Indiana Department of Education. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

III. Standards for USDA Child Nutrition Programs and School Meals

The board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

IV. Nutrition Standards for Competitive and Other Foods and Beverages

A. The Board will provide and allow foods and beverages that support proper nutrition, promote healthy choices, and comply with federal nutrition standards in vending machines, school stores and concession stands. This also includes food and beverages made available in schools during the school day for such events as school fundraisers and food and beverages brought into the schools by students or other person for such events as birthdays and classroom celebrations.

Fundraisers selling food items that do not meet the federal nutrition standards are limited to two such fundraisers per school building per year.

[OR]

No fundraisers selling food items will be allowed in any school during the school day.

B. The Board will allow marketing in school buildings and on school grounds during the school day for only those food and beverages provided by the school that meet the federal nutrition standards. Marketing that promotes student health will be permitted in school buildings and on school grounds.

V. Physical Activity and Physical Education

The board supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before- and after-school activities; and walking and bicycling to school. Additionally, the board supports physical activity among elementary students by providing them with at least 15 of the recommended 60 minutes of physical activity per day.

VI. Other Activities that Promote Student Wellness

The board supports the health and well-being of our students and teacher by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

VII. Evaluation

Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and teacher at least every three years. The board will notify the public of the results of the three-year assessment and evaluation.

The board designates the Administrator to ensure compliance with this policy and its administrative regulations. The superintendent is responsible for retaining all documentation of compliance with this policy and its regulations, including but not limited to each school's three-year assessment and evaluation report and this wellness policy and plan. The Administrator will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the corporation's three-year assessment and evaluation.

LEGAL REFERENCE: 42 U.S.C. 1758b
7 CFR Part 210
I.C. 20-26-9-18.5

Administrative Regulations:

II. Nutrition education

1. Health education will be provided as part of a comprehensive health education program and taught by a licensed health education instructor.
2. The school corporation will provide nutrition education training opportunities to teachers and teacher for all grade levels.

III. Nutrition promotion

1. Nutrition promotion will include lessons that cover topics such as how to read and use food labels, choosing healthy options and portion control.
2. School teacher will collaborate with community groups and organizations to provide opportunities for student projects related to nutrition (e.g., cultivating school gardens, reading food labels and maintaining a caloric balance between food intake and physical activity/exercise).
3. Nutrition promotion resources will be provided to parents/guardians through handouts, website links, school newsletters, presentations and any other appropriate means available to reach parents/guardians.
4. Foods of minimal nutritional value, including brands and illustrations, shall not be advertised or marketed in educational materials.

IV. Standards for USDA Child Nutrition Programs and School Meals

A. School Meal Content

1. Meals served through the National School Lunch and Breakfast Programs will:
 - Be appealing and appetizing to children;
 - Meet, at a minimum, the nutrition requirements established by the USDA for federally funded programs;
 - Contain 0 percent trans fats;
 - Offer a variety of fruits and vegetables;
 - 50 percent of the grains offered are whole grain-rich.
2. All cooked foods will be baked or steamed. Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie and sodium levels in food.
3. Schools are encouraged to purchase or obtain fresh fruits and vegetables from local farmers when practical.
4. Students will have the opportunity to provide input on local, cultural and ethnic favorites.
5. The food services department shall provide periodic food promotions that will allow for taste testing of new healthier foods being introduced on the menu.
6. Special dietary needs of students will be considered when planning meals, according to the document *Accommodating Children with Special Dietary Needs in the School Nutrition Programs*.
7. The food services department will share and publicize information about the nutritional content of meals with students and parents/guardians. The information will be available in a variety of forms that can include handouts, the school website, articles, school newsletters, presentations that focus on nutrition and healthy lifestyles, and through any other appropriate means available to reach families.

B. School Meal Participation

1. To the extent possible, schools will provide the USDA School Breakfast Program to all students.

2. To the extent possible, schools will utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, serving “grab-and-go” breakfasts and arranging transportation schedules to allow for earlier arrival times.
3. Schools will provide the After School Meal Program, when it becomes available, in accordance with the Healthy, Hunger-Free Kids Act of 2010.

C. Mealtimes and Scheduling

1. Adequate time will be provided to students to eat lunch (at least 20 minutes after being served) and breakfast (at least 10 minutes after being served).
2. Elementary schools will schedule recess before lunch.
3. School meals will be served in clean and pleasant settings.
4. Students will have convenient access to hand-washing and sanitizing stations.
5. Potable (drinking) water must be readily available at all mealtimes.
6. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.
7. The administration will approve and monitor all food and beverages brought into the school. No outside “fast food meals”, soda, or energy drinks will be permitted to be brought into or eaten in the school café during meal times. Food items must originate from home.

D. Professional Development

1. Professional development and training will be provided at least annually to food service managers and teacher on proper food handling techniques and healthy cooking practices.

V. Nutrition Standards for Competitive and Other Food and Beverages

A. Approved Nutrition Standards, based on the nutrition standards of the Institute of Medicine (2007).

1. K-12 à la carte, school vending machines and other foods outside of school meals shall be limited to:
 - No more than 30 percent of total calories from fat,
 - Less than 10 percent of total calories from saturated fats,
 - 0 percent trans fats,
 - No more than 35 percent of calories from total sugars,
 - No more than 200 milligrams of sodium per portion as packaged,
 - No more than 200 calories per package, and
 - 100 percent of the grains offered are whole grain-rich.
2. K-12 à la carte, school vending machines and other beverages outside of school meals shall be limited to:
 - Water without flavoring, additives, or carbonation,
 - Low-fat and nonfat milk (in 8- to 12-ounce portions),
 - 100% fruit juice in 4-ounce portions as packaged for elementary/middle school and 8 ounces (2 portions) for high school, and
 - All beverages other than water, white milk or juice shall be no larger than 12 ounces.

B. Availability

1. A vending machine at an elementary school that dispenses food or beverage items may not be accessible to students.
2. Vending machines in middle and high schools:
 - Will not be available during mealtimes.
 - Will contain items that meet the approved nutrition standards.
3. Vending machines for school teacher will not be accessible to students.
4. Food and beverages will not be sold in school stores.
5. Students and teacher will have free, potable (drinking) water for consumption available in water fountains throughout the school building.

C. Concession Stands

1. The concession items sold at school-sponsored events to participants, fans and visitors shall include at least 50 percent healthy beverages and foods, according to the approved nutrition standards.

D. Classroom Celebrations

1. Classroom celebrations will focus on activities (e.g., giving free time, extra recess, music and reading time) rather than on food.

2. Classroom celebrations that include food will be limited to one per month. Food items must comply with federal nutrition standards.

3. Schools shall inform parents/guardians of the classroom celebration guidelines.

E. Food as a Reward or Punishment

1. Teachers and teacher will not use food as a reward. For example, the use of sugar-sweetened beverages or candy as a classroom reward at any school is not appropriate.

2. School teacher will not withhold food or drink at mealtimes as punishment.

F. Fundraisers

1. Fundraising activities will support healthy eating and wellness. Schools will promote the sale of non-food items for school-sponsored fundraising. For a food or beverage item to be sold as a fundraiser, it must meet the approved nutrition standards. Fundraisers subject to this rule are those sold during the school day on school grounds. School day is defined as from midnight the night before to 30 minutes after the end of school.

G. Non-sold food and beverages:

1. Non-sold food and beverages will comply with federal nutrition standards.

H. Marketing

1. Signage or similar media on school campus during the school day may only advertise food and/or beverages provided and sold by the school that meet the competitive foods standards for foods sold in schools (i.e. Smart Snacks).

VI. Physical Activity and Physical Education

A. Physical Education K-12

1. All students in grades K-12 will participate in physical education in order to meet the Physical Education Standards. Also, high schools will encourage students to take more than the courses of physical education required for all Indiana diplomas.

2. Waivers will not apply towards the physical education courses required for a diploma. Credit flexibility in physical education will be limited to elective physical education courses.

3. Physical education classes will have the same student/teacher ratio used in other classes. In Indiana, the ratio for a single school shall not exceed an average of 30 to 1.

4. The physical education program shall be provided adequate space and equipment to ensure quality physical education classes for students.

B. Daily Recess and Physical Activity Breaks

1. Each elementary school shall provide daily physical activity in accordance with Indiana Code 20-30-5-7.5.

2. All elementary school students will have at least 1 period of active recess per day that is at least 15 minutes in length as recommended by the National Association for Sport and Physical Education (NASPE). This recess period will be outdoors when possible. If outdoor recess is not possible due to inclement weather, teachers will provide an indoor physical activity break in the classroom.

3. All teachers will be encouraged to use physical activity breaks during classroom time as often as possible.

4. Schools should discourage extended periods of inactivity (2 or more hours). During events such as mandatory school-wide testing, teachers will give students periodic breaks for moderate physical activity.

C. Physical Activity Opportunities Before and After School

1. Schools will offer clubs, interscholastic sports and voluntary activities to increase opportunities for physical activity before and/or after school, taking into account student interest and supervisor availability.

2. After-school enrichment providers will include physical activity in their programs, to the extent space and equipment allow.

D. Physical Activity and Remedial Activities/Punishment

1. Students will not be removed or excused from physical education to receive instruction in other content areas.

2. School teacher will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

VI. Other School Based Activities

A. Walking and Bicycling to School

1. Where appropriate and safe, schools will allow walking and bicycling to school.

2. To the extent possible, the school corporation will make improvements so it is safer, easier and more enjoyable for students to walk and bicycle to school.

3. The school corporation will explore the availability of both local and federal funding (e.g., Safe Routes to School funds administered by the Indiana Department of Transportation) to finance such improvements.

4. Schools will promote walking and bicycling to school, including the promotion of International Walk to School Day, which falls on the first Wednesday of October each year.

B. Teacher Wellness

1. The school corporation will promote programs to increase knowledge of physical activity and healthy eating for faculty and teacher. Presentations on health and wellness will be provided at least twice each school year.

2. The school corporation will work with local fitness centers to offer reduced membership fees.

3. Schools will allow teacher to use school facilities outside of school hours for activities such as group fitness classes, walking programs and individual use.

4. Teacher will be encouraged to participate in community walking, bicycling or running events.

5. Physical education will be taught by a licensed physical education instructor.

6. All teacher involved in physical education will be provided opportunities for professional development focusing on physical activity, fitness, health and wellness.

7. Schools will promote breastfeeding by making reasonable efforts to provide a private location for employees to express breast milk in accordance with IC 22-2-14-2.

VII. Evaluation of Wellness Policy

A. Implementation and Data Collection

1. The school corporation will use an evidence-based assessment tool to track the collective health of students over time by collecting data such as body composition (height and weight), aerobic capacity, and/or muscular strength, endurance and flexibility.

2. The superintendent is responsible for retaining all documentation of compliance with this policy and its regulations, but the principals shall ensure that their individual schools are in compliance with the corporation's wellness policy every three school years by assessing wellness implementation strategies. The principals shall provide a written report to the superintendent, who will provide the report to the school board. The principal's report shall contain the following information: the school's progress toward meeting the wellness goals over the previous three school years; the website address for the wellness policy and how the public can receive a copy of the policy; a description of the progress in meeting the goals, a summary of the event or activities related to the implementation of the policy; the name, position, and contact information of the school official coordinating the health advisory council or the school's wellness team; and information on how individuals and the public can get involved with the school's wellness team.

3. The evaluation of the wellness policy and implementation will be directed by the Coordinated School Health Advisory Council and will be responsible for the three-year assessment of each school's compliance with the policy and its regulations. The three-year assessment must measure the implementation of this policy and its regulations; the extent to which each school is in compliance with the policy; the extent this

policy compares to other model school wellness policies; and a description of the progress made in attaining the goals of the wellness policy. As a result of this assessment and evaluation the policy and regulations will be revised as needed.

4. The three-year assessment and evaluation report will be made available to the public by posting it on the school corporation website.

POLICIES RELATED TO USE OF DRUGS, ALCOHOL AND TOBACCO

The TCS school administration believes maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, or sell drugs, alcohol, or tobacco products on the school premises at any time, at any school-sponsored activity, or when a student is travelling to and from school. Students violating this policy are subject to suspension or expulsion from school. We recognize our responsibility to address drug and alcohol problems in the school. We believe that parent(s), guardian(s), and the school must work together to educate, encourage and support students to prevent their illegal use of drugs and alcohol. TCS has committed to providing a productive, safe and clean environment for students. Employees of the school corporation must report to the building administrator of academics any drug violations of which they have personal knowledge and which occur on school property or within 1000 feet of school property. The administrator of academics will report the violation to the proper law enforcement agency.

STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

Students believed to be under the influence of drugs or alcohol may be requested to submit to a drug and/or alcohol test at the expense of the student. Refusal to submit to a drug or alcohol test, or refusal to provide a valid specimen will be considered failure to comply that constitutes an interference with school purposes or an educational function. As used in this policy “reasonable suspicion” includes: specific observation concerning appearance, behavior, body odor, or speech of a student; information received by the administrator of academics or designee from teachers, parents, students, employees or detection devices; an accident involving a motor vehicle before, during, or after school hours at school. This rule also applies on or off school property at any school sponsored or school approved activity, event or function, where students are under the jurisdiction of the school district, or any time students are under the direct supervision of employees who are working on behalf of the district. Students participating in extracurricular events or attending extracurricular events may be asked to submit to a breathalyzer test.

DRUG FREE CAMPUS

TCS is dedicated to a drug free campus and student body. To that end, Trinity Christian School may require drug testing at the discretion of the administration in the event of suspected drug use by students. Trinity Christian School also reserves the right to implement random drug testing of students in grades 6-12 or students participating in extracurricular school activities. The main goal in random drug testing is prevention. An initial positive result of drug testing would not in itself result in automatic suspension or expulsion but rather a proactive plan of support for the student and family from the school. Mandatory counseling and follow up testing at the parent’s expense will be required. Drug use, possession, including prescription medication without notification, or under the influence of any illegal, or controlled substance or alcohol, or possession of paraphernalia; drug dealing, negotiating for sale, or distribution of prescription medication, or a controlled substance may result in punishment. Prescription medicine may only be given if the school has the prescription and doctor’s note on campus.

DISCIPLINARY PROCEDURES AND STUDENT DUE PROCESS

It is the policy of TCS to function with graduated, relevant learning experiences that will enable students to develop to their full potential. It is necessary to establish a total environment for this learning to occur. Self-discipline is a major aspect of that learning environment. Self-discipline is best defined as the control exhibited in an individual’s behavior, both action, reaction and physical/verbal, so that the civil rights and dignity of others

are protected. Situations when the behavior of any student disrupts, in some way, the learning environment for others, require discipline procedures initiated by classroom teachers and/or administrative personnel. These discipline procedures will be employed throughout TCS by school personnel to maintain the educational environment as set forth in the philosophy of this corporation. Because behaviors are complex chains of events, there will be no specific criteria for the use of discipline procedures other than the preceding description of self-discipline. However, the discipline procedures shall be administered fairly, with respect for the dignity of all persons involved, and without anger, malice or prejudice. Rules or guidelines pertaining to student conduct are intended as a basis for the development of positive attitudes and appropriate behavior on the part of students interacting with parents, teachers, administrator of academics and others and are not meant to be punitive measures.

DELEGATION OF AUTHORITY

In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Students must follow responsible directions of school personnel of all educational settings and refrain from disruptive behavior that interferes with the educational environment. In carrying out the educational function and school purposes of the school corporation the following grants of authority are hereby made:

1. Each teacher and any of the other school personnel shall, when students are under his/her charge, have the right to take any action which is then reasonably necessary to carry out, or to prevent an interference with the educational function of which he/she is then in charge. Teachers may not suspend students from school. Separation of a student from any educational function within the supervision of some teacher or other school personnel, other than the administrator of academics or his/her designee, shall not be considered a removal but rather a referral to the office for counseling and/or disciplinary intervention. Building-level procedures and guidelines will be followed in these cases.
2. The administrator of academics may take any action concerning his/her school or any school activity within his/her jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include establishing written rules and standards to govern student conduct. Similarly, the administrator of operations, or administrator of academics, or his administrative teacher with his approval, may take any action with respect to all schools within the school corporation that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.
3. The administrator of operations and the administrator of academics within each school are authorized to adopt formal policies establishing lines of responsibility and related guidelines and regulations pertinent to student discipline.
4. The terms “administrator of operations” and “administrator of academics” shall include their respective designees, which shall include, but not be limited to, the assistant administrator of academics, athletic director, guidance counselors and administrative assistants.

PERSONAL SEARCH PROCEDURES

The administrator of academics or his/her designee may search the person of a student during a school activity if the administrator of academics or his/her designee has a reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student.
2. Any object in the possession of the student such as, but not limited to, a purse, briefcase, book bag, wallet, music case.
3. A “pat down” of the exterior of the student’s clothing. Searches of the person of a student, which require removal of clothing other than a coat, jacket, shoes, or socks, shall be referred to a law enforcement officer in accordance with this policy.
4. A person of the same sex as the person being searched shall conduct searches of the person of a student in a private room with at least one other adult present who shall witness, but not participate in, the search.

CANINE SEARCHES

Drugs are not allowed in TCS. Any student carrying, holding, using or selling drugs is considered a student in need of services. Many our students are drug-free and good citizens who desire and value the secure, safe, drug-free environment that we intend to provide. TCS administration will conduct canine drug searches at a time and date of their discretion with the assistance of the police should a need ever arise. Such searches can include parking lots, lockers, hallways, common areas, and student book bags and purses. In the event of reasonable suspicions as indicated by the canine or other sources, further search of a student's book bag, possessions and/or person will be made, at which time the County Prosecutor will become involved. Before that further search is conducted, a reasonable effort will be made to notify the parents and offer them the opportunity to be present.

RESTRAINT AND SECLUSION POLICY:

A supportive school environment can greatly reduce, and in many cases, eliminate, the need for restraint or seclusion of students. However, at times it may become necessary for employees to use reasonable restraints and/or seclusion when there is an imminent risk of harm to the students or others, in compliance with Indiana law (I.C. 20-20-40). In accordance with the provisions of I.C. 20-33-8, administrator of academics and teacher members may take the following actions:

1. Removal from class or activity: Per Indiana law, a high school or middle school teacher will have the right to remove a student from his/her class or activity for a period of up to five class periods and an elementary teacher will have the right to remove a student from his/her class for one school day if the student is assigned regular or additional work to be completed in another school setting. Per TCS policy, separation of a student from any educational function within the supervision of some teacher or other school personnel, other than the administrator of academics or his/her designee, shall not be considered a removal but rather a referral to the office for counseling and/or disciplinary intervention. Building-level procedures and guidelines will be followed in these cases.
 - a. NOTE: Subject to limitations applicable to students governed by special education requirements under federal law, a student may be removed from a class under the supervision of an individual (and not returned to that class pending a parent conference and development of a behavior plan) when the student is an imminent threat to the health or safety of the supervising teacher member or other individuals in the supervised class.
1. Suspension from school – administrator of academics: A school administrator of academics (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days. Suspension shall mean any disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less which does not constitute an expulsion. Suspension shall not include situations in which a student is removed from school for failure to comply with immunization requirements.
2. Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester. In cases when the student is being expelled for possession of a firearm, destructive device, or deadly weapon, the maximum length of the expulsion period is listed under the Grounds of Suspension and Expulsion section in this policy.
 - a. Expulsion shall mean a disciplinary action whereby a student:
 - i. Is separated from school attendance for a period in excess of ten (10) days.
 - ii. Is separated from school attendance for up to two semesters.
 - iii. May have the loss of all credits as a result.
 - iv. Is separated from school attendance for up to two semesters which may include an assignment to attend an alternative school, an alternative education program, or a homebound education program.

Students suspended or recommended for expulsion from school have the right of due process including but not limited to the right to be informed of the charges leading to the suspension or the recommendation for expulsion.

The student also has the right to be informed of the charges to be provided, a summary of evidence against the student, and to be provided the opportunity to explain his or her conduct. A reciprocal agreement regarding expulsion or suspension shall be in effect with all extension schools and/or cooperative programs that enroll students from the school corporation. All the discipline procedures are subject to rights and procedures accorded to students and their parents under the Individuals with Disability Education Act (IDEA.) Copies of the school's procedures for actions to be taken pursuant to the IDEA may be obtained from the Special Education Director, ESC. It is the right of TCS that a notation will be made on the student's permanent record and transcript when a student is expelled from school. The administrator of academics or designee may require that a student who is at least 16 years of age and wishes to re-enroll after an expulsion attend one or more of the following:

1. An alternative school or an alternative education program.
2. Evening classes.
3. Classes established for students who are at least 16 years of age.

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school must be in writing. If an appeal is properly made, the school must consider the appeal unless the school votes not to hear the appeal. If the school hears the appeal, it will consider the written summary of the expulsion meeting and arguments of the school administration and the student and/or the student's parent. The school will take any action deemed appropriate.

LEGAL REFERENCE: 20 U.S.C.8001 20 U.S.C. 8002 I.C. 20-33-8-18. When the administrator of academics (or designee) recommends that a student be expelled from school, the following procedures will be followed:

1. The administrator of academics (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative teacher who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent is given notice of their right to appear at an expulsion meeting conducted by the administrator of academics or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school.
3. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery and will contain the reasons, for the expulsion and the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the administrator of academics (or designee) will present evidence to support

the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the expulsion meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take an action found to be appropriate and give notice of the action taken to the student and the student's parent.

GROUND(S) (LOCATION) FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed below apply when a student is:

1. On school grounds before, during and immediately after school hours and at any other time when the school is being used by a 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. d). Using property or equipment provided by the school.

STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

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.
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, bullying, hazing, or other comparable conduct.
2. Engaging in violence and/or threat of violence against any student, teacher member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
3. Causing or attempting to cause damage to school property, stealing or attempting to steal school property and/or private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
6. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
7. Failing to report the actions or plans of another person to a teacher or administrator of academics 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.
8. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
9. 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 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.
 - a. Exception to Rule 9: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building administrator of academics. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following

information:

- i. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - iii. The student has been instructed in how to self-administer the prescribed medication.
 - iv. The student is authorized to possess and self-administer the prescribed medication.
10. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
 11. 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.
 12. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. The possession of an electronic cigarette (generally known as “e-cigarette”) is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.
 15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
 16. Failing to comply with directions of teachers or other school personnel during any period when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 17. Failing to completely and truthfully respond to questions from a teacher member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
 18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
 21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or teacher member in a situation not related to a school purpose or educational function.
 23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
 24. “Sexting” or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
 25. Engaging in pranks or other similar activity that could result in harm to another person.
 26. Using or possessing gunpowder, ammunition, or an inflammable substance.
 27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or teacher member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd,

- vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to:
- a. school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator of academics or a designated teacher member to possess or use one of the devices listed in this rule.
29. Bullying, plagiarism, sexual harassment and any student conduct rule the school building administrator of academics establishes and gives notice to students and parents.

PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism is a form of fraud which may result in both academic and disciplinary consequences, up to forfeit of credit and/or suspension/expulsion. Plagiarism is defined in part by the following examples. The definition of plagiarism:

1. Using a paper (either purchased or free) off the Internet and passing it off as your own
2. Using a paper that was previously turned in by you for a similar assignment
3. Using a paper turned in by another student for a similar assignment
4. Cutting and pasting passages or portions of papers from those off the Internet or previously used papers without proper citation
5. Copying a passage verbatim without using quotation marks around it, even if it has a citation after it
6. Changing just a few words in a passage (instead of truly paraphrasing the passage) without putting quotation marks around it, even if it has a citation after it
7. Using a direct passage with quotation marks but forgetting citation
8. Incorrect citation information after a passage or on the Works Cited page
9. Recording research in a sloppy fashion: wrong dates, titles, page numbers, etc.
10. Not using proper citation when building on someone else's idea, opinion, or theory
11. Using from a source facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge without proper citation
12. Using World Language translation sites and passing the translated material off as your own

References on plagiarism:

1. MLA Handbook
2. Indiana University – <http://www.indiana.edu/~wts/wts/plagiarism.html>
3. Purdue University – <http://owl.english.purdue.edu/>

Academic Dishonesty: Academic dishonesty is another detrimental practice in student learning. Academic dishonesty includes, but is not limited to, the use of wireless communication devices to surreptitiously gain advantage, unauthorized sharing of information and/or assignments, use of prohibited translation programs to produce World Language projects, and unauthorized use of study aids, study guides or other materials on a quiz or test. Academic dishonesty will carry the same penalties as plagiarism.

BULLYING

Bullying is defined in I.C. 20-33-8-0.2 and I.C. 20-33-8-13.5.

1. Bullying committed by students toward other students is strictly prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally,

- physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
- a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. has the effect of substantially interfering with the targeted student's academic performance; or
 - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to his/ her school administrator of academics or designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the appropriate school personnel in charge of investigation. This report may be made anonymously.
 4. The school administrator of academics or his/her designee shall investigate promptly all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken to address the bullying conduct wherever it takes place. The parents of the bully and targeted student(s) shall be notified of the progress and the findings of the investigation and, as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.
 5. The school administrator of academics or designee will be responsible for working with the school counselor and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator of academics and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
 6. False reporting of bullying conduct as defined by this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
 7. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
 8. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment within the school corporation.
 9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
 10. Training will be provided to school personnel and students concerning the identification, prevention, and intervention in bullying.
 11. All schools in the corporation are encouraged to engage students, teacher, and parents in meaningful discussions about the negative aspects of bullying.
 12. The administrator of academics or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

SEXUAL HARASSMENT

It is the policy of TCS to maintain a learning and working environment that is free from sexual harassment. Students shall not harass other students or school employees or volunteers through conduct or communication of

a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed person has indicated, by his or her conduct or verbal objection, that it is unwelcome. Sexual harassment may include, but is not limited to the following: verbal harassment or abuse; repeated remarks to a person with sexual or demeaning implications; and unwelcome touching. Any student/parent who alleges sexual harassment by an employee or another student in the school corporation shall make a written report to his or her school administrator of academics or counselor on forms to be supplied by the corporation and filled out by the person making the charge. A substantial charge against a student shall subject such student to such disciplinary action, including suspension and/or expulsion consistent with the student conduct code. Any student who knowingly files false charges against an employee or another student to demean, harass, abuse or embarrass that person shall be subject to disciplinary action consistent with the student conduct code. These procedures will be followed for any type of harassment or intimidation.

POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm (as defined in I.C. 35-47-1-5) or a destructive device (as defined in I.C. 35-47.5-2-4) on school property or at a school-related event.
2. The following devices are a firearm under this rule:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any weapon described above
 - c. any firearm muffler or firearm silencer
 - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - g. an antique firearm
 - h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
 - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially like an item described above,
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The administrator of academics may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The administrator of academics shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon (as defined in I.C. 35-31.5-2-86) on school property or at a school-related event. The following devices are deadly weapons as defined in I.C. 35-31.5-2-86:
 - a. a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - c. a biological disease, virus, or organism that can cause serious bodily injury.
2. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
3. The administrator of academics shall notify the appropriate law enforcement agency designated by the Prosecuting Attorney immediately when a student engages in behavior described in this rule (possessing a deadly weapon) on school property or at a school-related event.

UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably 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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

DETENTION

Teachers may assign detention as a component of their classroom discipline plan. Teachers assigning detention will notify the parent why the detention was assigned and when the detention is to be served. Teacher assigned detention will be supervised by the assigning teacher in the classroom.

HIERARCHY OF DISCIPLINE CONSEQUENCES

Any student who is suspended from school may not be on campus or attend school-related activities (on or off campus) while on suspension. Any student who is involuntarily transferred to an alternative educational site may not attend Trinity Christian School activities (on or off campus). Placement on the hierarchy of discipline consequences is determined by the individual infraction. Consequences may include but not limited to:

- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Credit/Grade Percentage loss
 - This will take place in the class of which the disciplinary actions is occurring most frequently
- Cleaning of the school

Level One	-	Verbal Warning
Level Two	-	Written Warning
Level Three	-	Parent Contact
Level Four	-	Behavior Contract with Conference
Level Five	-	Disciplinary Application

ATTENDANCE

EMANCIPATED STUDENT

To be emancipated for all school purposes, a student must provide proper legal documentation to their guidance counselor.

ARRIVAL TIME

Students should not arrive at the school before 8:15 a.m. each morning with the following exceptions:

1. Involvement in a club function.
2. Participation in an athletic practice or event.
3. Purchase of breakfast in the cafeteria.
4. Under the direct supervision of a school employee.
5. Part of before and after school program

ATTENDANCE

TCS is required to enforce regular attendance of students. TCS recognizes that being present in the classroom enables the student to participate in instruction, class discussions, and other related activities. Attendance shall be required of all TCS students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

1. services as a page or honoree of the general assembly (I.C. 20-33-2-14)
2. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
3. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
4. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
5. participating as a member of the Indiana wing of the civil air patrol for not more than (5) days (I.C. 20-33-2-17.2)
6. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goal of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school administrator of academics (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as an unexcused absence from school. The administrator of operations and/or administrator of academics shall require, from the parent of each student or from an adult student who has been absent for any reason, a phone call (TCS preference) or written statement of the cause for such absence. TCS reserves the right to verify such statements and to investigate the cause of each absence.

In addition to the excused absences listed in state statutes, TCS considers the following to be excused absences:

1. illness verified by a note from the parent
2. illness verified by a note from a physician
3. recovery from an accident
4. required court attendance
5. suspension
6. professional appointments-Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
7. death in the immediate family or of a relative
8. observation or celebration of a bona fide religious holiday in accordance with Policy 5223

9. maternity
10. military connected families' absences related to deployment and return.
11. such other good cause as may be acceptable to the administrator of academics as permitted by law.
12. Prearranged absences include vacations, college visits, medical absences extending beyond ten-day limit, job interviews, and scholarship interviews.
 - a. Parents are expected to plan vacations/college visits around the school schedule as absences are a serious interruption to the learning process.
 - b. The parent must call the school attendance office at least two school days in advance of any prearranged absence.
 - c. A prepared form shall be obtained by the student from the attendance office and signed by the teachers.
 - d. Class work shall be completed in advance of the prearranged absence or as teachers may determine.
 - e. The administrator of operations and/or administrator of academics shall deny prearranged absence days to students having excessive absences or when vacation days will extend absences beyond the ten-day limit.

All absences must be reported by a parent or guardian by calling the school. If a student is absent or will be late to school or has an appointment, it is very important that the school is notified by 9:15 a.m., which is the end of first period. For these reasons the school has determined that students may have no more than ten (10) absences per class per semester. If a student compiles ten (10) absences in a semester, they may lose their credits for the semester. Despite the best intentions, there are times when students cannot attend school, even to the point of exceeding the ten-day limit. Parents, school officials and the students should work together to help the student through such a difficult period. Three types of absences are defined below:

UNEXCUSED ABSENCES

An unexcused absence is any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance. An out of school suspension shall not be considered an unexcused absence. Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student. The following are considered unexcused absences:

1. Any absence not recognized by state law or TCS:
 - a. Failure of parents to call the school before 9:15 a.m. on the day of the absence.
 - b. Failure to prearrange vacation.
 - c. Personal transportation difficulties.
2. Vacations without prearrangement
3. Absence other than those mentioned above as excused unless approved by the assistant administrator of academics.
4. Students arriving late to school less than 5 minutes after the beginning of the school day will be considered tardy. Beyond 5 minutes late the student will be considered unexcused for the time missed. Students who are more than 5 minutes late to school must report to the attendance office upon arrival and sign in.

TRUANT

Student is absent from the school campus without knowledge of parent and school. A "truant" is defined as a student who is absent from school without the knowledge or consent of the parent and school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. A "habitual truant" is defined as a student who is truant three times during any semester. A student who is truant is considered unexcused. Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 or 14, who is determined to be a habitual truant as defined by TCS policy, cannot be issued an operator's license or learner's permit until the age of 18, or until the student's attendance record has improved as determined by TCS upon review of the student's record. The administrator of operations and/or administrator of academics or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or

the Department of Child Services.

TARDIES

Being on time to class enhances the educational process for the students involved as well as for the teacher and the students of a class. The following is to be noted regarding tardies:

1. A student shall be in the proper classroom when the class begins.
2. Students having proper authorization from a teacher person shall not be considered tardy.

Seven (7) tardies is considered a day of absence. Any other behavior and discipline procedures will act alongside this, but will not be conversely challenged by it.

After three (3) tardies, a student will be assigned clean up duty. A student, for each clean up duty, will have a tardy removed from record. If a student fails to complete their clean up duty as assigned and continues to be tardy, the grade of the student in the class of which they repeatedly are late will be deducted.

EXCESSIVE ABSENCES

It is believed that students who miss more than ten days per semester have missed a significant amount of classroom interaction as well as instruction. Parents will be notified when a student has accumulated five absences in a class. Should the student continue to be absent, prior to the tenth absence, the parent, student, and administrator of academics will work together to resolve the situation. This conference will include an attendance contract that identifies the future responsibilities of each party and allows the student to remain in good standing in the class. Unless extenuating circumstances exist, if the contract is violated, students may be referred to the juvenile judge due to excessive absences.

NOTE TO PARENTS AND STUDENTS: EACH ABSENCE, WHETHER EXCUSED OR UNEXCUSED OR TRUANCY, COUNTS TOWARD THE TEN-DAY LIMIT. To promote clear, fair attendance procedures, TCS has adopted the Indiana Attendance Codes as its standard for determining whether a student's absence is excused or unexcused. TCS is fully compliant with the rights and responsibilities that are offered for students who receive services under Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. Should a student reach this ten (10) day limit, they may lose their credits for the semester.

LEAVING SCHOOL/SIGNING IN/SIGNING OUT

Unless part of a student's academic plan, no student may leave school prior to dismissal time without a parent or guardian providing approval. This approval may be specific to an instance or more generalized in nature as required by school administration. No student will be released to a person other than a custodial parent or guardian without specific permission from the custodial parent or guardian. A student shall report to the attendance office before leaving school for an appointment, a prearranged absence, or for any reason other than a normal ending of the school day. Students returning from an appointment or arriving late to school should also report to the office upon their return. Failure to follow procedure will be considered insubordination. Students, unless previously scheduled for a legitimate reason, may not leave during chapel.

EMERGENCY CLOSING

As inclement weather sets in, it brings with it the possibility of hazardous roads caused by snow, ice or fog. Such weather conditions can necessitate last-minute decisions to close school. TCS utilizes electronic means to simultaneously phone and/or email all parents when an emergency announcement is necessary. The usefulness of this approach is only as good as the telephone and email emergency contact information parents supply to our schools. School delay/cancellation information is also provided to local media outlets. In combination, these modes of communication serve to keep parents informed when weather or other emergencies cause schedule or calendar alterations. As a general principle of operation, when the schools remain open during inclement weather, TCS recognizes the basic right of parents and guardians to decide whether to send their children to school under

these conditions. Such absences will be considered excused. Also, parents and students must remember the students' responsibility to "make up" school work missed through any absence. In these situations, parental decisions about school attendance are respected. In some situations, if the weather improves, a scheduled extra-curricular activity may not be canceled even though school is canceled for the day. A parent may use discretion as to their student's participation in the activity. No penalty will be assessed if a student chooses not to participate.

ACADEMIC AFFAIRS, RESIDENCY, ENROLLMENT AND WITHDRAWAL INFORMATION

Students wishing to transfer to TCS from another school after the school year has begun must affirm in writing from the administrator of academics (or designee) of the sending school that the student is leaving while in good disciplinary standing. Students determined by the administrator of academics of TCS to have been legally dismissed or denied attendance to another school will not be eligible to enter TCS until the disciplinary action has been served. If a student has been expelled from another school corporation, that student may not enroll in TCS during the period of the expulsion unless the following conditions are met:

1. The student informs the administrator of academics of TCS of the expulsion.
2. The administrator of academics of TCS consents to the student's enrollment.
3. The student consents to the terms and conditions of enrollment established by the administrator of academics of TCS.

If the student fails to inform the administrator of academics of TCS of an existing expulsion order or fails to follow the conditions of enrollment to TCS, the administrator of academics may withdraw consent for enrollment during the period of expulsion. Before consent for enrollment is withdrawn the student will be granted an informal hearing before the administrator of academics. Students withdrawing from school should contact their counselor who will guide them through the process.

STUDENT WITHDRAWAL FROM SCHOOL

A high school education is necessary for every student. Any student having trouble in graduating from high school should consult school counselors to work through conflicts. Public law and TCS policy require that no student under the age of 18 may withdraw from school unless 1) the student requests in writing to withdraw from school 2) a parent provides written consent to withdraw, and 3) the administrator of academics consents to the withdrawal because of an exit interview. During the exit interview, it will be determined if the student's request for withdrawal is based on financial hardship, illness, or court order. Students not meeting one of these three criteria may not withdraw from school until their 18th birthday. (IC 20-33-2-9) The school administrator of academics shall advise the student and the student's parent that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit. (IC 9-24-2-1) Any student who leaves school without following protocol is still responsible for returning all textbooks, library materials and any financial assessment.

MISCELLANEOUS

DRESS CODE

Refusal to comply with this request will be considered insubordination. Violations may constitute grounds for suspension or expulsion. The following list is not inclusive but gives general guidelines for determining proper school attire:

- 1) Closed shoes and a full top must be worn. Tank tops, halters, spaghetti strap tops, strapless tops, and bare midriffs are NOT considered to be full tops.
- 2) Wearing gloves, head bands, caps, hats, or headgear of any kind is not permitted in the building except under school personnel direction or when health and safety necessitate use.
- 3) Pants and skirts that are not able to provide appropriate coverage always are prohibited.
- 4) Students will not be permitted to wear jewelry or clothing that advertises or promotes the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal. Students will not be permitted to wear jewelry or clothing that is lewd, vulgar, or sexually suggestive in language or design. Additionally,

jewelry and clothing will not be permitted which advertises or promotes behaviors not conducive to a positive school climate or that is disruptive to the educational functioning and purpose of the school.

- 5) Males are not permitted to wear earrings.
- 6) Tattoos must be covered always and are discouraged.
- 7) Vulgar or inappropriate clothing are not allowed.
- 8) Leggings, jeggings, sweatpants, and/or torn jeans/jeans with holes are not allowed.
- 9) Hoodies (other than TCS hoodies), large jackets, sweatshirts, and outerwear are not allowed.
- 10) Polos, sweaters, school t-shirts, and button up shirts are required, as well as jeans and khaki style pants.
 - i) Polos and sweaters are to be a solid color or striped design.
 - ii) School t-shirts may be worn every day.

SCHOOL DANCES

At school dances, students are expected to dress appropriately and to maintain appropriate dress throughout the dance. A student requesting to bring a guest or friend who is not a TCS student must have a Student Guest Form completed and returned to the main office prior to the event. This form requires the signature of the administrator of operations or administrator of academics of the guest's school. The minimum grade level for all guests is ninth grade, and all guests must be under the age of twenty-one. All guests must attach a photocopy of their current school I.D., Driver's License, or State I.D. to this form. Guests must also present their I.D. to be admitted to the dance.

PUBLIC AFFECTION

Students are expected to refrain from affectionate expressions toward others while in school. Notification of parents and disciplinary action shall be taken against students who do not cooperate with the rule.

DRIVERS LICENSE IAC 20-8.2-3-17.2

All expulsions and second suspensions will result in the suspension of the student's driver's license. State law requires a report be made to the Bureau of Motor Vehicles if a student is less than 18 years of age, is a habitual truant, is under at least a second suspension from school for the school year, or has been expelled or excluded from school, or has withdrawn from school for a reason other than financial hardship. No permit or operator's license may be issued under the aforementioned circumstances, and existing permits or licenses will be invalidated until the earliest of the following: 1.) the person becomes 18 years of age; 2.) 120 days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer. A student who is at least thirteen years of age but under the age of fifteen years, and who is determined to be a habitual truant cannot be issued an operator's license or learner's permit until the age of eighteen years, or until the attendance record has improved as determined by TCS upon review of the student's record. Provisions exist for periodic review of all students determined to be habitual truants and their reclassification. Procedures will be developed by the administrator of academics or designee. Students must be passing five classes to apply for a parking permit and maintain a "C" (2.0) average. Students must also show proof of insurance.

WORK PERMITS

Students needing a work permit must pick up an "Intention to Employ" card in the school office and return it complete with parent signature, birth date and place of birth, as well as all information required of the employer. Once this card is completed correctly and turned into the guidance secretary, the office will complete the process within 48 hours. Students must be passing five classes to apply for a work permit and maintain a "C" (2.0) average.

LOCKERS

A locker shall be available to every student to store school supplies and personal items necessary for use at school. Lockers shall be issued at student orientation. Students may use locks to secure lockers. It is the responsibility of the student to report locker problems to the main high school office. The student shall further be responsible for the general condition of the locker, should affix no stickers to the locker, and shall remove all contents at the end

of the school year. The school does not assume the responsibility for items presumed stolen or in any way missing from lockers. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may, at the request of the administrator of academics, assist a school administrator of academics in searching a student's locker and the locker's contents. The administrator of academics, assistant administrator of academics, or guidance counselor will open and inspect any locker in the school building if there is judged to be a clear and present danger to the student who uses the locker, or to other students or property, or if there is reasonable evidence that materials forbidden by law, school policy, or school rules are therein. In the absence of the administrator of academics, assistant administrator of academics, and guidance counselor, the athletic director will be responsible for opening lockers. The student, when possible, shall be present when the locker is inspected.

MESSAGES/DELIVERIES/TELEPHONE/VISITORS

Messages and deliveries, including homework, are welcomed. Items and messages will be left in the front office until students can pick them up at an appropriate time. Items cannot be delivered to classrooms to prevent interruptions to instruction. Students must have permission from a teacher person to use school telephones. Though visitation of parents is welcomed, to ensure teacher availability, please make an appointment before the visit. Call (317) 631-3194 to reach the school office. TCS must balance the desire to host visitors with the explicit safety and instructional needs of students and teacher. For that reason, all doors other than the front doors are locked during the school day and video surveillance is utilized. Visitors to the school must report to the main office immediately upon entering the building. All visitors must sign in and obtain proper identification. Visitors must be prearranged. All volunteers must work through a faculty member of the main office to complete a criminal background check. Please be advised that TCS is a closed campus during school hours.

VISITOR I.D. CARDS

- All visitors must carry a school issued visitor I.D. card while they are in the building.
- Visitors will receive the I.D. card after signing in and must return the I.D. card when signing out.

ADMINISTRATION OF MEDICATION AND HEALTH ISSUES

TCS does not employ official school health care professionals. TCS, when allowed and able, will give your child medication when needed. TCS is bound by Indiana State Law to follow certain regulations regarding these medications. TCS is not permitted to exceed the recommended dosages as stated on the original label without a physician note. Inhalers and epi-pens may be carried by the student with physician and parent permission notes on file in the TCS office. Both physician and parental permission in writing must be updated every school year for the use of an epi-pen or inhaler. All other medication (besides inhalers and individual epi-pens) must be kept in the TCS office. Only a TCS appointed designee shall administer medications to students. The administration of medications and/or treatments for students on a field trip will involve a concerted effort between the administration and school teacher, along with the parents and student. In the interest of student safety, it is preferred that all medication, both prescription and non-prescription, should be transported to and from the school office by a parent or guardian. If transported to/from school by a student, the parent/guardian must provide written permission to do so. This written permission only authorizes to/from school transportation. During school hours, the medication must be kept in the school office. All medications for elementary school children must be transported by a parent or guardian. Insulin in an insulin pump is excluded from this policy. Insulin by any other delivery route is included in this policy in its entirety. Prescription medication (ordered by the physician):

1. Medication must be turned in to the office in the original pharmacy-labeled container with the student's name/date/medication/dosage and the time dosage is to be administered.
2. Any prescription medication must be accompanied by a physician's order. This order can be brought in by the parent or faxed to the school office by the physician. Any change in dose of a prescription medication would require a new physician order forwarded to the school office.

3. Written permission from the parent giving the school authority to administer the medication must also accompany the prescription medicine.
4. If a medication is to be stopped, the parent should notify the school office of the withdrawal of consent in writing.

Please ask your pharmacist when filling the medications that require refrigeration (i.e. liquid antibiotics) to fill a separate bottle with appropriate dosage to remain at school to avoid transportation problems, temperature change, or a missed dose when transportation problems occur.

Non-prescription medication:

1. The school will provide Tylenol, Ibuprofen and Tums or its generic equivalent in the dose appropriate for student's age and weight as per the package instructions. When you register your student, you can request permission for one or these medications. Parents of elementary school students who receive any of these medications will be notified of their administration. This notification may come in the form of a phone call, email, or a note on their office visit pass that they should bring home. Middle school students who receive medication will receive the office visit pass to bring home. All other medication must be provided by parent/guardian and dispensed by the office.
2. Written permission from the parent/guardian must be on file before any medication can be given, including over the counter decongestants, antihistamines or cough medicines that are brought in from home per the policies stated above. The amount to be dispensed must be on file before any medication will be given. A permission form may be obtained from the school office any time throughout the school year.
3. Homeopathic Products: TCS, in concert with the National School Nurse Association guidelines, does not honor requests by parents/guardians to dispense over the counter herbs, minerals, and vitamins and other homeopathic products. Homeopathic products will only be dispensed with a physician's order.
4. Medication Return: At the end of the school year OTC and prescription medications **MUST** be picked up by parents by the last day of school for students. All unclaimed medications will be discarded after the last day of school.

OFFICE, MEDICATION, AND MEDICAL EMERGENCIES

Students who are injured or become ill are to report their condition to a teacher and then with the permission of the teacher may go to the school office. Occasionally, the need arises for the office to request a parent to pick up a child who has become ill. Parents will be notified if their child has a fever, vomiting, diarrhea, a significant illness or injury, or needs emergency treatment. If a student is too ill to remain at school, the parent or emergency contact shall be notified and arrangements made for transportation before the student is released. If a child is sent home ill during the school day, we request that parents not return the child to school later that same school day. The school may require clearance from a licensed physician for a student to return to school whenever it is deemed necessary to protect the health of the student or other students. In case of medical emergencies, every effort will be made first to contact the parent of the student. If the parent cannot be reached, or if in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance service shall be the responsibility of the parent. An accident or injury requiring treatment is followed up with a report to the administrator of academics. If a parent wishes to be notified each time their child visits the office for health reasons, regardless of the reason, that will be done.

STUDENTS WITH ALLERGIES

Students may have food or environmental allergies (including chemical sensitivities) which adversely affect their ability to learn. Students with allergies who require accommodations in school or school-related activities should be provided accommodations pursuant to an individual health plan (IHP), a Section 504 Plan, or ISP. While TCS teacher will attempt to identify students with life-threatening allergies, parents and guardians of students with allergies should alert the school building administrator of academics and nurse upon enrollment or diagnosis. A student may be eligible for a Section 504 Plan if the allergy substantially limits a major life activity, such as breathing, respiratory function, immune system function, or learning. In addition, a student may be eligible for

special education and related services pursuant to an ISP if the allergy adversely affects his or her educational performance. If the student's allergy(ies) are the only concern impacting the student's ability to receive a free and appropriate public education (FAPE), it will most likely be appropriate to have a Section 504 Plan. An IHP, including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability. This committee or team may include school representatives, the student's parent(s) or guardian(s), and/or the student's private medical provider. If the student's medical provider indicates that a specific accommodation should be provided, the committee or team will determine if that accommodation is needed for the student. The committee or team's determination is a highly-individualized process and no "standard" accommodation shall be mandatory for all students (e.g., it may not be appropriate for all students with a peanut allergy to sit at a "peanut-free" lunch table). Reasonable accommodations may include, but are not limited to:

1. Allowing the student to carry an epinephrine auto-injector pen
2. Posting notices via parent-teacher groups about ensuring that snacks sent to school by parents are allergen-free
3. Designating zones as allergen-free (such as a "peanut-free" table in the cafeteria or a "peanut-free" classroom) with well-posted signs
4. Using specialized cleaning procedures for designated classrooms, zones, or tables, which may include separate supplies to clean allergen-free areas
5. Publishing school breakfast/lunch menus with allergens specified
6. Using specialized food preparation procedures which include separating utensils, surfaces, dishes, etc.
7. Enforcing "no eating" policies on bus

Confidentiality and the storage of medications will be implemented in accordance with TCS policy and federal and state law. Teacher will respond to allegations of harassment or bullying based on an allergy in accordance with TCS policy and federal and state law. In general, TCS is not legally required to create a policy or ban products from a building to respond to an individual student's allergy(is). No accommodation can create an entirely risk-free environment, but TCS is committed to providing FAPE and a reasonably safe environment for all students.

HEALTH SCREENINGS

As required by the state of Indiana, health screenings will be conducted with all students in the grade levels at TCS. The screenings will be conducted during the second semester of each school year. If a parent does not wish for his/her child to be screened, please notify the speech pathologist/health care professional at the beginning of the school year. IN 511 IAC 7-41-8.

IMMUNIZATIONS

In accordance with Indiana Code 20-34-4-2 and its 2009 revisions to include rules under IC 4-22-2, all students enrolled in TCS must be immunized against the following diseases: diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, mumps, varicella, meningitis, and hepatitis. All children must provide written documentation of such immunizations at the time of their first enrollment in TCS. No child will be permitted to attend school for more than twenty days beyond the date of his/her enrollment without such documentation of immunization. Parents providing an acceptable written statement of religious or medical objections to immunization will be exempt from this policy.

RETURNING TO SCHOOL FROM ILLNESS

Any student who has been absent from school because of a disease considered by a health care professional to be infectious or contagious may be required to provide written assurance from a licensed physician that he/she is no longer in an infectious or contagious state. These illnesses include pink eye, mononucleosis, impetigo, tuberculosis, whooping cough, measles, polio, meningitis, mumps, diphtheria, scabies, pneumonia, strep, shingles, MRSA and hepatitis. If you are not sure about a particular illness, please call the school health care professional for advice before your child comes to school. The latest information on communicable diseases can

be found at the following website: www.in.gov/isdh/files/Communicable_Disease_Reference_Guide_2009_2.16.09.pdf To minimize the spread of infection, please do not send your student to school when ill. The following guidelines may help you determine when it is safe to return your child to school:

1. Temperature below 100 degrees for 24 hours without medication
2. No vomiting for 24 hours and able to tolerate a bland diet
3. Diarrhea free for 24 hours
4. Lessening of “acute cold symptoms” such as a persistent cough, or excessive “runny nose”

If your child has been prescribed an antibiotic, please consult with the physician regarding when the student will no longer be contagious and can return to school. Normally 24-36 hours of antibiotic therapy is required to meet this criterion.

LICE AND BEDBUGS

LICE (pediculosis): If a student is found to have live head lice or bedbugs while at school, the parent/guardian will be contact and at the request of the parent/guardian, the student may be sent home. The school will not choose to send home a student due to lice. If a parent does request the student to be sent home, this will count as an unexcused absence. Data does not support the exclusion of students for the presence of nits, although continued monitoring by the school for signs of re-infestation is appropriate. This practice of not excluding is supported by the American Academy of Pediatrics, the National Association of School Nurses, and the Department of Health. Parents have prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their children’s hair and immediate treatment when head lice are detected.

BEDBUGS: If bed bugs are found on a student, then the parents of that student will be notified. A change of clothes sealed in a plastic bag for the child may be requested. Backpacks, lunchboxes, and other items that travel back and forth to school may be inspected daily and stored in sealed plastic containers to prevent the spread of bedbugs to other school areas. Continued prevention measures may be taken until successful treatment of the home has been verified.

STUDENT INTERNET ACCEPTABLE USE POLICY

The Internet is a place for the exchange of information and ideas on a wide range of subjects. With access to computers and people all over the world also comes the availability of materials that may not be of educational value in the context of the school setting. The TCS network is connected to the Internet. While TCS implements Internet filtering on all TCS sites, it is impossible to control all materials on a global network. As such, students may encounter materials that are obscene, abusive, or otherwise offensive. TCS firmly believes that information and the interaction available utilizing the network outweighs the possibility that students may access materials that are not consistent with the educational goals of TCS. Internet access is a supplement to traditional sources, both print and non-print, not as a replacement for them. The purpose of this policy is to identify standards that will assist in ensuring students benefit from their use of the TCS network and the Internet.

USE OF THE TCS NETWORK

The use of the TCS network is a privilege, not a right. Students who fail to comply with this policy or violate TCS disciplinary policies while using the TCS network may lose the privilege to access the TCS network. Students may also lose the privilege to use computer equipment provided by TCS or to bring their own computerized devices to school. Students may also be subject to other disciplinary action as appropriate based upon the nature and severity of the violation. All students who request access to Internet resources through TCS, whether on or off school property, will complete and sign a Student Internet Access/Computer Use Agreement with TCS. An agreement must be signed and submitted to the proper school personnel before any access request is processed. TCS will not provide Internet access to any student who does not have a properly signed agreement on file with the school corporation. In the case of students under the age of 18, parental consent and signatures will be required

before access will be granted.

SERVICES

As part of the electronic information highway, Internet provides access to:

1. Electronic mail communications with people all over the world.
2. Information and news from government other public agencies, as well as the opportunity to correspond with scientists, authors, and politicians from around the world.
3. Discussion forums on a variety of topics.
4. Library catalogs and other materials from the Library of Congress, the Smithsonian, the Indiana State Library, and many universities.

ACCEPTABLE USES

Acceptable use of Internet resources is based on its original purpose, which is to provide a backbone network to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The operation of this worldwide computer network relies upon the proper conduct of its users. Thus, individuals must adhere to appropriate use guidelines. TCS does not assume responsibility for individuals using the network through its facilities, but does acknowledge the responsibility to the Internet community to enforce accepted standards of network protocol and the obligation to recommend the termination of a user's network password and identification if misuse of the Internet resources is discovered. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Use of the Internet by TCS students must be in support of education and research and must be consistent with the educational objectives of the corporation. During classroom activities, it is the responsibility of the classroom teacher to supervise student Internet use in a manner that is consistent with the educational objectives of TCS and this policy.

UNACCEPTABLE USES

Use of the TCS network for any of the following purposes is prohibited:

1. To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
2. To transmit or attempt to transmit obscene, abusive, or sexually explicit language, images, or materials.
3. To annoy, harass, intimidate, or threaten, or attempt to annoy, harass, intimidate, or threaten any person or organization.
4. To vandalize, damage, or disable, or attempt to vandalize, damage, or disable the property of another person or organization.
5. To endanger or attempt to endanger the integrity of a computer on the TCS network or the data stored on the network, including the introduction of computer viruses or worms.
6. To circumvent or attempt to circumvent TCS's Internet security measures and/or filters.
7. To log on or to attempt to log on to the network using another person or group's name and password or to otherwise misuse a name or password.
8. To falsely represent or attempt to falsely represent oneself in any Internet communication.
9. To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.
10. To transmit or attempt to transmit, without authorization, information that is false or defamatory or violates the privacy of another person.
11. To interfere with or attempt to interfere with the lawful activities of any person, business, or organization in any manner.
12. To violate or attempt to violate copyright, or otherwise use another person's intellectual property without his/her prior approval or proper citations.
13. To transmit or attempt to transmit, without authorization, copyrighted materials or materials protected by

trade secret.

14. To transmit or attempt to transmit unsolicited emails (e.g., chain letter emails, spamming emails) or emails to any of TCS's distribution lists without permission of a school official.
15. To download or attempt to download games, entertainment software, or copyrighted material without permission of a school official.
16. To utilize peer-to-peer file-sharing applications or attempt to utilize peer-to-peer file-sharing applications without permission of a school official.
17. To install or modify or attempt to install or modify any software on any TCS computer.
18. To engage in commercial activity, product advertisement, or political lobbying.
19. To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of TCS.

This is not an exhaustive list. Other similar behaviors are prohibited and may subject a student to the denial of privileges, disciplinary action, and/or referral to appropriate law enforcement agencies.

PRIVACY LIMITATIONS AND FILTERING

In accordance with its obligations under the Children's Internet Protection Act, TCS implements measures to block or filter, to the extent practicable, access to material that is obscene, pornographic and/or harmful to minors. Because of these monitoring obligations, students have no expectation of privacy in any aspect of their use of the TCS network or any computer equipment, software, access accounts, or other types of materials or facilities owned, controlled, or provided by TCS. Use of the TCS network constitutes consent to be monitored. TCS reserves the right to view, copy, intercept, or block the transmission of any type of material or communication which does not conform to this policy, and may use any such material or communication in the investigation of any violation of this policy or in any disciplinary actions or proceedings against any student which might result from the student's violation of this policy. TCS also reserves the right to make referral of certain types of violations to appropriate law enforcement agencies.

STUDENT RESPONSIBILITIES

In accordance with its obligations under the Children's Internet Protection Act, TCS has undertaken efforts to educate students about appropriate online behavior, including cyberbullying awareness and response and interactions with individuals on social networking websites and in chat rooms. Students using the network and communicating with others on the Internet should exercise caution and remember the following:

1. People in chat rooms on instant messaging may not be who they appear to be.
2. Personal information, such as home telephone numbers, names, addresses, and photographs of students, should never be disclosed in a public forum (e.g., a chat room or on a profile).
3. Students should not reveal their names or personal information to or establish relationships with strangers met through the Internet, unless a parent or school official has coordinated the communication.
4. Internet security is tenuous at best. Students should refrain from sending or receiving any communications or material over the network that they would not want to be made public.
5. Do not respond to unsolicited emails, advertisements, or other requests for your personal information.
6. Protect your password by making it long and strong (combining upper and lowercase letters with numbers and symbols).
7. If a student is uncomfortable or feels harassed, intimidated, or threatened by information that he or she receives over the Internet, he or she should tell a teacher, administrator of academics, or other school official immediately. Likewise, if a student is asked by another Internet user to stop emailing or contacting them, the student must stop all contact immediately.
8. If a student receives inappropriate materials or stumbles onto inappropriate materials on the Internet while doing legitimate research, the student is expected to notify the teacher, administrator of academics, or another school official.

Network etiquette expects that the student abides by the following guidelines. These guidelines include, but are

not limited to:

1. Students are expected to be courteous and respectful. The use of vulgar, obscene, lewd, and otherwise inappropriate language is prohibited. Students shall not engage in cyberbullying.
2. While the Internet itself has virtually boundless resources, the availability of local communication and storage resources is limited. Since list servers and mail servers can generate a significant amount of data to be stored, students are expected to “clean up” their files or mailboxes at appropriate times to not create a storage problem on the host server.
3. All communications and information obtained via the network or the Internet should be assumed to be intellectual property subject to federal copyright law.
4. Any attempt to compromise network security is prohibited. Any student identifying a possible breach in security must notify a system administrator of operations or the corporation’s Chief Technology Officer.

INFORMATION AND SERVICE DISCLAIMERS

TCS make no warranties of any kind, whether expressed or implied, about the information gained through the Internet, including its quality or accuracy. Use of information obtained through the Internet is at the student’s own risk and TCS cannot be held responsible for any material a student mistakenly or intentionally accesses or transmits via the TCS network. TCS makes no warranties about the quality of the services provided and is not responsible for any claims, losses (including, but not limited to, the loss of data), damages, costs, or other obligations arising from a student’s use of the TCS network or any computer equipment or software owned, controlled, or provided by TCS. It is the policy of TCS that the cost of any materials to a student utilizing the Internet is the responsibility of the student, or in the case of a student under the age of 18, the person who authorizes a network account. This authorization extends to any financial obligation that may be incurred when utilizing the network. Under no circumstances will TCS be liable for any unauthorized purchases or other financial obligations resulting from TCS-provided access to the Internet. The signatures on the Internet Access/Computer Use Agreement are legally binding and indicate that the party (parties) who signed has (have) read the terms and conditions carefully, understand the significance of the policy, and agree to abide by the policy in all its terms and conditions.

USE OF PERSONAL COMPUTING DEVICES

TCS permits students to bring personal laptops or other computing devices to school for academic purposes, only after having received permission and going through a reviewal process for permission. Use of these devices is at the discretion of the teacher and administration. The purpose of this policy is to ensure that students and their parents/guardians understand the obligations and limitations associated with the use of personal laptops or other devices. These guidelines are a supplement to the school’s Internet Acceptable Use Policy, which applies to the use of any computing device in school, including personal laptops and other devices.

Guidelines for Use

1. Use of a personal laptop or other computing device is at the discretion of the administration and teacher. Students must obtain permission before using such a device in class.
2. Use of a personal laptop or other device must support instructional activities.
3. Students must agree to disable audio/video functions and to put away a personal laptop or other device, if asked.
4. Personal laptops and other computing devices are subject to search by a teacher or administrator of academics at any time.
5. Students may only use personal laptops or other devices in accordance with TCS Internet Acceptable Use Policy.
6. A violation of any of these guidelines may result in the revocation of privileges regarding the use of a personal laptop or computing device and appropriate disciplinary and/or legal action.
7. A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples

of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerry/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are disruptive to the school activity. Students may use WCDs while riding to and from school on a school bus or other school vehicle at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent maybe considered an invasion of privacy. Students who use a WCD to violate the privacy rights of another person may have their WCD confiscated and held. WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building administrator of academics has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited. No expectation of confidentiality will exist in the use of WCDs on school premises/property. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to knowingly receive such information. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building administrator of academics may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a violation. Any search of a WCD will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

RESTRICTIONS AND DISCLAIMERS

TCS accepts no responsibility or financial liability for personal laptops or other computing devices that are brought to school by students. Laptops or other devices that are lost, stolen, or damaged are the responsibility of the student and his/her parents/guardians, regardless of how the loss, theft, or damage occurs. Students are advised to take steps to guard against damage, loss, or theft. TCS' technology department will not provide technical support for any personal laptop or other computing device. Phones, games, electronics, or other hand-held devices, or other personal property are not the responsibility of the school. These items should remain home or in the lockers. Students are responsible for protecting their personal property.

ACADEMICS AND GRADUATION

HOMEWORK

TCS does not utilize a traditional homework model. Teachers may utilize assignments as supplemental tools to the standards based objectives and curriculum. However, grades will be centered around mastery of standards, not solely the completion of assignments. Completing assignments does not show understanding, but rather the ability to use resources (not limited to but including internet, parents, peers). Mastering and showing understanding of standards will be conducted through examination. Students will be provided time each day to

complete work assigned in class.

Students wishing to earn a TCS diploma must complete the following steps:

1. For the class of 2018, pass the English 10 ECA and Algebra I ECA
2. For the class of 2019 and beyond, pass the required college and career readiness exam (or other pathways unforeseen or newly created by the Department of Education).
3. Meet all minimum requirements for the General, Core 40, Technical Honors, or Academic Honors Diploma. (The guidance department can provide specific requirements for these diploma paths.)

HIGH SCHOOL COURSES COMPLETED WHILE ATTENDING TCS MIDDLE:

Students that have completed the second level of a course sequence (Geometry, Spanish II, etc.) will be awarded high school grades and credits to appear on their transcript. They will also receive credit for Algebra I.

COMPUTING G.P.A.

To compute a grade point average, the total number of grade points earned is divided by the total credits. Averages are figured cumulatively; that is, the total points for all semesters of school work are divided by the total credits attempted for all semesters. GPA.'s will be rounded to the nearest one-hundredth of a point

The following value is assigned to each letter grade:

A+	4.0	98-100%	C+	2.3	78-79%
A	4.0	92-97%	C	2.0	72-77%
A-	3.7	90-91%	C-	1.7	70-71%
B+	3.3	88-89%	D+	1.3	68-69%
B	3.0	82-87%	D	1.0	62-67%
B-	2.7	80-81%	D-	.7	60-61%

HONOR ROLL

Qualifying students will be eligible for one of two honor rolls each qualifying period. Students receiving a grade point average (GPA) of 4.0 or above will be eligible for the 4.0 and above honor roll providing no failing grade or incomplete grade is earned. Students receiving a GPA of 3.0 to 3.99 will be eligible for the 3.0 to 3.99 honor roll providing no failing grade or incomplete grade is earned.

TRANSFER OF CREDITS

New Enrollees: TCS will accept all required and elective credits for students transferring from another accredited school. Courses taken from non-accredited schools will be used to help determine placement but no credits will be used toward diploma requirements without approval of the administrator of academics or designee. Quality points will be awarded for only those courses that are also offered at TCS. To help maximize future student success and curricular continuity from one level of course work to the next, students are encouraged to take courses offered at TCS whenever possible. Students can transfer credit courses from another school or educational service provider.

RETAKING CLASSES

Students who receive a grade of C+ or lower may retake the class at TCS if desired. The grade received in the retake class will become the grade of record. Any exceptions to this must be approved by the administrator of academics. Students must notify their guidance counselor when the replacement grade is earned.

SCHEDULING OF CLASSES

At student orientation in August, students will receive their official schedule for the academic year. Students are expected to follow these schedules. Changes of schedules will require approval of the administrator of academics

or designee and be addressed for the following reasons.

1. Changes in a student's special need status, IEP or resource requirements.
2. Medical issues as documented by a medical provider.
3. Errors made by the school in developing the schedule.
4. Changes that allow students to qualify for the Academic Honors or Core 40 diploma.
5. Failure of a prerequisite course as identified in the TCS course descriptions.
6. Failure of a course required for entrance into post-secondary education.
7. Failure of a course required for post-secondary study as documented by the institution.
8. Failure of a course required for graduation.
9. Dropping a study hall for a credit bearing course.
10. Dropping an elective class for a required class.
11. Balance of class size as determined by the school.
12. History of failure in the same course taught by the same teacher.
13. Change to planned graduation date.
14. Adding a class to continue the sequence of a year-long course. Requests for specific lunch periods or teachers cannot be honored.

TRANSPORTATION

BICYCLES

Student bikes must be parked in the designated bike storage locations.

BUS TRANSPORTATION

Students riding the TCS bus shall conduct themselves in accordance with the bus safety rules provided by the bus driver. Students in violation of the rules jeopardize bus privileges. Students being transported on the TCS bus are under the direct supervision, direction, and control of the bus driver and are subject to disciplinary measures by the bus driver and school officials. Students are to unload and go directly into the building. If riding the bus for sporting events, the student may be granted permission to ride with a parent/guardian, but must receive permission from the school administration. Beyond this, TCS does not offer home-school-home bus transportation.

BUS, DRIVING AND PARKING PRIVILEGES

TCS student drivers shall have an application on file in the office and shall display a student driving tag from the rear-view mirror of the front windshield. Cars not displaying this tag shall be considered "unauthorized" vehicles on school property and may be cause for disciplinary action, loss of driving privileges or the car to be towed at the owner's expense. Students are to park in their assigned lots. Parking in any other unauthorized area can result in disciplinary action, loss of the driving privilege and/or the car being towed at the owner's expense. The maximum speed limit on school property is 15 mph or less as safety dictates. Pedestrians have the right of way. At the order of the fire marshal, parking in exits, fire lanes or outside lanes is prohibited ALWAYS and may result in towing at the owner's expense. Students and riders arriving in cars are to park and come into the building immediately. Non-students may not loiter with students in the parking lot. Any drivers that conduct themselves in an unsafe manner may lose their privilege to drive to school or receive discipline action deemed appropriate by the administration.

CAFETERIA AND FOOD PROGRAM

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA

through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture

*Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410; fax: (202) 690-7442; or
email: program.intake@usda.gov.*

This institution is an equal opportunity provider.

CO-CURRICULAR & EXTRA-CURRICULAR STUDENT ACTIVITIES, CLUBS & ORGANIZATIONS

Students at TCS are encouraged to consider opportunities for growth through participation in the wide variety of activities and clubs offered. These programs and activities exist to enhance student connectedness to the school, provide unique learning opportunities that cannot be replicated in the traditional classroom, and ultimately increase overall student achievement. These activities should be considered only after the student has planned a course of academic study. Students should strive to maintain proper balance in the total number of activities selected in relation to the basic academic load carried.

EXPECTATIONS AND CONDUCT FOR PARTICIPATION

Any student who represents TCS should exhibit the highest standards of personal conduct both inside and outside of school. Participation in school activities is a privilege, and students who participate have an escalated level of responsibility for exemplary conduct. Regarding extracurricular activities, these expectations and code of conduct are in effect 12 months a year for students enrolled in grades K-12. Students who engage in criminal activity, use intoxicating beverages or illegal drugs, engage in bullying or intimidating behavior, or commit major school infractions shall not be allowed to serve in or will be removed from any club/activity officer or leadership position for the remainder of the school year in which the action takes place. For clubs where the participants represent the school in interscholastic competition, the above actions can lead to suspension and/or removal from competition consistent with school discipline policy and the student-athlete code of conduct. Additionally, students failing to consistently maintain passing grades and acceptable standards of conduct as outlined in organizational charters or contracts as set by rules of sponsors or coaches, or by the general standard of acceptable behavior at TCS may be denied membership in or may be removed from an activity by order of the sponsor, coach or administrator of academics.

ATHLETICS

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

A new physical, code of conduct form and medical release form must be filed each year in the Athletic Office. Before participating in a practice for any team, an athlete and his/her parent/guardian must have all forms required by TCS and the IHSAA completed, signed and on file in the Athletic Office:

1. Physical examination form (dated after May 1 of the current year by the start of fall practices and updated once every 12 months).
2. Code of conduct form.
3. Emergency medical release form.

ATHLETIC PARTICIPATION

Participation in the athletic program at TCS requires self-discipline and sacrifice. An athlete is an example for peers and the young people in the community. Students may use the following criteria to determine eligibility for athletic participation:

1. A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for interschool athletic competition in that sport.
2. Shall be currently enrolled and passing in five full credit subjects.
3. Any student that receives a D or F at the end of an official grading period is required to participate in an intervention activity developed by the coach in consultation with the Athletic Director.
4. Shall have a physical examination completed using the IHSAA physical examination form and with a consent and release statement signed by a parent on file in the athletic office and dated between May 1 and the first practice each year.
5. Shall not participate in non-school contests in a sport after beginning practice and participation in the sport unless waivers are available for that sport and completed appropriately.
6. Shall have never received money or merchandise directly or indirectly for athletic participation.
7. Shall abide by rules and regulations of the coaching teacher in the sport of participation.
8. Shall attend school a minimum of the last three periods of a school day to practice or compete in athletic contests. Individual circumstances which may prove to be the exception shall be handled by the assistant administrator of academics or athletic director.
9. Shall have on file a signed parent consent form agreeing to abide by the terms of the Athletic Code.
10. Shall have on file a trainer's emergency medical card.

CHANGING A SPORT

Completion of a season includes through that sport's sectional. If an athlete is "cut" from a team, he/ she may join another team or program in that sport season. An athlete cannot quit one sport and join another sport, until that sport season is concluded. Any exceptions to this rule must be cleared by the Athletic Director.

TEAM CUTTING POLICIES

Coaches at TCS have their own policy on how they will choose their teams. In some sports, "cutting" a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team any time during a season.

PRACTICES: REGULAR/VACATION/SCHOOL CLOSING

All team members are expected to attend all practices. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practice during a school closing time (snow, etc.) are often held and attendance at these practices are considered voluntary.

1. **15-MINUTE RULE:** Players must leave campus/picked up from campus 15 minutes after practice ends or upon arrival from the games. Parents please communicate in advance with the head coach if this is going to be a problem. Repeated offenses will lead to suspensions and possible financial charges.
2. **REFUND AND DISMISSAL POLICY:** There will be no refunds given for any money for any reason, including but not limited to: quitting the team, transferring to another school, getting dismissed from the team and/or program due to violation of student-athlete contract. In this case, re-entry to the program will be decided by the head coach and athletic director and will be based on the student-athlete's progress toward the problem(s) that led to his original dismissal from the program.

TRAVEL

In general, students should travel to sports events via school transportation and return by the same means.

However, the Athletic Department recognizes certain unique situations when other options are acceptable, if sparingly utilized. Such would be:

1. A parent wishing to transport his/her own child may do so by giving the coach a signed note to that effect. The note must be given to the coach by the parent or verified as authentic by the parent.
2. A child may only ride with someone else's parent in rare cases and with an authenticated note from his/her own parent.
3. In cases where school transportation is not available or is in poor use of resources, a student may travel to or from an event with the parent or coach after providing the coach with an authentic note of permission.
4. (Example: taking one diver to the IHSAA regional). Any coach transporting a student will be required to have on file with the Athletic Department, proof of insurance as required by the Indiana Department of Motor Vehicles, and a copy of his/her current driver's license.
5. In the very rare event that a coach cannot ride the team bus, he or she must have an assistant or another coach on the bus to supervise the team.

ATHLETIC AWARDS

Only one letter shall be awarded to any athlete. The letter shall be the first one earned. If displayed, the letter shall be put on a jacket approved by the Athletic Department Administration. An athlete shall qualify for a letter jacket upon receipt of his/her first varsity letter. The cost of the jacket shall be borne by the athlete. Illness, injury, and other circumstances shall be handled by the Athletic Department Administration as each individual case arises. All letters or credits awarded an athlete shall be approved by the Athletic Department Administration. TCS does not recognize letters at other schools. To receive a letter or credit for an award, an athlete shall complete the season in good standing.

Basketball

- An athlete shall have participated in 33% of the total quarters and be certified for the sectional.

Cheerleading

- A cheerleader shall earn at least 90% of the possible points assigned to each season.

Cross Country

- An athlete shall run in 75% of the meets.
- An athlete shall place in 75% of the meets in which he/she participates.

Soccer

- An athlete shall participate in 50% of the halves.

Track

- An athlete shall participate in 50% of the meets and/or compete in the sectional.

Volleyball

- An athlete shall participate in 50% of the games and be certified for the sectional.

INJURIES/SPECIAL CONSIDERATIONS

Individual coaches retain the right to recommend (to the Athletic Council) injured athletes for a letter in cases where the athlete would have lettered but for the injury. Other unique cases may be recommended for approval by the coach to the Athletic Director (Athletic Council).

STUDENT-ATHLETE CODE OF CONDUCT STATEMENT

The following TCS athletic rules are in accordance with the Indiana High School Athletic Association Constitution. Combined with the following procedures and policies they constitute the TCS Student-Athlete Code of Conduct (Code.) The conduct of participants in athletics at TCS, both IHSAA sanctioned and club sports, in or out of school, year-round, shall be such as:

1. Not to reflect discredit upon our school
2. Not to create a disruptive influence on the discipline, good order, moral or educational environment in our

school.

Any such misconduct violating these principles shall be subject to disciplinary measures.

TCS ATHLETIC POLICY REGARDING STUDENT HAZING AND HARASSMENT

Hazing and harassment are behaviors, by one person towards another, which are insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or groups of persons, to whom it is directed. Such a person may feel anything from a discomfort or embarrassment in the presence of the person or group of people displaying the behavior, to a feeling of terror or even fear for their safety. Hazing and harassment can take many forms whether physical, verbal, sexual or emotional, and can involve a combination of these elements. Sexual hazing or harassment is a form of sexual discrimination under both Title VII of the Civil Rights Act and Title IX of the Educational Amendments Act of 1972. Hazing, or initiation rites, which single a person or group of people out and subject them to embarrassing, degrading or secretive behavior will almost always be viewed as harassment. It is the policy of TCS to maintain a learning and working environment that is free from sexual hazing and harassment. It shall be a violation of this policy for any employee of TCS to haze or harass another employee or student through conduct or communication of a sexual nature. This is also applied to behavior between students or groups of students. It is not just the conduct itself which may make certain behavior inappropriate, but the context or way in which it is delivered, or its repetitive nature. Allegations of emotional, physical, or sexual abuse or neglect involving a minor must be reported to an available administrator of academics. Once a complaint of harassment or abuse is made, the school must work with it, as the school has a responsibility to ensure a safe environment for its students and teacher alike. The school will work with harassment and abuse matters promptly, fairly and openly. Coaches must be alert to society's changing perceptions about the appropriate use of power. With coaching comes power, with power comes vulnerability. Codes of behavior for players and coaches must be developed and communicated in such a manner that guide and govern "the words and actions" of all participants during their sport season. The coach is the most influential participant in preventing harassment, hazing and abuse during their coach season. The coach must use every opportunity to reinforce the principle of appropriate behavior by being a role model and communicating with athletes daily in practice, during pre-competition preparation, during competition, and in post-competition feedback sessions. The coach has a responsibility to behave in a respectful manner. The coach is an important leader who must reinforce an environment free of abusive, hazing and harassing behaviors of all student athletes and coaches alike. The value and safety of children and youth must be reflected in the standards of the entire athletic department and of all the people of authority involved and associated with the advocacy of our students.

PARENT/COACH RELATIONSHIPS

Both parenting and coaching are extremely rewarding but sometimes difficult vocations. By establishing an understanding of each other's positions, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad (i.e. what is your child's role on the team).
3. Locations and times of all practices and contests (realizing that flexibility is necessary).
4. Team requirements, i.e., fees, special equipment, off-season conditioning, level of skill required.
5. Procedure should your child be injured during the participation.

COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed directly to the coach.

2. Notification of any schedule conflict well in advance.
3. Specific concerns regarding a coach's philosophy and/or expectations.
4. As we grow, schedule conflicts will become increasingly evident, and choices between activities should be made by the student and family with clear communication to the coaches.

CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student athletes.

Parents need to understand certain facets of the structure of high school athletics and the relationships involved.

1. There is no inherent right to participate. Coaches will only retain those players whose skills and attitudes meet the needs of the program, as defined by the coach.
2. Likewise, the coach alone is responsible for deciding who plays and how much. However, the coach will try to provide playing time for all players if and when possible.
3. By allowing one's child or children to play sports, the parent is, in effect, turning the child over to that coach for that time. The coach, as is naturally assumed, will instruct the child and keep the child safe within normally accepted standards.
4. Coaches are professional and, until proven otherwise, it is assumed that they are operating within the best interests of all student athletes in their charge.
5. It is inappropriate for a parent to confront a coach after a practice or event. Parents should wait until the next day and schedule a meeting with the coach. This will help avoid conflict at a potentially emotional time.
6. Making derogatory comments about the officials, coaches, players of either team or other parents and fans at an athletic event is never acceptable.
7. Swearing in public at athletic events is never acceptable.
8. Coming to an athletic event intoxicated is not acceptable.
9. Being offensive in any fashion is not acceptable.

Parents who violate any of the above standards of decorum risk sanctions by the school corporation including, but not limited to, the following:

1. A warning, verbal or written.
2. Removal from the contest or premises.
3. Banishment from attendance at athletic contests for a short period or even permanently.
4. The severing of further contact with team personnel.
5. Civil or legal action could result.

In conclusion, we commend those parents who have always exhibited exemplary behavior and who, by such, have served as positive role models for our student-athletes. We encourage our parents to volunteer, to become involved with the teams, and to be supportive of the attempts of the entire community to educate our youth. By working together, we will establish TCS and athletics as a "class" act. We sincerely want to strive to make sportsmanship at TCS an expectation... Where we let players play, coaches coach officials officiate, and fans be positive. Since research indicates that students who participate in athletics receive higher grades and have a greater chance for success in adulthood, we consider athletics an important part of the total educational process. Many of the

character traits required to be a successful participant are exactly those that will promote a successful life after high school. With all that has been said in this section, the school takes the stance that good communication begins at home between parent and child. It is a two-way street. We hope the information provided here makes both your child's and your experience with the TCS Athletic Program an enjoyable one.