Triton Central High School
4774 West 600 North
Fairland, IN 46126-9713
www.nwshelbyschools.org
(317) 835-3000 Fax (317) 480-1887
Northwestern Consolidated Schools of Shelby County
Member of the North Central Association of Colleges and Schools
We are Totally Committed to Helping Students Succeed

NORTHWESTERN CONSOLIDATED SCHOOL CORPORATION
NWCS MISSION STATEMENT
Northwestern Consolidated Schools of Shelby County, in cooperation with the home and community, is committed to fostering a culture of excellence where all students are provided opportunities to acquire and apply knowledge, skills and values to succeed and become responsible contributors to society.

NWCS VISION
Continuous Improvement towards “Excellence”

TCHS MISSION
TCHS daily creates a culture of continuous improvement of 21st Century Skills within a collaborative climate where every student has the opportunity for success.

TCHS VISION
TCHS will be a premier Indiana school by implementing researched-driven best practices in a collaborative, technology-focused culture to cause student learning and promote success.

TCHS SONG
We'll sing the Triton War Song,
We'll give a fighting cry,
We'll fight a Tiger's battle,
Tigers ever do or die,
And in the glow of the victory firelight,
History cannot deny,
To add a page or two for the Tiger fighting crew,
Beneath the Hoosier Sky!
GENERAL INFORMATION

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the school Principal or Vice Principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of May 8, 2013. If any of the policies or administrative guidelines referenced herein is revised after May 8, 2013, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation’s web site.

1. The Administration and Board shall have the sole right and discretion to make a final interpretation of any and all provisions of the handbook and to resolve any questions pertaining thereto.

2. If a parent/guardian needs to speak to the principal, vice principal, athletic director, counselor, a teacher, etc., please call the school prior to coming in and schedule an appointment mutually acceptable to all parties involved. The secretaries in the office will be glad to help schedule an appointment for the principal, vice-principal, athletic director, and director of guidance and relay a message to a teacher to call and set an appointment. This will provide a more efficient use of time for parent/guardian, student, as well as school personnel.

SAFETY AND SECURITY

A. All visitors must report to the office when they arrive at school.
B. All visitors are given and required to wear a building pass while they are in the building.
C. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
E. All outside doors are locked during the school day after the start of school.
F. Portions of the building that will not be needed after the regular school days are closed off.
G. Students may not bring visitors to school without first obtaining written permission from the Principal or designee.
H. For safety purposes, TCHS is a closed campus. Students are not allowed to receive visits, phone calls, or messages from anyone during school hours except their parents/guardians. Only a parent/guardian is allowed to come to the school and have lunch with their student during lunch time.
I. The School District may utilize video surveillance and electronic monitoring in order to protect District property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.
3. **Curriculum/Program Choices** - Students are required to follow one of several curriculum tracks at TCHS:

Core 40
Core 40 with Academic Honors
Core 40 with Technical Honors
General Diploma

Please refer to the TCHS Course Description Guide for detailed course descriptions, courses of study and curriculum tracks.

4. **Requirements for graduation - General Diploma**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Health</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

5. **High Ability** - Students have the opportunity to choose from several dual credit courses. Please refer to the TCHS course description guide for program goals and a detailed explanation of the program or contact the guidance department. Additional activities that are both curricular and extracurricular in nature are offered to students.

6. **Vocational School** - TCHS vocational openings are allotted for the morning and afternoon at Blue River Career Center, Central 9 Career Center, and Walker Career Center. For each student attending Blue River Vocational Career Center, Central 9 Career Center or Walker Career Center, Northwestern Consolidated Schools of Shelby County is obligated to pay certain fees.

   The fee is charged to our school district when a student agrees to attend one of these vocational schools. This fee is nonrefundable. If a student later chooses not to attend, after he/she initially agreed to attend, the student and his/her parent/guardian can legally be held responsible for paying the amount back to Northwestern Consolidated Schools of Shelby County.

   • A student attending vocational school may be required to provide his/her own means of transportation to and from these schools and to Triton Central High School. Students must submit a transportation waiver with guardian signature to the Guidance office before the first day of school.

   • Students who are suspended or expelled from the vocational school are also considered suspended or expelled from TCHS.

7. **Teacher’s Assistant Policy:**

   1. No more than one teacher’s assistant per period.
   2. No more than one teacher’s assistant per day.
   3. There are some exceptions that must be approved by the administration.

---

**DIPLOMA DESCRIPTION GUIDE**

**GENERAL DIPLOMA**

• Students must earn a minimum of 40 credits for high school graduation.

Courses that may be counted toward the required credits prescribed are subject to the following provisions:

• A minimum of 7 credits of language arts requirement shall be from the English language arts area of study and 1 credit may be Speech I.
• The social studies requirement shall include 2 credits in United States History, 1 credit in United States Government, and 1 credit in Economics or Consumer Economics.

• A minimum of 4 credits of the mathematics requirement shall be from the mathematics area of study. Two credits have to be Algebra I. Two credits may be from any math course.

• One credit substitution of either a science or health and physical education credit may be used to fulfill the health education requirement for students qualifying under the religious objection provision of IC 20-10.1-4-7 (hygiene instruction).

• The 4 credits of science shall include 2 credits in Biology and 1 from physical science or Earth/Space science, and 1 from any science course.

To earn 6 College and Career Pathway Credits a student must complete one of the following:

• Additional courses to the career academic sequence
• Co-op classes offered to seniors through Blue River Vocational School
• High school/college dual credit courses
• Additional Courses in:
  - Language Arts
  - Social Studies
  - Mathematics
  - Science
  - World Languages
  - Fine Arts

CORE 40
• Students must earn a minimum of 42 credits for high school graduation.

• Language Arts - 8 credits
• Mathematics - 6 credits from this list must include: Algebra I, Geometry, and Algebra II.
• Science - 6 credits in laboratory science, including 2 in Biology, 2 in Chemistry or Integrated Chemistry/Physics or Physics, 2 additional credits from any other core 40 science course.
• Social Studies - 6 credits distributed as follows: 2 in U.S. History, U.S. History ACP, 1 in U.S. Government, 1 in Economics, 2 in World History and Civilization or Geography and History of the World.

DIRECTED ELECTIVES
8 credits from the preceding or following subject areas:
• World Language - Spanish or French
• Fine Arts - Art and Music
• College and Career Pathways - 6 credits in logical sequence from a technical career cluster

HEALTH, PHYSICAL EDUCATION, SAFETY
3 credits
• Physical Education I - 2 credits (2 semesters)
• Health Education - 1 credit (1 semester)
8. **Guidance Department** - The counselor(s) at TCHS promote the physical, social, emotional, and academic growth of our students. The guidance department’s goal is to help facilitate a student’s high school experience and to help him/her prepare to be a well-adjusted adult in his/her future life endeavors.

9. **Representatives** from colleges, vocational schools, and industries regularly visit the school to talk with students. Parents are welcome to meet with them and may call for information regarding the times of these visits.

10. **Scholarships** - The guidance department works with students to inform them about scholarship opportunities that are available to TCHS students. Scholarships are available on the High School web page for all students. Seniors should check regularly with the guidance department and daily announcements in order to stay informed concerning upcoming and new scholarship opportunities.

11. **Graduation Requirements** - It shall be the policy of the School Board to acknowledge each student’s successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

   • The Board shall award high school diplomas to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by the State.

   • Special education students who have completed and are ready to exit their programs may participate in graduation activities and shall be awarded, as appropriate,
     A. a diploma.
     B. a certificate of achievement.
     C. a certificate of course completion.

   • The Board shall award a certificate of achievement to a student who is on a non-diploma track as determined by that student’s Individualized Education Program.

   • The Board shall award a certificate of course completion to a student who completes the minimum courses required for high school graduation but does not meet the Graduation Qualifying Examination requirement.

   • The Board shall award a high school equivalency certificate to any individual who meets the criteria established by State law.

   Each student is required to meet:

   A. the academic standards tested in the graduation examination;

   B. the Core 40 course and credit requirements adopted by the State Department of Education;

   C. additional graduation requirements established by the Board of School Trustees.

   Upon the request of the student’s parents, the student may be exempted from the Core 40 curriculum requirements and be required to complete the general curriculum to graduate as required by State law.

12. **Commencement exercises** - will include those students who are eligible for a diploma, certificate of achievement, or certificate of course completion as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

   I.C. 20-32-4-1 to 5, 20-20-6, 20-35-4-11
   511 IAC 5-3-1 to 2, 6-7-1 to 15

13. **Schedule Changes** - All scheduling and class changes must be arranged and approved by the Guidance Office. Changes will be made only in cases where good cause is demonstrated. The last time for changes for the fall semester is when the fall semester begins. Schedules will automatically be corrected for missed prerequisites. Changes for the spring semester are permitted in December when you receive your second semester course selections. This is the last time for changes for second semester. Any withdrawal after the 5th day of each semester will result in a grade penalty, W/F. Exceptions to the scheduling time line are as follows:

   Students adding a class because they failed a course, students missing a class on their schedule due to a scheduling conflict, students recommended for a class change by a teacher, or students adding a class because they are trying to upgrade their schedule. These exceptions are only permitted if requested classes are not closed.
The guidance department strongly recommends careful planning before a semester begins.

14. **Dual College Credit** - TCHS is committed to providing a variety of opportunities for students to meet their educational needs, including the opportunity to participate in a post-secondary education program. Students may enroll in post-secondary credit classes if certain criteria are met. Please refer to the TCHS course description guide for an explanation of criteria or make an appointment to meet with the director of guidance to discuss the program.

### STUDENT EVALUATION

1. Student grades are available on PowerSchool throughout the grading period. Teachers enter grades on PowerSchool and it is updated in real time. Parents/guardians and students are encouraged to obtain a PowerSchool account from the TCHS technology department to monitor student progress on a regular basis.

2. TCHS evaluates students on a **nine (9) weeks grading system**. There are two nine-week grading periods per semester. A non-returnable report card is sent with the students to the parents at the end of each grading period. Parents/guardians are invited to the school for parent/teacher conferences at the end of the first grading period. Please call the teacher at school or contact him/her via email to set up an appointment to discuss student achievement throughout the year.

3. Mid-term grades are posted on PowerSchool/Grade Portal. Parents are encouraged to contact the school and arrange appointments for student grades with teachers as needed.

4. **Credit** is earned by the satisfactory completion of a semester’s work (two nine (9) week grading periods, final exam). One credit is given for each class per semester.

5. **Semester** - The TCHS school year is divided into two 18-week semesters.

6. At the beginning of each course, teachers are expected to communicate their **personal grading procedures** and related policies to students.

7. **Report cards** are issued to the student the week following the end of the grading period. The report is to be taken home at the end of the day. The letters A, B, C, D, and F will be used to evaluate the student’s work for the class rank. The grading scale is on a 4-point system. (See Grade Point Scale)

8. An “**Incomplete**” grade can be given in special circumstances to indicate work not done or turned in prior to the end of the grading period. All incomplete grades must be converted within two weeks after the end of the grading period. The following is an explanation of comparative achievement symbols:

   - “I” Incomplete
   - “WP” Withdrawn/Passing-Printed on the permanent record label and not used in GPA computation.
   - “WF” Withdrawn/Failing-Printed on the permanent record label and used in GPA computation.

9. **Advanced College Project Courses** will be graded on the following scale:

   - A = 5.000
   - A- = 4.667
   - B+ = 4.333
   - B = 4.000
   - B- = 3.667
   - C+ = 3.333
   - C = 3.000
   - C- = 2.667
   - D+ = 2.333
   - D = 2.000
   - D- = 1.667
   - F = .000

   Students taking AP classes **must** take a final exam.
### 10. Grade Point Scale (All other classes)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
</tr>
<tr>
<td>D-</td>
<td>0.667</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
</tr>
</tbody>
</table>

### 11. Final Examinations:
- all students take final exams - no “A” exemption
- the final can be a traditional test or project

### ADDITIONAL INFORMATION:

The final exam may be a comprehensive test or culminating project covering the semester’s classroom work.

The teacher has autonomy to create the type of final exam appropriate for his or her class.

The final exam is a separate grade worth up to 20% of the total semester grade.

Students caught cheating will receive a zero for their performance test.

Attendance is required for all scheduled exams.

Students will be required to turn in all Media Center materials before taking finals. Students needing special extended loans must have a Media Center Clearance Slip before taking finals.

Students must not visit other schools on campus during Final Exams.

Retaking a Course: Students may retake a course. The student shall receive the higher percentage grade on their transcript for graduation requirements. All grades will be reported on the transcript, however, only the higher grade will compute in the cumulative GPA.

### REPORTING ABSENCE: (IMPORTANT - Please follow this procedure)

An absence is excused if the student is ill or if there is a death in the family. A parent must call the office prior to 9:30 a.m. on the morning of each exam to report an absence if it is to be considered an EXCUSED absence. If no call is received prior to 9:30 a.m., the student’s name will be placed on the unexcused absence list and he/she will not be permitted to take the make-up exam. A change in status from unexcused to an excused may be made by the principal or designee.

A student with an excused absence must make up the exam at the first possible scheduled make-up time as arranged by his/her counselor. Please arrange medical or dental appointments and family vacations for some other time than during final exams.

Bus transportation will not be provided for make-up testing.

No exemptions or waivers for final exams are permitted.

Final exams will follow the regular school schedule of 55 minutes. Additional days may be added for projects or extended tests.

Any exceptions to the above statements must be approved by the principal.
Online Courses - TCHS students may earn credits through Plato on-line. The Guidelines for online Courses are as follows:

A. All online classes must be approved by principal or his/her designee to count toward graduation requirements.
B. Students may opt to take 1 online class per semester. Students who are seeking credit recovery may be permitted to take more than one class if approved by principal or designee.
C. Students may opt to take 2 online courses equaling not more than 2 credits during summer break if approved by principal or designee.
D. Incoming freshman may take online classes the summer following their 8th grade year.
E. If a student opts to take an AP online class, the grade will not be weighted when determining the student’s GPA.
F. Students who begin an on-line class will be expected to complete the course by the end of the semester. Incomplete on-line classes will result in a grade of “F” on a student’s transcript.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the School District, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School District’s Compliance Officer listed below:

Superintendent
317-835-7461

The complaint procedure is described on Form 2260.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they have legal settlement, unless the appropriate transfer papers are completed and submitted.

Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

A. a birth certificate or similar document,
B. court papers allocating parents’ rights and responsibilities,
C. or custody (if appropriate),
D. proof of residency, (no homeless child will be denied enrollment based on a lack of proof of residency)
E. Proof of immunizations.
In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that School. The Guidance Department will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the School District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

Non-resident students should refer to the District Policy 5111 for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

**HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact Dr. Shane Robbins at 317-835-7461.

**TELEPHONE USE, ELECTRONIC DEVICES AND WIRELESS COMMUNICATION DEVICES (WCD)**

Students may use wireless communication devices (WCDs) before and after school, and during after school activities as determined by the coach or school sponsor (e.g. extra-curricular activities). High school students may be permitted to use cell phones during their assigned lunch period, which is considered to begin and end when the student enters and leaves the cafeteria. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off and stored out of sight. In addition, students are prohibited from the use of cell phones during a crisis situation, unless there is no adult available or they have been specifically authorized by school staff to use phones to communicate with parents or guardians.

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’s/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 otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.
Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply if the student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher’s permission and supervision.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person will have their WCD confiscated.

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, 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 principal 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.

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 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 principal may also refer the matter to law enforcement if the violation involves a suspected 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 particular violation.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.
If the student wireless communication devices policy is violated the following consequences will be in effect:

1st offense: Staff members will confiscate the student’s WCD and turn it into the office where the student will pick it up at the end of the school day.

2nd offense: Staff members will confiscate the student’s WCD and turn it into the office. The student's parent / guardian will be contacted by school administration informing them of the violation. The student's parent / guardian will need to pick up the phone in the office. The student will not be allowed to pick up the WCD.

3rd offense: Staff members will confiscate the student’s WCD and turn it into the office. The student's parent/guardian will be contacted by the school administration informing them of the 3rd violation. The student's parent/guardian will need to pick up the WCD in the office. The student will not be allowed to pick up the WCD. The student will be assigned an after school detention.

4th offense: Staff members will confiscate the student’s WCD and turn it into the office and the student will be suspended from school. The student will not be allowed to pick up the WCD. The student's parent / guardian will need to pick up the WCD in the office. The student will be assigned one day at the Gambrel Academic Learning Center.

5th offense: Staff members will confiscate the student’s WCD and turn it into the office and the student will be suspended from school. The student will not be allowed to pick up the WCD. The student's parent / guardian will need to pick up the WCD in the office. The student will lose WCD privileges for a time to be determined by the administration.

6th offense: Staff members will confiscate the student’s WCD and turn it into the office and the student will be suspended from school. The student will not be allowed to pick up the WCD. The student’s parent / guardian will need to pick up the WCD in the office. The student could be expelled from school for substantial disobedience.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Education records are those official records, files, and data directly related to a student and maintained by the School Corporation. Such records encompass all the material kept in the student’s cumulative folder and include such information as general identifying data, records of attendance, records of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary records, test protocols, and individualized education programs. Educational records are the property of the School Corporation. Indiana Code 20-10.1-22.4 establishes access to these records.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the office.

Confidential records include test scores, psychological reports, behavioral data disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Guidance Office. You will be given an appointment with the appropriate person to answer any questions and
to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation’s curriculum, without prior written consent of the student (If an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or the student’s parents;
B. mental or psychological problems of the student or the student’s family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the principal. The information a parent may access includes:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:


Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

**ACADEMIC AWARDS**

After each grading period and semester, TCHS will announce an all “A” and “AB” Honor Roll. The all “A” Honor Roll includes any student receiving all “A”s on his/her report card. The “AB” Honor Roll includes any student receiving at least a “B” in every subject. Any grade received having a plus or minus attached will be considered as a whole letter.

1. The following academic honors are available to our students:

   A. **Class Rank** - At the end of each semester, the students GPA is computed. This is an accumulative average covering all four years of high school. A student may obtain his/her class rank from the guidance department.

      • Students will be ranked in the order of their grade point average from the highest grade point average to the lowest in each class. When there are multiple valedictorians (rank = 1) due to a tie in grade point average, the next highest rank will be determined by the number of valedictorians ahead of the student. For instance, if there are two valedictorians (both ranked number 1), the next highest student rank will be number 3. A student could be the school’s salutatorian and not have the class rank of number 2 in his/her class.

   B. **Honorary Graduation escorts** - The top ten junior students are invited to be escorts and ushers at Commencement.
C. Academic Departmental Awards - There are times when a department may issue an award to an exceptional student.

D. Scholarships - Several scholarships are available annually. Students interested in these scholarships should contact the guidance department.

E. Valedictorian - The Senior student with the highest accumulative GPA for four years of high school will receive this honor.

F. Salutatorian - The Senior student with the second highest accumulative GPA for four years of high school will receive this honor.

2. Academic Awards - The top 15 ranking students by GPA will be awarded the following:
   - Top 15 for 1 semester
   - Top 15 for 3 semesters
   - Top 15 for 5 semesters
   - Top 15 for 7 semesters

3. TCHS has an “Academic Wall of Fame” which recognizes students in each grade level achieving a 3.5 or above. These students are determined by their GPA at the close of the previous semester.

NATIONAL HONOR SOCIETY
ELECTION OF MEMBERS

Section 1: Candidates eligible for election to this chapter must be members of the junior or senior class. Junior candidates eligible for membership shall have a minimum grade point average of 3.3 based on four semesters of grades. Senior candidates eligible for membership shall have a minimum grade point average of 3.3 based on six semesters of grades. All grades used by the school in determining class rank shall also be used in determining scholastic averages. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for election to membership. Their eligibility shall then be considered on their service, leadership and character.

Section 2: Candidates eligible for election shall be required to complete a student profile approved by the faculty council. This profile gives students an opportunity to provide the faculty council with information regarding their leadership, character, and service, both at Triton Central and in the school community.

Section 3: Students meeting the academic requirement will receive information sheets during September of the school year. These sheets need to be completed and returned to the faculty advisor by the time designated by the advisor. Collection of additional information and voting by the faculty council shall be completed in a timely manner.

Section 4: The faculty council may feel free to consult other staff members regarding the eligible candidates, but will have authority in the selection of new members.

Section 5: The selection of members to the chapter shall be by a majority vote of the faculty council.

Section 6: The list of candidates selected for membership by the faculty council will be sent to the principal for final determination. The principal is the final authority over which candidates may be admitted to the Society. The principal may accept or reject any specific candidate from the list of all candidates seeking admission to the Society.

Section 7: An induction ceremony for all successful candidates will be held in October.

Section 8: Any candidate not selected because of failure to meet the service or leadership requirements, may be reconsidered for admission during the second semester of the year, upon submission of documentation to the faculty advisor indicating improvement in these two areas. The faculty council will again discuss and vote on this new information and an induction ceremony for successful candidates will be conducted.
ARTICLE VI
Dismissal

Section 1: The faculty council may discipline students who fall below the standards established for election to membership.

Section 2: Students shall receive a written warning for: failure to maintain their scholastic averages, based on their semester grade point averages, failure to complete the service or leadership requirements, or failure to uphold high character standards. Students have one semester in which to correct the deficiency. Students who have not met scholastic standards by the end of one semester will be notified in writing and dropped from the chapter. Students who continue to fail to complete service and leadership standards or continue to violating character standards will be dropped from the chapter.

Section 3: Any student dropped from the chapter because of service, leadership or character, has the right to appeal the decision to the faculty council. This appeal may be initiated by the member by requesting a hearing with the advisor. The advisor will set up a time for the hearing that is compatible with the schedule of the council members and the member requesting the hearing. The decision of the council may be appealed to the principal. All final authority resides with the principal.

Section 4: Students who are dropped shall forfeit emblems, certificates and membership cards and shall not be eligible for recognition at Honors Night or Graduation. Once a student is dropped they are not eligible for reinstatement.

LIBRARY/MEDIA SERVICES

1. The school library/media center provides students with a quiet area for supplemental reading and research throughout the school day. Books and materials support all areas of the curriculum.
2. The Media Center is open from 7:15 a.m. to 3:15 p.m. each school day.
3. Reference books may be borrowed overnight, books in the regular collection for a period of three weeks and periodicals for three days. During the time students are working on term papers, special arrangements are made to allow students to utilize the materials for longer periods of time.
4. Students are responsible for all books and materials and are assessed the cost of the item for lost or damaged books.
5. Food and drink are NOT allowed within the Media Center and the computer labs.

ACADEMIC FEES

The book rental fee will be assessed based on the courses scheduled by the student. All checks should be made payable to TCHS.

1. Families needing financial assistance with book rental can apply for aid by completing the application form and presenting proper documentation. The form is available in the office and online.
2. Under certain circumstances, a deferred payment plan for book rental can be arranged by application. A deposit of 25% is requested and payments are expected on a timely schedule. Unpaid balances will be pursued in small claims court of Shelby County.
3. Students are expected to exert reasonable care for their textbooks. A rebinding fee will be levied when damage occurs. Replacement costs will be charged when texts are lost or damaged beyond repair.
4. All students will be assessed a general Student fee for handbook and map of courses. All students will also be assessed a technology fee and a communication fee. A yearly fee will be charged for the use of the locker and padlock.

NURSING SERVICES

We have the benefit of nursing services for students of TCHS. Services provided are vision screening, hearing testing, medication administration, and emergency first aid. The school nurse or other school personnel will notify parents of students who are injured in school and need medical attention.
**INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**MEDICATION**

High school students are permitted to transport medication to school following these guidelines:

1. All medication (prescription and nonprescription) must be brought to the guidance or nurse's office.
2. All medication must remain in the original container (prescription and nonprescription).
3. All prescription medications must have the pharmacy label with the student's name and current dosage.
4. Permission slips (available at school and on our website) must be signed by the parent or guardian with name of medication, dosage and time to be given.
5. Medications that are not FDA approved must be accompanied by a physician's order.
6. Indiana Code 20-8.1-5.1-7.5 states that a student with an acute or chronic disease or medical condition may be allowed to possess and self-administer medications while at school, a school event or traveling to and from such events. The parent must file a PHYSICIAN'S AUTHORIZATION TO SELF ADMINISTER MEDICATION AT SCHOOL form (available at school and on our website). This form must be signed by the physician and parent annually and returned to the school.

**IMMUNIZATIONS**

All students are to have the required immunizations and a certified copy of the birth certificate prior to enrolling in school. No student shall be permitted to attend school for more than twenty (20) calendar days beyond the date of enrollment without an immunization record on file unless they have the following objections:

1. Religious objection - This form must be signed annually by the parent (available at school or on our website).
2. Medical objection - This form must be signed annually by the physician (available at school or on our website).
3. Doctor’s Appointment – An arranged appointment through a physician or clinic

**CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

**CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**
The School District has an obligation to protect staff and students from no casual-contact communicable diseases. When a no casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

**ILLNESS/COMMUNICABLE DISEASES CONT.**

Our health procedures have been developed with the primary concern for the well-being of the student in mind. We realize an ill student can place a hardship on schedules; however, parents should plan accordingly in case of an illness. Parents will be notified to pick up their child when he or she exhibits any of the following:

- active infestation of head lice. Student may return to school after head lice has been treated. Upon returning to school, the student must be brought in by the parent and checked by the nurse or other authorized trained personnel before returning to the classroom.
- severe stomach ache
- diarrhea
- vomiting
- severe earache
- temperature of 100 degrees or more. A student may return to school when his/her temperature has been normal for 24 hours.
- unidentifiable rashes
- contagious rashes:
  - A student who had chickenpox may return to school after all blisters are scabbed over.
  - Impetigo/Ringworm-Areas need to be covered while in school and on appropriate antibiotic therapy.
- conjunctivitis (pinkeye). Student may return after 24 hours of antibiotic therapy or as directed by physician.

**FOOD/REFRESHMENT SERVICE**

1. Student lunches in the cafeteria are available at a price determined by the Northwestern Consolidated School Board. An “a la carte” line is also available for the student's choosing.
2. Soft drink and snack machines are available in the hallway and multi-purpose room at designated times. These food items should not be taken to class without the teacher's permission. If students are tardy to class due to being at the snack/drink machines, the machines are subject to being turned off.
3. Food and/or drink are not allowed in the Auditorium, Media Center, Gym or computer labs.
COMPUTER SOFTWARE / HARDWARE

1. Students shall not bring software programs to school to run on school computers. This includes both software programs, which can be run from the disk as well as software programs, which must be installed, in order to be run.

2. Students shall not bring in disks to use, which were not pre-formatted or not formatted on a computer at school.

3. The use of laptop computers is allowed. (Northwestern Consolidated Schools will not be responsible for loss or theft of any electronic devices.) Acceptable use policy for Northwestern Consolidated Schools applies to all personal computers (laptops) that students may bring to school. If a student is found by-passing security processes, TCHS has in place; they will be in violation of the TCHS policy.
   - **1st offense**: Laptop will be confiscated from the student and a parent/guardian will be informed of the situation. A parent/guardian will be responsible for picking the computer up from the school.
   - **2nd offense**: Parent/guardian will be informed of the situation. The student will lose the privilege of bringing the laptop to school. The student will also receive a one month suspension from all school computers.
   - **3rd offense**: Parent/guardian will be informed that the student has lost all computer privileges at TCHS for 365 calendar days. Depending upon the severity of the offense. According to school policy, a student can be suspended and even recommended for expulsion from TCHS. At the end of the assigned penalty period, Northwestern Consolidated Schools will revisit the case to determine the next step.

**Computer Proxy Use at TCHS - (violation of NWCS policy)**: NWCS has software installed to deny access to web sites determined to be inappropriate for various reasons. Intentionally by-passing this “Web Content Filter” to view inappropriate web sites is a violation of the NWCS acceptable use policy. The practice of visiting a known web proxy site will be viewed as an attempt to by-pass the “Web Content Filter” and will be dealt with as follows:
   - **1st offense**: Parent/guardian will be informed through a phone call by school personnel about illegal proxy use on school property. Warning issued to student.
   - **2nd offense**: Parent/guardian will be informed through means of a letter and the student could have computer privileges suspended for up to one school week. (5 calendar days)
   - **3rd offense**: Parent/Guardian will be informed through a letter from the technology director of Northwestern Consolidated Schools of Shelby County and the student could lose computer privileges for up to 30 calendar days.
   - **4th offense**: Parent/Guardian will be informed through a letter from the technology director of Northwestern Consolidated Schools of Shelby County and the student will lose computer privileges for 180 calendar days (entire school year).

**E-Learning Policy**

**Definition of E-Learning**

The Inclement Weather Virtual Learning Option allows schools to provide learning activities at home, during days that school buildings are closed due to weather. This option is only available to school districts who provide a mobile technology device for every student and who are approved by the Indiana Department of Education.

**Student Expectations on E-Learning Days**

Students are expected to follow the following guidelines on days that are declared as “E-Learning Days”:

- Complete all assignments assigned during the eLearning days.
- Digitally submit all assignments during the eLearning day.
- If connectivity is an issue, work on the bundles that have been digitally placed on your device (chromebook or iPad). Submit your assignments upon returning to school.
- If you have questions or concerns digitally communicate with your teacher during specified office hours, or contact the technology department if you need technical assistance.
Student Consequences: Not Following Established Expectations

1. Students who do not make contact with their teachers or do not complete the E-Learning assignments will be required to attend Wednesday mornings to work on those assignments.
2. Students who chose not to attend Wednesday mornings will be assigned an After School Detention to work on assignments.
3. Students who do not submit their E-Learning assignments 4-weeks after an E-Learning day will receive a zero as their grade for those assignments.

STUDENT ARRIVAL / DEPARTURE

The school building will be opened at 6:50 a.m. Students are not to arrive at school prior to that time unless the principal (or designee) has given permission.

School ends at 2:40 p.m. Students are not to remain at school unless they are participating in a school activity taking place directly after school or shortly thereafter. Students are not allowed to stay at school without a valid reason. Students are not allowed to stay after school to wait for a later event without adult supervision.

LATE TO SCHOOL

School begins at 7:55 at TCHS. Students who are late to school (tardy) by more than 10 minutes must report to the main office to get a pass to class. Excessive tardiness to school (4 or more) will result in disciplinary action against the student. A parent must contact the school or be contacted by the school if a student is more than 10 minutes late to school.

TCHS ATTENDANCE POLICY

1. Regular attendance is necessary if a student is to succeed in school. Early identification of attendance problems is essential to assure that students will receive counseling and have every opportunity to handle the problem. It is the purpose of this policy to stimulate both students and parents to assume responsibility for maintaining good attendance.

2. Each student will be allowed ten (10) absences (see B2 and B3) per semester. NOTE TO PARENTS AND STUDENTS: EACH ABSENCE, WHETHER VERIFIED OR UNEXCUSED OR TRUANCY, COUNTS TOWARDS THE TEN DAY LIMIT. EXCUSED ABSENCES DO NOT COUNT IN THE 10 DAY LIMIT.

3. Telephone calls from parents/guardians are expected and required each day a student is absent from school. The school must be contacted within 24 hours of the end of the school day for which the student was absent. If the school has not been notified as to the reason for the student's absence within this time period, the absence will be listed as UNEXCUSED and disciplinary action will be assigned. To contact the school, please call 317-835-3000.

4. TCHS will send out a letter to the parent/guardian of any student who has reached three (3), five (5) absences in one or more class periods/days per semester. A copy of this letter will be kept in the main office. Should the student continue to be absent, prior to the eighth absence, the parent, student, teachers and administrator 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, the student may be removed with a semester grade of F from each class where absences exceed ten.

5. Although a student is 18-years-old, he/she is still required to have parental permission, call ins, signatures, etc. for all school events, procedures, or paper work, just as TCHS Students under the age of 18. The only exceptions to this rule are those students who have discussed an alternative plan with the principal or the principal's designee, on an individual basis.

6. A student absent from school for an excused or verified absence will be allowed to make up class assignments
upon his/her return. A student is responsible for communicating with each teacher and making arrangements to make up the missed assignments. Students should find out from their teachers when missed assignments are due. A student will be allowed a reasonable amount of time in which to make-up any work missed during an excused or verified absence. (Moved from O below) If a student has been absent from school for two (2) or more days and would like for the school to collect assignments for the student to do at home, we ask that the student first check PowerSchool to see if assignments have been posted. If after checking PowerSchool, the student does not find one or more of his/her class assignments posted, the student may call the school and ask for assignments to be collected. An e-mail will be sent out to the teachers and a folder placed on the main office counter to place the assignment in. The student or student’s designee is responsible for obtaining any books or materials needed from the student’s locker to complete the assignments.

7. If a student is aware he/she will be absent from school for a planned event, he/she is asked to obtain a “Pre-arranged Absence” form from the main office. This form should be filled out by the student and teachers and signed by a parent/guardian and turned in to the main office before the date of the absence. This form provides awareness of the planned absence to all parties involved.

A. **Perfect attendance** is defined as not being absent from school or tardy to school. Students who qualify for perfect attendance are students who have not missed any portion of any school day other than for those absences that do not count toward the ten (10) absent day limit per semester. Students who have perfect attendance will receive a special recognition during the school year and a certificate at our Honors Program. A senior with perfect attendance for all four years will receive a plaque at the Senior Honor Program.

B. **Excused & Verified Absences:**

1. **Excused absences:** The following absences are excused absences and do not adversely affect a student’s attendance when proper verifying documentation is provided to the main office (unless used in excess). Students are allowed to make up class assignments for credit for the following excused absences.
   a. death in the immediate family (parent, sibling or grandparent) (Coded on attendance forms as FAMF)
   b. field trips verified by teacher/school representative responsible for planning the field trip (Coded on attendance forms as FT)
   c. serving as a page in the Indiana General Assembly with a letter of verification stating the students name, date and contact information of a representative of the Indiana General Assembly (Coded on attendance forms as ACT)
   d. participation in Election Day activities with a signed verification form provided by the main office stating the student’s name, date and time of service, and contact information of a representative of the voting precinct the student served at (Coded on attendance forms as POL)
   e. court subpoena or probation meeting with documentation from the court/attorney/probation officer stating the student’s name, date and time, and contact information of the representative providing the verification (Coded on attendance forms as COU)
   f. Juniors and Senior college visits (up to 2 days per school year) if and only if pre-arranged through the main office and a letter from the college, with the students name, the date of the visit, and the contact information of the college representative is included in the letter and is returned to the attendance office the next school day. (Coded on attendance forms as FT)
   g. hospital stay verified by hospital papers stating the exact dates to be excused. (Coded on attendance forms as HOS)
   h. chronic illness – a student with a chronic illness that causes him/her to miss school must have a note on file from the doctor stating exactly why the illness may cause absences throughout the year. A new doctor’s note is required every school year. (Coded on attendance forms as DOC)
   i. military commitment verified by a letter from the military entity responsible for the absence stating the student’s name and the dates to be excused (Coded on attendance forms as POL)
   j. an event for which an absence has been requested by filling out a “Pre-Arranged Absence” form and has been excused by the principal or the principal’s designee, prior to the event, on an individual basis. (Coded
2. **Verified Absences**: The following absences are **verified absences** that do count toward a student’s attendance record. Students are allowed to make up class assignments for credit for a **verified absence**.
   a. illness that a parent/guardian calls in to the school about within 24 hours of the absence (Coded on attendance forms as ILL)
   b. family business that needs to be taken care of during school hours and that a parent/guardian calls in to the school about within 24 hours of the absence (Coded on attendance forms as FAB)
   c. to attend a funeral for someone other than an immediate family member (Coded on attendance forms as FAMF) (See B1a for a list of people included acceptable, for TCHS attendance purposes, for a Family Funeral excuse)
   d. doctors visits – these must be accompanied by a note from a doctor’s office. (Coded on attendance forms as DOCV)

3. **Unexcused absences** (Coded on attendance forms as UNX) also count toward a student’s attendance record. An absence is unexcused if a parent/guardian does not call in to verify an absence within 24 hours, a student oversleeps, a student misses the bus, or an absence is deemed inexcusable by an administrator. An **unexcused absence** is also considered truancy, an absence from school or class without the knowledge or consent of the parent/guardian and/or the school or an absence from school where there is an attempt to evade the State Attendance Law. Truancy is an unexcused absence. (Moved from 15 below) A student with an **unexcused absence** may complete any work missed during the absence, however, **a zero will be recorded for each assignment or activity missed during the unexcused absence**.

4. **A Short Term Removal** (Coded on attendance forms as STR) is denying a student the right to attend classes or take part in any school function for a period of up to three consecutive days and be isolated in supervised room in the school. Students are allowed to make up class assignments for credit for an In-school detention. In-school detentions are taken into consideration by the principal or principal’s designee when reviewing a student’s status because of six (6) absences in a class or classes.

5. **Suspension** (Coded on attendance forms as OSS) is denying a student the right to attend school or take part in any school function for a period of up to ten school days at one given time by the school administration. Suspension is an unexcused absence. When a student has an unexcused absence, he/she may complete any work missed during the absence. If a student’s suspension takes place at the end of a grading period, the student will be allowed to make-up end of the grading period exams for credit. Suspensions are taken into consideration by the principal or principal’s designee when reviewing a student’s status because of six (6) absences in a class or classes.

C. A **student who is absent over ten (10) times from a class or classes per semester, for reasons other than those stated in section B1 may be withdrawn from the class or classes with grade penalties.**

D. **If a student should lose credit in four (4) of his/her class periods, expulsion proceedings may be initiated against the student for the remainder of the current semester.**

E. **Student Truancy**
   1. Indiana courts have defined habitual truancy to be “willful refusal to attend school in defiance of parental authority."

   **Truancy:**
   1st Offense -1 day after school detention
   2nd Offense - 2 days after school detention- removal of student driving privileges for two weeks
   3rd Offense - 2 days Gambrel Academic Learning Center - report to BMV and contact Probation
   4th Offense - 4 days Gambrel Academic Learning Center - removal of work permit
   5th Offense - 10 days OSS pending expulsion

   2. The principal or principal’s designee will notify the Indiana Bureau of Motor Vehicles when a student has been designated as a habitual truant, and notify the Bureau of Motor Vehicles when the habitual truancy designation has been removed.
3. The principal or principal’s designee will revoke the work permit of a student if he/she is deemed to be habitually truant.

F. A student more than ten minutes tardy for a class will be considered absent for that class.

G. If a student loses credit due to excessive absences (See C above), the student may appeal the “no credit” ruling ONLY if the student is doing passing work in the class. The student may appeal to the principal or designee.

H. When excused absences become excessive, the administration in the cooperation, along with the teachers, will determine the student’s status.

I. A student who is absent from school is also unable to work at school events, participate in athletics, or participate in social events the same day or the weekend if absence occurs on a Friday, except with special prior approval from the office. (Students must be present at school 4 full periods out of 7 periods to be eligible to participate in any after school activity.)

J. No student shall leave school property after arriving at school without permission from the principal, designee, or parent/guardian, and without signing out in the proper manner in the main office before leaving.

K. If, due to inclement road conditions, a school bus cannot make its regular stop to pick up a student, this will not be counted as a school day absence.

L. If, during inclement weather, a school bus runs and does make its regular stop, but a student’s parent deems it necessary to keep the student home, the absence will be counted as unexcused and count toward a student’s attendance.

M. Any other absences due to inclement weather conditions will be considered unexcused.

N. Students with excessive absences may be denied or restricted participation in field trips, extra-curricular activities, college visits, or any activity that would take the student out of class.

STUDENT DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. Removal from class or activity - Teacher: A high school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.

2. Detention - Principal: A school principal (or designee) will have the right to an after school detention as a disciplinary action. The student is expected to bring homework to work on during detention.

3. In-school Detention - Principal: A school principal (or designee) may deny a student the right to attend class or take part in any school function for a period of up to three consecutive days and be isolated in supervised room in the school. The student is expected to bring homework to work on during in-school detention. Students serving an In-school detention are allowed to make up their work for the day.

4. Suspension from school - Principal: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days at one given time by the school administration. Suspension is an unexcused absence. When a student has an unexcused absence, he/she may complete any work missed during the absence. If a student’s suspension takes place at the end of a grading period, the student will be allowed to make-up end of the grading period exams for credit. Suspensions are taken into consideration by the principal or principal’s designee when reviewing a student’s status because of six (6) absences in a class or classes.

5. Expulsion: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension and Expulsion. A student who is expelled may not attend or take part in any school function for the duration of the expulsion period without prior permission from principal (or designee).
The Administration and Board shall have the sole right and discretion to make a final interpretation of any and all provisions of the handbook, to move infraction levels and to resolve any questions pertaining thereto.

CHEATING AND PLAGIARISM

1. **Cheating** is the deceitful or fraudulent storage, retrieval or use of information in preparation for or during any assignment or assessment. It includes, but is not limited to, the wrongful giving, taking, or presenting of any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way when determining the final grade.

The following are rules regarding testing at TCHS to discourage cheating with cellular devices:

A. All cellular devices are to be placed on the top of each student’s desk during tests.

B. The TCHS faculty and staff will enforce this rule on a daily basis.

C. If a student does not place their cellular device on their desk when instructed to do so by school personnel, and they would later reach for their device or their device would go off in class, school personnel can confiscate the cellular device and the student’s parent/guardian is responsible for picking it up.

D. Student will immediately receive the grade of F (0%) on that particular assignment/test no exceptions.

E. If this persists as a problem then the student will no longer be allowed to have a cellular device during school hours.

F. This applies to all of the student body from grades 9-12 at TCHS.

2. **Plagiarism** is the presentation, as one’s own ideas, wording, image, or information created by another person.

According to the MLA Style Manual and Guide to Scholarly Publishing, forms of plagiarism include the failure to give appropriate acknowledgement when repeating another’s wording or particularly apt phrase, paraphrasing another’s argument, and presenting another’s line of thinking as one’s own.

3. **TCHS Testing Policy:** The following will be disciplinary actions taken with anyone violating the cheating and/or plagiarism rules.

   1st Offense - Fail the assignment/test - The teacher will handle the discipline and report the incident to the vice principal and student’s parents/guardians.

   2nd Offense - Fail the class for the nine weeks grading period - The teacher will report the offense to the vice principal and student’s parents/guardians.

   3rd Offense - Fail the course for the semester - The teacher will report the offense to the vice principal and student’s parents/guardians.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in Section 1 below apply 365 days a year when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event;
- During summer school.

**NOTE: THIS LIST INCLUDES EXAMPLES OF, AND BY NO MEANS EXHAUSTS, ALL TYPES OF STUDENT MISCONDUCT**

All discipline referrals for Levels 1 and 2 must be discussed with the student and parent before being sent to the office for administrative action.

**Level 1 Infractions**

1. Failure to follow class rules and teacher expectations
2. Failure to follow instructions from school personnel

**Level 1 Consequences**

1st Time-Teacher issues verbal or written warning
2nd Time - Teacher contact and talk to parent
3rd Time - After school detention
4th Time - Referral to office with written discipline form. Habitual offender - refer to Level 2 insubordination

**Level 2 Infractions**

1. Improper dress (refer to dress code)
2. Public display of affection
3. Failure to comply with established cafeteria etiquette or school personnel request
4. Being in an unassigned area within the school or outside the campus.
5. Throwing objects of any kind
6. Spitting
7. Littering
8. Failure to serve teacher assigned detention
9. Failure to have an appropriately signed pass
10. Inappropriate behavior, language, or gesture
11. Habitual offender of these expectations (Either from the same teacher or a variety of teachers covering the same problems) Habitual offenders will start immediately at the 2nd Time Consequence.
12. Insubordination
13. Parking and driving offense (in addition to legal penalties)
14. Inappropriate language
15. Referral from Level One habitual offender.

**Level 2 Consequences**

1st Time - After School Detention
2nd Time - After School Detention
3rd Time - Gambrel Academic Learning Center 1-2 Days
4th Time - Gambrel Academic Learning Center 2-4 Days
5th Time - Gambrel Academic Learning Center – 3 to 5 days
6th Time - Out-of-School Suspension (OSS) - 5 to 10 days pending expulsion

Reminder - A second suspension or expulsion may affect your driving privileges (IC 9-24-2-1/9-24-2-4)

**Level 3 Infractions**

1. Possession of lighters or matches
2. Inappropriate use of the internet or other technology devices.

**Level 3 Consequences**

1st Time - Gambrel Academic Learning Center – 1-2 days
2nd Time - Gambrel Academic Learning Center – 2-4 days.
3rd Time - Out-of-school Suspension (OSS) - 5 to 10 days pending expulsion

Reminder - A second suspension or expulsion may affect your driving privileges and or work permit (IC 9-24-2-1/9-24-2-4)

**Level 4 Infractions**

1. Possession of tobacco products, including rolling papers, e-cigarettes and vaporizers (Tobacco ticket by law enforcement if under 18)
2. Habitual offender - 2nd Time consequence
3. Any continued student misconduct under IC/substantial disobedience (20-8.1-5.1-8)
4. Harassment, Bullying or hazing
5. Forgery or alteration of school forms, such as passes, admittance slips, etc., or giving false information to school personnel
6. Insubordination or school personnel disrespect. Belligerent and/or profane refusal to comply with a school personnel request-gestured, verbal or written disrespect directed toward school personnel
7. Minor damage and/or destruction of school property (restitution will be made)
8. Unauthorized entry or presence in school facilities
9. Petty theft (to be determined after consultation with local authorities) of school or personal property. (Restitution will be required if stolen property is damaged or lost. Failure to make restitution will be treated as insubordination).
10. Possession of stolen property and/or Criminal Conversion
11. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.

Level 4 Consequences
1st Time - Gambrel Academic Learning Center 3 to 5 days.
2nd Time - Gambrel Academic Learning Center - 5 to 10 days pending expulsion
Reminder - A second suspension or expulsion may affect your driving privileges (IC 9-24-2-1/9-24-2-4)

Level 5 Infractions
1. Possession, handling or transmitting any firearm or exploding devices such as fireworks
2. Possessing, handling, or transmitting a knife, an imitation gun, or any object that can reasonably be considered a weapon or is represented to be a weapon
3. Possessing, using, selling or manufacturing drug paraphernalia as defined in Indiana Code.
4. Possessing, selling or distributing any item considered inappropriate at school.
5. Knowingly possessing, using, selling, transmitting, or being under the influence or any narcotic drug, legend drug, hallucinogenic drug, amphetamine, stimulant-depressant, barbiturate, marijuana, alcoholic beverage, inhalant drug, caffeine-based pills, Phenylpropanolamine (PPA) intoxicant or any kind, or any item that closely resembles or is represented to be any of the foregoing items. Use of a drug authorized by medical prescription from a physician is not a violation of this subdivision. (All prescriptions are to be placed in the care of the nurse during the school day) No student is to carry any medication unless authorized by the school.
6. Burglary or major theft (to be determined after consultation with local authorities)
7. False fire alarms, bomb threats, arson, or false calls to 911
8. Use, possession, sale or distribution of any dangerous or caustic material.
9. Threats of physical assault on any school personnel
10. Vandalism of school or personal property (restitution will be made)
11. Felonies
12. Criminal law violation which constitutes danger to others or interference with school purpose or function
13. Indecent exposure
14. Any continued student misconduct under IC/substantial disobedience (20-8.1-5.1-8)
15. Fighting or provocation (provoking violence) by gesture or words, including racial/ethnic slurs and objectionable epithets
16. Verbal abuse of school personnel
17. Major damage and/or destruction of school or personal property (restitution will be made) (Level 5)
18. Any form of sexual or racial harassment

Level 5 Consequences
Out of School Suspension (OSS) - 5 to 10 days pending expulsion (Expulsion up to one calendar year for some infractions)

**Intimidation, Threat and Bullying**

A. A person committing any of the following acts are considered in violation of a Class A Intimidation Misdemeanor:
   1. A person who communicates a threat to another person with the intent to coerce another person to engage in conduct against the other person’s will.
   2. A person communicates a threat to another person with the intent to cause another person to be placed in fear of retaliation for a prior lawful act.
   3. A person communicates a threat to another person with the intent of causing a dwelling, a building, or another structure to be evacuated.
   4. A person communicates a threat to another person with the intent of causing a vehicle to be evacuated.

B. A person committing the following acts are considered in violation of a Class D Intimidation Felony:
   1. A person threatens to commit a forcible felony and
   2. The person to whom the threat is communicated to is
      • a law enforcement officer
      • a judge or bailiff of any court
      • a witness (or the spouse or child of a witness) in any pending criminal proceedings against the person making the threat
      • an employee of a school corporation
   3. The person has a prior unrelated conviction for an offense under this section concerning the same victim
   4. The threat is communicated using property, including electronic equipment or systems, of a school district or other governmental entity

C. A person committing the following acts are considered in violation of a Class C Intimidation Felony if while committing the act, the person draws or uses a deadly weapon:
   1. A person threatens to commit a forcible felony and
   2. The person to whom the threat is communicated to is
      • a law enforcement officer
      • a judge or bailiff of any court
      • a witness (or the spouse or child of a witness) in any pending criminal proceedings against the person making the threat
      • an employee of a school corporation
   3. The person has a prior unrelated conviction for an offense under this section concerning the same victim
   4. The threat is communicated using property, including electronic equipment or systems, of a school district or other governmental entity

D. “Threat” means an expression, by words or action, of an intention to:
   1. unlawfully injure the person threatened or another person:
   2. unlawfully damage property;
   3. unlawfully subject a person to physical confinement or restraint;
   4. commit a crime;
   5. unlawfully withhold official action, or cause such withholding;
   6. unlawfully withhold testimony or information with respect to another person’s legal claim or defense, except for a reasonable claim for witness fees or expenses;
   7. expose the person threatened to hatred contempt, disgrace or ridicule;
   8. falsely harm the credit or business reputation of the person threatened;
9. cause the evacuation of a dwelling, a building, another structure, or a vehicle.

E. An individual who has reason to believe that a school employee has received a threat or is the victim of intimidation shall report that information.

F. If an individual who is required to make a report under this Intimidation, Threat and Bullying section of TCHS policy is a member of the staff of a school, the individual shall make the report by immediately notifying the principal of the school that a school employee may have received a threat or may be the victim of intimidation.

G. An individual who has a duty under this Intimidation, Threat and Bullying section of TCHS policy to report that a school employee may have received a threat or may be the victim of intimidation shall immediately make an oral report to the local law enforcement agency.

H. This rule applies when a student is:
   1. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
   2. Off school grounds at a school activity, function, or event
   3. Traveling to or grounds at a school activity, function, or event
   4. Using property or equipment provided by the school.

I. Bullying or cyber bullying(Social Media) by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited. Students are encouraged to report any bullying to office personnel or use the Bully Button on our website.

J. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

K. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

L. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

M. All schools in the district are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Possessing a Firearm or Destructive Device

A. No student shall possess, handle or transmit any firearm on school property.

B. The following devices are considered to be a firearm under this rule:
   1. Any weapon that is capable of or designed to or may readily be converted to expel a projectile by the action of an explosive.
   2. The frame or receiver of any weapon described above.
   3. Any firearm muffler or firearm silencer.
   4. 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.
   5. 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.
   6. 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.
   7. An antique firearm.
8. A rifle or shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes.

C. The penalty for possession of a firearm is 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 superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

D. The superintendent shall notify the county prosecuting attorney’s office when a student is expelled under this rule.

**Possessing a deadly weapon**

A. No student shall possess, handle or transmit any deadly weapon on school property.

B. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
   1. A loaded or unloaded firearm.
   2. 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.
   3. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

C. The penalty for possession of a deadly weapon is up to 10 days suspension and expulsion from school for a period of up to one calendar year.

D. The superintendent shall notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

**Bomb**

A. A “bomb” means an explosive or incendiary device designed to release: (1) destructive materials or force; or two (2) dangerous gases; that is detonated by impact, proximity to an object, a timing mechanism, a chemical reaction, ignition, or other predetermined means.

The term does not include the following:
   • A firearm (as defined in IC 35-47-1-5) or ammunition or components for hand loading ammunition for a firearm.
   • Fireworks regulated under IC 22-11-14.
   • Boating, railroad, and other safety flares.
   • Propellants used in model rockets or similar hobby activities.
   • Commercially manufactured black powder in quantities not to exceed fifty (50) pounds, percussion caps, safety and pyrotechnic fuses, quills, quick and slow matches, and friction primers intended to be used solely for sporting, recreational, or cultural purposes in antique firearms or antique devices.

B. The penalty for possession of a bomb: suspension up to 10 days and expulsion from school for a period of up to one calendar year.

**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 considered to be an interference with school purposes or an educational function, or the student’s removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**Legal Settlement**

A student may be expelled if it is determined that the student’s legal settlement is not in the attendance area of the school where the student is enrolled.

Sources:
   • Leading Schools Legally; The ABC's of School Law-Indiana Supplement. Jeffrey Qualkinbush and Bruce Donaldson. Copyright 2006 by Power Publishing. (Page 133, HOME RULE BOARD OF TRUSTEES section A,B)
1. **Recommendation**

Any student expelled from TCHS must seek an alternative credit recovery program and must earn one credit before Northwestern Consolidated Schools of Shelby County will consider re-entry process. (on-line virtual course, mail in classes, credit lab, etc.)

2. **Why**

All too often a student is expelled from school and shows very little or no effort regarding credit recovery. Effort towards their academic standing must be shown during their absence from TCHS before re-entry will be considered. The high school system is conducive for this to be done because it is all credit based.

3. **Points of emphasis**

   A. District (administration) identified violation by student.
   B. District follows due process law.
   C. District expels student.
   D. Parent/Guardian is responsible for earning one credit during their expulsion time period if their expulsion is 90 calendar days or more through some alternative program (on-line or virtual courses, mail in courses, credit lab, etc.)
   E. Once expulsion time period is completed; student must be accompanied by a parent/guardian to provide proof of earning the one credit minimum. If proof is presented, then the student re-enters TCHS. If proof is not presented the school board in accordance with Home Rule IC 20-26-3, IC 20-26-5-1, and 20-26-5-4 can deny the student’s re-entry.

**Sources:**
- Leading Schools Legally; The ABC's of School Law-Indiana Supplement. Jeffrey Qualkinbush and Bruce Donaldson. Copyright 2006 by Power Publishing. (Page 133, HOME RULE BOARD OF TRUSTEES section A,B)

**RIGHT TO APPEAL**

The Northwestern Consolidated Schools of Shelby County Board of Trustees will not hear any appeals of any expulsion decision made within its school corporation.

Legal Reference: I.C. 20-8.1-5.1-1 et seq.

Date Adopted: May 12, 1999

**SUSPENSION AND EXPULSION PROCEEDINGS**

**Suspension Procedure**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
   - a written or oral statement of the charges;
   - if the student denies the charges, a summary of the evidence against the student will be presented; and,
   - the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification
will include the dates of the suspension; describe the student’s misconduct, and the action taken by the principal.

**Expulsion Procedure**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   A. legal counsel
   B. A member of the administrative staff who did not expel the student 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/guardian are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed as a waiver of rights administratively to contest the expulsion.

3. The notice of the right to an expulsion meeting will be in writing and be delivered by certified mail or by personal delivery. The notice will contain the reasons for the expulsion and procedure for requesting the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student’s position.

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

The student or parent/guardian has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken.

**TRANSPORTATION**

The laws of the State of Indiana place bus transportation as a privilege, which can be withdrawn by any school District whenever this privilege is abused. Students in the school district may ride the bus as long as they conform to the rules and regulations. Bus drivers are authorized to maintain proper order on buses. Students will be disciplined for misbehavior, which ultimately could result in suspension from riding the bus for one day, one week, a semester, one year, etc. If transportation is denied, the parents of guardians are responsible for getting their children to and from school. Students are reminded to ride their assigned bus only, to use safety precautions while waiting for the bus and be courteous and cooperative.

**Follow the rules:**

**At the Bus Stop**

1. Students should be waiting at their bus stop 5 minutes prior to their regular pick up time. If a student is not at the stop when the bus arrives at their stop the bus drivers will stop, blow the horn and move on with the bus.

2. Stay back and away from the bus until it has come to a complete stop.

**On the bus**

1. Student shall be seated immediately upon entering the bus in a place assigned by the driver. Students shall share their seats willingly with other students. (Up to 3 students are expected to sit in one seat.)

2. All items carried on the bus must be held on the lap of the students. No glass containers of any kind are permitted on the bus.

3. Windows or doors will not be opened or closed except with the permission of the bus driver. Students must keep all body parts & belongings inside the bus.

4. Loud, boisterous or profane language or indecent conduct will not be tolerated.

5. The bus driver has the authority to enforce bus rules and will be supported by the building administration.

6. If a student needs to ride another bus home from school they must have a bus pass from a school official.
7. Students who damage the bus may be prosecuted and charged for repairs.

**Leaving the bus**
1. Remain seated until the bus comes to a complete stop.
2. Always cross at least 10 feet in front of the bus.

The School Board has authorized the installation of video cameras on School buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be one on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student’s record, they can be viewed only in accordance with Federal law.

**Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

**SEARCH AND SEIZURE**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. **School Property**

   School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to District administrator by the use of a lock or other device.

B. **Breath Test Instruments**

   Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

C. **Use of Dogs**
The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

**STUDENT DRIVING**

1. The student parking lot is located to the northeast of the building. Students are not to park in the lot between the high school and elementary school, nor the lot in front of the high school.
2. Students must properly park between lines of parking spaces.
3. Students must observe all safety regulations as established by the State of Indiana and local ordinances related to the safe operation of a vehicle.
4. No smoking on school grounds. The smoking ban includes smoking in vehicles while parked on school property.
5. Students are not to go to their cars during school hours without first obtaining permission from the main office.
6. Cadets are not to drive between buildings on the NWCS Campus during their cadet experience.
7. Students are not to drive between buildings on the NWCS Campus for any reason during school hours.
8. Unsafe/reckless driving or an exhibition of power will result in the loss of driving privileges and may result in further disciplinary action.
9. Students who choose to drive to TCHS must complete a registration form in the office. Students must bring in their auto registration card and $2 in order to receive a numbered parking pass. The parking pass must be displayed on the rear-view mirror post at all times. Do not lose parking permits. Lost permits will require a charge for replacement.
10. A student and his/her parent/guardian must sign a consent form for drug testing in order to have driving privileges to school. The student must have his/her drug testing form on file before a permit will be issued. A student must have their car registration form with them in order to complete the application form for the permit.

**SUSPENSION OF DRIVING PRIVILEGES**

An operator’s license or a learner’s permit may not be issued to a person less than eighteen (18) years of age who:

1. is under at least a second suspension from school for the school year under IC 20-8.1-5-4;
2. is under an expulsion from school due to misconduct under IC 20-8.1-5-4;
3. is under an exclusion from school due to misconduct under IC 20-8.1-5-5;
4. in an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the School District in which the student is enrolled, withdraws from school before graduation (IC 9-24-2-1).

If a person is less than eighteen (18) years of age and is under a suspension, expulsion, exclusion, or has withdrawn from school, the BMV shall, upon notification by the student’s principal, invalidate the person’s license or permit until the earliest of the following events:

1. The person becomes (18) years of age.
2. One hundred twenty (120) days after the person is suspended.
3. One hundred eighty (180) days after the person is expelled or excluded.
4. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-8.1-5.
5. The person who has withdrawn from school to circumvent the sanctions of suspension, expulsion, or exclusion has reenrolled in school in good standing.

**STUDENT DRESS**

Our purpose is to ensure a respectful learning environment for every student and staff member. Students are to dress in a way that will not disrupt the educational process, promote vulgarity, or allow for indecent exposure. Student attire deemed disruptive/inappropriate by the administration will not be tolerated at school or school events. Students disregarding the following rules will be asked to change, will be asked to wear school provided apparel, will be sent home, and/or will be subject to disciplinary actions. Some specific guidelines appear below:

1. Clothing that has any of the following is not appropriate school dress:
   - vulgar printing
   - sexual connotations
   - depiction or reference to nudity or semi-nudity
   - racially or sexually biased connotations
   - advertisements for alcohol, drugs, cigarettes and/or secret organizations
   - wording that has inappropriate innuendos or references
2. Feet are to be covered with some form of safe footwear.
   - house slippers are examples of inappropriate school dress
3. No sandal type shoes are permitted in industrial tech classes.
4. Shorts are considered appropriate dress during seasons designated by the principal (or designee). The following are examples of inappropriate apparel for school.
   - short or tight fitting shorts
   - nylon exercise shorts
   - bicycle shorts
5. Shirts and dresses worn to school must have a long or short sleeve with shoulders and cleavage covered. All sleeveless or strapless attire must have a shirt with sleeves underneath or overtop them if worn to school or school functions. The following are examples of inappropriate apparel for school:
   - spaghetti straps
   - tank tops
   - strapless blouses and dresses
   - mesh shirts
   - low cut tops
   - clothing which exposes the midriff section or back
   - off the shoulder tops
6. The following are examples of pants, dresses and skirts that are inappropriate apparel for school.
   - strapless dresses
   - mini skirts
   - sagging pants or shorts (pants must be worn above the hips without being held up by one or both hands)
   - pants or shorts falling below waist level must be worn with a belt to keep them at waist level
7. Any articles of clothing which are made of see-through materials are not school appropriate.
8. Hats, beanie’s, sunglasses, headbands, bandannas, hoods from a sweatshirt worn up on the head, and other disruptive headgear are not appropriate in the school building.
9. Clothing that is excessively torn, tattered or otherwise unsafe should not be worn to school.
10. Coats, jackets, trench coats, ski jackets, work gear (such as Carhart coats, overalls or coveralls, etc.), lined jackets, college and professional team jackets, leather jackets, and other outer wear are not to be worn during school hours and must be kept in student lockers. Students are not to carry coats or jackets around with them throughout the day.
11. Chains or other items, which could be construed to be weapons, are not permitted.

**SCHOOL DANCES**

Students are required to present their student ID before gaining admittance to the dance. The sponsoring organization and/or school administration will determine admittance to the dance. Students bring guests who do not attend TCHS will need to obtain a permission slip from the main office, have it filled out by the school the guest attends, have it signed by the parent/guardian of the TCHS student, and return it to the main office before the dance. Students and guests may be asked to submit to a breathalyzer test. Parents, teachers or administrators supervising the dance maintain the right to enforce the rules listed in this section. They may either deny entrance to an individual violating the rules or ask an individual to leave the dance if they are found to be in violation of the rules.

The following rules will be enforced at all dances with regards to dance behavior. The rules apply to all students and guests.

1. Students and guests must be in at 9th through 12 grades or no older than 20 year of age
2. No sexually suggestive dancing
3. Both feet must remain on the floor
4. No lying down or sitting on the dance floor
5. Hands must be appropriately placed.
6. School Dress Code applies to all dances (with the exception of the prom. Appropriate strapless or spaghetti strap dresses may be worn to the prom.)
7. Once a student has been admitted to the dance, he/she may not leave the school and come back in for any reason. If a student leaves the building, re-admittance to the dance will not be granted.

**STUDENT LOCKERS**

TCHS students will be issued a locker and a padlock. A yearly fee will be charged for the use of the locker and padlock. This is included in the student’s book rental fee statement at the beginning of the school year. If the student damages the padlock in any way or loses the padlock, a replacement charge will be assessed. The student is expected to use the padlock he/she is issued. Please do not give combination to anyone. Students may not switch lockers with anyone and may not share lockers with another student. Any damage to a locker will be assessed to the student assigned to that locker. At the end of the school year, each student must remove everything from the locker so that the janitorial staff can clean the locker over the summer. Leave the padlock on the locker - Do not take the padlock out of the building.

1. All lockers made available for students’ use on school premises are the property of the School Corporation. The lockers are made available for students’ use in storing school supplies and personal items necessary for use at school. These lockers are not to be used to store any item that may interfere with school purposes.
2. The school district retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire hazards, to maintain sanitary conditions, to collect lost or stolen materials, and to prevent the use of the locker to store prohibited items such as weapons, illegal drugs, alcohol or other illegal contraband. TCHS also retains the right to inspect or remove items from a locker if it is discovered or questioned that it is not being used appropriately by its assigned occupant.
3. Before a student locker is inspected, the student, if present on school premises, shall when feasible, be contacted and given the opportunity to be present during the inspection. If a situation of urgency exists with regards to the health or safety or others, the student may be notified of the search after such inspection. If a general inspection of a number of lockers is to occur, then all lockers in the defined area will be examined. Students would not necessarily be present.

**STUDENT VALUABLES**
Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

**USE OF SCHOOL EQUIPMENT AND FACILITIES**
Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other School equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

**STUDENT SALES**
No student is permitted to sell any item or service in School without the approval of the Principal or designee. Violation of this policy may lead to disciplinary action.

**ADVERTISING OUTSIDE ACTIVITIES**
No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of one school days’ notice is required to ensure that the Principal; has the opportunity to review the announcement or posting.

**NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**
Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-corporation-sponsored organization may use the name of the School or School mascot.

**USE OF TOBACCO ON SCHOOL PREMISES**
The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, e-cigarettes, vaporizers or any other matter or substance that contains tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by visitors in school buildings at all times. Such prohibition also applies

A. on school grounds
B. on school buses
Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. In a free and democratic society, access to information is a fundamental right of citizenship. In making decisions regarding student access to the Internet, the Northwestern Consolidated Schools of Shelby County considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. 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 possible offensive media. Students utilizing the School District-provided Internet access must first have the permission of and must be supervised by the Northwestern Consolidated Schools of Shelby County's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other part of the school. The same general rules for behavior and communication apply. The purpose of School District-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Northwestern Consolidated Schools of Shelby County. Access is a privilege, not a right. Access entails responsibility. Users should not expect that files stored on school-based computers would always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly. The following uses of school-provided Internet access are not permitted to:

A. access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
B. transmit obscene, abusive, or sexually explicit language;
C. violate any local, State, or Federal statute;
D. vandalize, damage, or disable the property of another individual or organization;
E. access another individual's materials, information, or files without permission;
F. violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. The Northwestern Consolidated Schools of Shelby County make no warranties of any kind, either expressed or implied, for the Internet access it is providing. The School District will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The School District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The School District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The School District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet. Parents of students in the Northwestern Consolidated Schools of Shelby County shall be provided with the following information:

The Northwestern Consolidated Schools of Shelby County is pleased to offer its student's access to the Internet. The
Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate, and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student’s parent or guardian would be liable.

While the School District’s intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the School District institute technical methods or systems to regulate student’s Internet access, those methods could not guarantee compliance with the School District’s acceptable use policy. That notwithstanding, the School District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Northwestern Consolidated School District of Shelby County makes the School District’s complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, State, and Federal statutes.

H.R. 4577, P.L. 106-554, Children’s Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246

POLICY NOTIFICATION OF NONDISCRIMINATION ASSURANCES

The Northwestern Consolidated School District of Shelby County assures that it will comply with all requirements of Title IV of the Civil rights Act of 1964, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973 as amended. Northwestern Consolidated School District of Shelby County further assures that it will not discriminate against any person in the United States on the basis of race, color, sex, national origin, religion, or handicap, nor will anyone be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its programs and activities and operation of its facilities.

For inquiries regarding compliance as well as grievances on the above assurances, contact: Superintendent, 4920 West 600 North, Fairland, IN 46126, 317-835-7461.

GRIEVANCE PROCEDURE

Any employee, parent/guardian of a student enrolled in the Northwestern Consolidated School District, or student eighteen years of age or older may file a grievance if she/he believes there has been a civil rights violation.

1. Any such grievance must be filed in writing within a reasonable period of time after the alleged violation occurred. The grievant must fully state the facts of the alleged violation and the remedy that is being sought.

2. Filing a complaint or otherwise reporting harassment/discrimination will not reflect upon the individual’s status nor will it affect future employment, grades or work assignments.

3. The right of confidentiality, both of the complainant and of the accused will be respected consistent with the school district’s legal obligations and the necessity to investigate allegations of racial misconduct and to take corrective action when this conduct has occurred.
4. Filing Grievance
   A. The grievance shall be submitted to building principal or the compliance officer of the Northwestern Consolidated School District or his/her designee, who shall investigate the circumstances of the alleged violation. She/he shall make a written report of his/her findings of fact and conclusions within ten (10) school days.
   B. If the grievance has not been resolved to the satisfaction of the grievant, she/he may appeal the report to the superintendent of the School District within (5) school/work days of the receipt of the report. After investigation and within ten (10) school/work days of receipt of the appeal, the superintendent shall affirm, reverse, or modify the report. The decision of the superintendent shall be final.

5. Sanctions for Misconduct
   A. A substantiated charge against an employee in the school district shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge as outlined in the School District Policy Manual.
   B. A substantiated charge against a student in the School District shall subject that student to disciplinary action including suspension and/or expulsion consistent with the student conduct code.

6. False Reporting
   Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the student conduct code.

7. Notification of this Policy
   Notice of this policy will be circulated to all schools and departments of the Northwestern Consolidated School District and incorporated in each employee and student handbook.

ANTIHARASSMENT

GENERAL POLICY STATEMENT
It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, “School District community” means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, “third parties” include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

OTHER VIOLATIONS OF THE ANTI-HARASSMENT POLICY
The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:
A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has
participated as a witness in a harassment investigation.
B. Filing a malicious or knowingly false report or complaint of harassment.
C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one’s supervisory duties.

DEFINITIONS

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, “sexual harassment” is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;
B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
C. Such conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:
A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
B. Physical assault.
C. Threats or insinuations that a person’s academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
I. Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual’s education, or such that it creates a hostile or abusive educational environment.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability
to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person’s race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

**Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s religion or creed and when the conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person’s religious tradition, clothing, or surnames, and/or involves religious slurs.

**National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s national origin and when the conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person’s national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s disability and when the conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person’s disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

**Reports and Complaints of Harassing Conduct**

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board’s informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual’s participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks and on the School District’s web site.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if age eighteen (18) or older, or the student’s parents if under the age eighteen (18), to advise s/he/them of the Board’s intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.
Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent’s action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The decision of the Superintendent shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of
whether the member of the School District community or third party alleging the harassment pursues the complaint.

**Sanctions and Monitoring**
The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies. Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

**Education and Training**
In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines and harassment in general will be age and content appropriate.

I.C. 35-42-4 et seq.
42 U.S.C. 2000e et seq.
29 U.S.C. 621 et seq.
29 U.S.C. 794
42 U.S.C. 12101 et seq.
20 U.S.C. 1681 et seq.

**EXTRA CURRICULAR ACTIVITIES**
TCHS presently offers several athletic teams, clubs and activities that are intended to provide enjoyable educational opportunities for the participants. Involvement in any of the activities is strictly on a voluntary basis and consequently, those students choosing to participate are expected to obey the rules and regulations established for each activity, group or team.

1. **Regular school dress is required to indoor and outdoor extra-curricular events.**
2. **No pass-outs will be given for students.**
3. **School dances are subject to an 11:00 p.m. curfew unless special arrangements have been made through the office. Students with dates from other schools must be pre-registered in the office. No middle school students will be allowed and no one over 20 years of age.**
4. **Students are expected to ride to and from all school sponsored extra-curricular events on school-sponsored transportation. The sponsor must clear any exceptions.**
5. **Students are not expected to participate in conflicting activities. Students may participate in only one IHSAA sponsored activity at a time.**
6. **To remain eligible for athletics, students must be passing in no less than five subjects.**
7. **The following is a list of clubs and their descriptions at TCHS:**

<table>
<thead>
<tr>
<th>Academic Super bowl</th>
<th>Archery</th>
<th>Brain Game Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drama Club</td>
<td>TBS</td>
<td>National Honor Society</td>
</tr>
<tr>
<td>Student Council</td>
<td>SADD</td>
<td>Sunshine Society</td>
</tr>
<tr>
<td>Tiger Trotters Running Club</td>
<td>Triton Central FFA</td>
<td>TC Concert Band</td>
</tr>
</tbody>
</table>
- **Academic Super Bowl**: Purpose and Goals: The TCHS Academic Super Bowl is a statewide competition that is sponsored by Purdue University and Indiana Association School Principals. It is an opportunity for students to work together in teams and research a particular topic for the competition year. The areas that are offered are English, Fine Arts, Math, Science, Social Studies, and Interdisciplinary. Activities include Mid Hoosier Conference Invitational, Mid State Open Invitational, Howe Academy Area Contest, and State Contest. Membership Requirements: Student must be self-directed, willing to plan and devote time to reading and study materials, as well as like to read and research. Also the student must be in good standing academically in all their classes and course work. Teacher recommendation is not required but may be recommended.

- **Brain Game Team**: Purpose and Goals: This academic team is selected in the fall by an all school tryout. The top eight students who can out answer and out play their competitors will make up the Channel 13 WTHR team. The questions come from all of the academic areas at TCHS, plus media, music, art and current events. Activities: The competitions take place at 7:00 a.m. Membership Requirements: All High School students are eligible.

- **Drama Club**: Purpose and Goals of Drama Club is to promote appreciation for and excellence in the theatrical arts. Activities included: Students may get involved in drama productions (usually one per semester) at the high school, either backstage or on-stage. Students will often attend theater productions in the community as well. Some students even choose to get involved in outside theaters, particularly Shelby County Players and Buck Creek Players, or at local churches. Membership Requirements: Students audition for shows at the school or in the community. There are no up-front fees. Students sometimes need to help provide costumes for shows.

- **Triton Bible Study**: Purpose and Goals of TBS is to promote positive spiritual values and fellowship throughout the school community. Activities include weekly meetings, usually conducted on Monday evenings at various students’ and sponsors’ homes. Students often perform community service projects as well, through various needs discussed in the meetings. Membership Requirements: There are no requirements; students are welcome to attend any meetings during the year. There are no fees although students do often contribute financially to community service projects on a voluntary basis.

- **National Honor Society**: Purpose and Goals: The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Activities: Members are required to attend all meetings of the Society, complete a minimum of 3 hours of community service during the first semester of the school year, and actively participate in the group service project undertaken by the Society during the second semester of the school year. Membership Requirements: All juniors with a 3.3 cumulative grade point average after completing their 4th semester and any senior who did not meet academic requirement during their junior year but currently do, are extended an invitation in September to complete an information sheet to the Society for consideration as members. The names of all students who return the completed information sheet are distributed to all faculty members for evaluation as to their character, leadership and service. In addition all faculty are asked to comment on each individuals as to their suitability for membership in the Society. These evaluations scores are tallied and the comments consolidated. This consolidated form, along with copies of the information sheet submitted by the students, are distributed to each of the five faculty members who are appointed by the principal and will serve on a faculty council. This council will meet to discuss each candidate and vote on membership. It takes 3 out of 5 positive votes from these council members for the student to be recommended for membership. This list is given to the high school principal. The principal may accept the recommendations or change the decision of the faculty council. The principal is the final authority as to who is or is not accepted into membership. Once accepted, the member must pay a $20 initiation fee and sign a form acknowledging requirements that must be continuously met to maintain membership. Failure to meet these requirements can lead to probationary membership or expulsion from the Society. Any member expelled from the Society may not later be readmitted. An induction ceremony will be held in October.
service or leadership will be given the opportunity to be reconsidered for membership during the spring semester by submitting documentation of the service and leadership activities they have participated in during the fall semester to the Society advisor. The advisor will reconvene a meeting of the faculty council to reconsider these individuals. If they are accepted, an induction ceremony will be held during the next regular meeting held during the school day.

- **Student Council:** Purpose and Goals: Student Council is to develop an understanding of how to govern and lead a student body. Activities included are: Homecoming organization for fall and winter, Semi-formal organization, various charity fundraisers, as well as various community outreach projects. Membership Requirements: Students must complete an application including an essay; obtain two (2) teacher recommendations, and twenty (20) student recommendations.

- **Students Against Destructive Decisions (SADD):** Purpose and Goals: The mission of SADD is students working together to promote positive peer pressure, role models and other strategies to help students say “No” to destructive decisions. SADD has become a positive leadership group that is dedicated to promoting good decisions, whether it is saying “No” to drugs and alcohol or taking a stand against teen violence. Activities include students planning activities in the School District and community to promote their decision to make good choices. Membership Requirements: Everyone is welcome to join. Two (2) students from each grade are elected each year to be class representatives. Officers must have been in SADD for one year and participated in at least one service project the previous year. Dues will be charged.

- **Sunshine Society:** Purpose and Goals: Members are required to actively participate in community service projects. This group is involved with the following activities: Community Service Projects: Sponsor Christmas for families in the NWCS District, Donations / Fund Raiser for JDRF Juvenile Diabetes Research Foundation, Mentorship with Middle School Girls, Secret Pen Pal with Elementary 4th Graders, Ideal Person Recognition and Banquet. Membership Requirements: State Dues: $5.00 The Sunshine Society is open to students in grades 9-12.

- **Triton Central FFA:** Purpose and Goals: The Triton Central FFA is the main focus of the music program. The concert band will be rehearsing and performing for various concerts throughout the school year. Please see the list of performance dates for more information. All members of the high school band must participate in the concert program. Activities: Leadership contests, camps, conventions, officer-ship, earning money, community service projects including animal petting zoo, field trips, recreation career development events, and agri-science research. Highlights are the annual West Virginia whitewater rafting, national convention, awards banquet and animal petting zoo. Membership Requirements: Grades 9-12. Must be taking agricultural class or have a supervised agricultural experience program.

- **Triton Central Concert Band:** Purpose and Goals: The Triton Central High School Concert Band is the main focus of the music program. The concert band will be rehearsing and performing for various concerts throughout the school year. Please see the list of performance dates for more information. All members of the high school band must participate in the concert program. Activities: Winter Concert, ISSMA Solo & Ensemble, ISSMA Concert Band Contest, County Band, and Spring Arts Festival. Membership Requirements: Student must be able to play their instrument at a high level. They must be enrolled in concert band to participate in concerts and ISSMA events.

- **Triton Central Marching Tigers:** Purpose and Goals: The Triton Central Marching Tigers is a competition based group. The Marching Tigers is a high level performance group. Activities: Competitions begin the first weekend of September and run through the end of November. ISSMA District, Regionals, Semi-State, and State Contest, Marching Band Invitational, and Home Football Games. Membership Requirements: Student must be able to play their instrument at a high level. They must be available for various evening in June, two weeks in July, morning rehearsals, Saturdays’ September through October.

- **Triton Central Pep Band:** Purpose and Goals: The Triton Central Pep Band goal is to support the Boy’s and Girls’ Basketball Teams. Activities: 5 Boy’s Home Games and 5 Girl’s Home Games. Membership Requirements: Students must participate in pep band if they are enrolled in concert band. Student may join pep band if they can play an instrument.

- **Triton Central Winter Guard:** Purpose and Goals: The Triton Central Winter Guard is a competition based group. This group practices two days a week. The winter Guard is a high level performance group. The goal of the winter Guard is to be the best we can be at every competition and event. Activities: Competitions begin in
January and run through the third week of March, IHSCGA Prelims and State Finals, IHSCGA Competitions, and Home Basketball Games. Membership Requirements: Student must be able handle guard equipment correctly. This is an audition based group. They must be available for two evening rehearsals a week starting in November and every Saturday starting in January.

**TC Singers:** The TC Singers are a 16-40 voice show choir. This group performs at 3 competitions per year along with their home concert schedule and other performance opportunities. TC Singers sing and dance simultaneously with support from a live accompanying band. Singers meet as a class during the school day and has additional rehearsals as needed in the evening. Competitions take place on Fridays and Saturdays throughout February and March. The cost to be in Singers is $450 payable in $50 installments over nine months, September-May. The costs cover costumes, shoes, transportation, and competition fees, as well as music and awards. Financial Assistance is available through generous donations of patrons and business partners. Auditions for TC Singers take place in the spring prior to the school year of participation. Band, Cheerleading, and/or Chorus serve as prerequisites for this experience, although are not required prerequisites. TC Singers is counted as a Fine Arts credit.

**TC Chamber Choir:** Purpose and Goals: Chamber Choir is an auditioned choral group consisting of 10-20 singers that study and perform a variety of repertoire from the Renaissance period to the 21st Century. Typically the group sings A Capella. This group hosts an annual Madrigal Dinner in December, and tours and performs professional level shows throughout the year. Membership Requirements: Auditions for Chamber Choir take place in the spring prior to the school year of participation. Band, chorus, and/or TC singers serve as prerequisites. The cost to be in chamber choir is a one-time costume fee, typically $100 for a tuxedo or dress, plus the cost of a Madrigal costume (range from $100 - $700). Financial assistance is available through generous donations of patrons and business partners. The Chamber Choir meets from 2:45 p.m. to 3:30 p.m. daily as a zero period and is counted as a Fine Arts Credit.

**TC Chorus:** Chorus is open to all students attending Triton Central High School. The class has no dues or costume fees and has no audition or prerequisite. Chorus is involved in three concerts annually, plus the County Choral Festival, and offers a large group choral experience and training for amateur and novice singers in beginning voice, choral artistry, and music literacy. Chorus also serves as the prerequisite for both TC Singers and Chamber Choir. Chorus is counted as a Fine Arts credit.

**Yearbook:** Purpose and Goals are to create a memory book of the year. Activities include students incorporate writing, photography, computer, design, business, and organizational skills to put together the book. Membership Requirements: Current freshmen, sophomores, and juniors apply for the following year during scheduling. Typical Class Size: 10 - 12 students.

8. There will be no school-initiated Sunday participation required.

9. A student and his/her parent/guardian must sign consent for drug testing form in order for a student to participate in any extracurricular activities.

10. School rules apply to all extra-curricular events, on campus as well as off campus, en route to off campus activities and during summer school.

11. A student who is absent from school is also unable to work at school events, participate in athletics, or participate in social events the same day, except on special prior approval from the office. (Students must be present at school from the start of 4th period through the end of 7th period to be eligible to participate in any after school activity.)
ATHLETIC HANDBOOK FOR STUDENT-ATHLETES

Athletic Statement
This athletic booklet is designed to inform athletes and their parents or guardians of the rules, regulations and information that helped develop the rich tradition of competition at Triton Central High School. Participation in high school athletics is a privilege which carries with it varying degrees of honor, responsibility and sacrifice. Since athletic competition on high school teams is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration and other specific coaches’ rules for their sport. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is becoming to their family, Triton Central High School, and the community.

Athletic Philosophy / Mission
TCHS Athletics is a proud program built on integrity, sportsmanship and strength dedicated to the continuous development and success of our student-athletes, parents, coaches, school and community.

Athlete Defined
The Triton Central athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, mat maids, lifters, student-managers, student trainers and student statisticians.

Athletic Program Profile
Triton Central High School supports Fourteen (14) sports that offer 27 different teams to nearly 250 students in grades 9-12. Student-athletes are coached by approximately 40 men and women and participate in over 300 contests per year. Triton Central is a member of the Indiana Cross Roads Conference. The following teams are members of the Indiana Cross Roads conference: Beech Grove, Indianapolis Cardinal Ritter, Indianapolis Lutheran, Monrovia, Park Tudor, Indianapolis Scecina, Speedway, and Triton Central.

ELIGIBILITY

ACADEMIC/ATHLETIC ELIGIBILITY AT TRITON CENTRAL
Student-athletes must be enrolled at Triton Central and pass five full credits (IHSAA standard) each nine-week grading period in order to continue to participate as a team member. Semester-ending grades take precedence. Coaches and sponsors can check progress of students by talking with teachers, issuing periodic grade checks and checking grade cards at the end of grading periods. It is the policy of the athletic department to work closely with the academic progress of each participant.

PHYSICAL EXAMINATIONS
Every student-athlete is required by Triton Central and the IHSAA to have a yearly physical examination completed and on file with the athletic office before practicing in any sport. Physical exams are the responsibility of the athlete and his/her parents. Exams are in effect for the next school year if taken after April 1st.

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE
The following items are to be completed by the athlete and parent/guardian before the first practice with any team:

• take and pass physical examination and have supporting student, parent and have original doctors signature as well as this/her License number.
• meet academic eligibility requirements
• attend team meeting or meet with coach before practice
• have athletic transfer filed (transfer students new to Triton cannot compete in interscholastic contests until an athletic transfer is complete)
• Concussion form completed and on file
• Medical Consent form completed and on file

CODE OF CONDUCT

STATEMENT
The following Triton Central athletic rules are in accordance with the Indiana High School Athletic Association Constitution. The conduct of participants in athletics at Triton Central, in or out of school, year-round, shall be such as: 1) not to reflect discredit upon our school, and 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.

ENFORCEMENT OF THE CODE OF CONDUCT
The principal shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. Parents/guardians and athletes are required to sign the acknowledgment, consent, injury awareness, and disclosure document stating that they understand the Code. The athlete is subject to disciplinary measure should he/she violate the Code. Any alleged violation of the Code shall be reported first to the principal or his/her designee and then is to be followed by an investigation by any or all of the following people...coach, sponsor, athletic director, principal or his/her designee.

The Code is in force twelve (12) months a year, grades nine through twelve (9-12)

EXPECTED STANDARDS OF CONDUCT FOR ATHLETES
• The good of the team is first and foremost. Once a team is eliminated, the individual becomes the most important.
• No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being a true sportsman.
• All athletes will care for issued uniforms and equipment as though it was their own personal property. If uniforms and/or equipment is lost, destroyed or stolen, the athlete(s) will fulfill their responsibility by paying for replacement of item(s).
• All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
• Athletes should not engage in illegal or inappropriate behavior. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity and being disobedient are harmful to athletes and their team.
• Athletes and support students of the team must pass five credits each grading period to be eligible to participate in athletics.
• Team members should plan their time so that they devote energy to their studies to insure passing grades which represent their true abilities.
• Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Triton Central and set a good example by doing what is right and good.
• Officials deserve courteous respect. All must realize that officials do not lose a game or contest. They are there for the purpose of insuring both teams have a fair contest.
• Athletes should appreciate that coaches, teachers and school officials have the best interest of all athletes in mind as they equip, schedule, and conduct the athletic program.
• All Triton Central athletes must comply with the standards of our Athletic Code of Conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director, and/or principal of Triton Central High School.

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

ANTI-HAZING POLICY

Triton Central High School is committed to providing the best learning atmosphere for our students. Hazing activities are inconsistent with our educational mission and will not be tolerated in the athletic department.

The Indiana Code defines hazing as “forcing or requiring another person (1) with or without the consent of the other person and (2) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.” The American Heritage Dictionary, Fourth Edition, defines hazing as: “To persecute or harass with meaningless, difficult, or humiliating tasks to initiate by exacting humiliating performances from or playing rough practical jokes upon.” The Triton Central Athletic Department will not tolerate actions by athletes that recklessly or intentionally endanger the mental or physical health or safety of a student. This includes, but is not limited to, paddling, beating, branding, exposure to the elements, forced consumption of food or drink, forced conduct resulting in extreme embarrassment, or any other conduct which could adversely affect the mental health or dignity of another individual. Disciplinary action will be taken against students who plan, encourage, or engage in hazing activities. Athletic department employees who permit, encourage, or tolerate hazing will be subject to discipline.

ATHLETIC COUNCIL

The athletic council is composed of the principal, athletic director(s), and the coach of the sport involved with the athlete in question. The athletic council is in existence to hear appeals of athletes from decisions of exclusions by the coach and athletic department. Recommendations, different from the already stated consequence, may or may not be made. Following the hearing, the parent(s) or guardian will be notified within five (5) days by the principal or his/her designee of the decision of the council. The council’s decision may accept, reduce or revoke the exclusion decision for violations, but may not invoke a more serious penalty.

APPEALS/HEARING

An athlete and his or her parent(s) or guardian has the right to a hearing on exclusion by so notifying the principal in writing within five (5) school days after the exclusion decision. The right of appeal is forfeited if this is not requested within this five day limit. The purpose of the appeal hearing is to inquire into the athlete’s alleged violation and to allow the athlete and parent(s) or guardian to present evidence on the student’s behalf. The appeal is to determine whether or not the accused student has forfeited his/her privilege to be in athletics. This process has no legal implication or requirements.

RULES OF THE CODE OF CONDUCT

The following rules are specific examples of conduct that would violate the Code of Conduct set forth above. Conduct that is not covered by these specific examples but that violate the principles of the Code of Conduct is subject to disciplinary measures.

Rule 1. Athletes (hereafter student staff, student athletic trainers, and cheerleaders are included in the term ‘athletes’) shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, anabolic steroids, marijuana, counterfeit caffeine pills or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule.)

Consequence: A student knowingly violating the substance abuse rules, that is, knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or drug intoxicant of any kind, on the first offense, will be an automatic suspension from participation in athletic events and from the athletic squad or team in which the student is participating for 25% of the contests for such team or squad on the first offense. If the twenty-five percent (25%) suspension cannot be fulfilled during the current extra-curricular activity due to the activity ending, the suspension will carry over into the next activity in which the student chooses to participate and compete. The penalty may also carry over to the next school year. If the activity is a single event, the student will be suspended for that event. The student will not be allowed to practice until s/he has a negative drug test. The student must enroll and attend a drug education counseling program approved in advance by the school and paid for by the parent/guardian. The student must show verification of enrollment and participation before s/he will be allowed to return to participation after the twenty-five percent (25%) suspension.
Second offense the student will not be allowed to participate in any events or practices for a period of sixty student calendar days. The student will be required to attend a counseling program approved in advance by the school and paid for by the parent/guardian. The student must provide the school with documentation of a negative drug screen from a school-approved lab at the student’s expense before the student is allowed to return to extra-curricular activities. The student must also show verification that s/he has completed the drug education course before the student will be allowed to return to extra-curricular activities. Third offense will result in permanent expulsion from all extra-curricular activities for the remainder of the school career.

Rule 2. Athletes shall not partake in any degree or be in possession of alcoholic beverages and tobacco products.

Consequence: The use of alcohol and tobacco products is not in accordance with this code of conduct and will result in an automatic suspension from participation in athletic events and from the athletic squad or team in which the student is participating for 25% of the contests for such team or squad on the first offense. If the twenty-five percent (25%) suspension cannot be fulfilled during the current extra-curricular activity due to the activity ending, the suspension will carry over into the next activity in which the student chooses to participate and complete. The penalty may also carry over to the next school year. If the activity is a single event, the student will be suspended for that event. The student will not be allowed to practice until s/he has a negative drug test. The student must enroll and attend a drug education counseling program approved in advance by the school and paid for by the parent/guardian. The student must show verification of enrollment and participation before s/he will be allowed to return to participation after the twenty-five percent (25%) suspension. Second offense the student will not be allowed to participate in any events or practices for a period of sixty student calendar days. The student will be required to attend a counseling program approved in advance by the school and paid for by the parent/guardian. The student must provide the school with documentation of a negative drug screen from a school-approved lab at the student’s expense before the student is allowed to return to extra-curricular activities. The student must also show verification that s/he has completed the drug education course before the student will be allowed to return to extra-curricular activities. Third offense will result in permanent expulsion from all extra-curricular activities for the remainder of the school career.

Rule 3. Felonies, misdemeanors, acts of delinquency, or status offenses.

Consequence: Any athlete arrested or detained as a juvenile on such a charge will be suspended from participation pending investigation of the incident. Conviction of a felony at any time shall exclude the student-athlete from athletic participation for one full year (12 months) from day the violation is confirmed. Conviction of a misdemeanor shall be subject to an automatic suspension from participation in athletic events and from the athletic squad or team in which the student is participating for 25% of the contests for such team or squad on the first offense. Practice for an athlete who is under suspension is at the discretion of the coach. Second offense is a 50% suspension of the contests for such team or squad on the first offense. Third offense will result in permanent expulsion from participation in athletics for a minimum of one (1) calendar year.

Rule 4. Athletes shall not commit acts of disrespect, vandalism, and/or theft.

Consequence: The first offense will result in automatic suspension from participation in athletic events and from the athletic squad or team in which the student is participating for 25% of the contests for such team or squad on the first offense. Practice for an athlete who is under suspension is at the discretion of the coach. Second offense is a 50% suspension of the contests for such team or squad on the first offense. Third offense will result in suspension from participation in athletics for a minimum of one (1) calendar year.

Rule 5. Any athlete who is in violation of school rules such as truancy, suspension, classroom disruption, or other punishable acts will be disciplined by the already-established school rules. The athlete may further be dealt with within the structure of each coach’s rules for their sport. If an athlete is suspended out-of-school for any reason, they will be ineligible for all contests during the term of his/her suspension. Practice is at the discretion of the coach for any in-school suspended athlete. Out-of-school suspended athletes cannot practice during the suspension time.

Rule 6. Attendance at social events (parties, dances, etc.) is up to the athlete and parents. However, athletes are expected to leave social events immediately where there is illegal use of chemical substances, alcohol or tobacco. Failure to do so implies guilt and violators will be subject to an automatic suspension from participation in athletic events and from the athletic squad or team in which the student is participating for 25% of the contests for such team or squad on the first offense. If the twenty-five percent (25%) suspension cannot be fulfilled during the current extra-curricular
activity due to the activity ending, the suspension will carry over into the next activity in which the student chooses to participate and complete. The penalty may also carry over to the next school year. If the activity is a single event, the student will be suspended for that event. The student will not be allowed to practice until s/he has a negative drug test. The student must enroll and attend a drug education counseling program approved in advance by the school and paid for by the parent/guardian. The student must show verification of enrollment and participation before s/he will be allowed to return to participation after the twenty-five percent (25%) suspension.

Second offense the student will not be allowed to participate in any events or practices for a period of sixty student calendar days. The student will be required to attend a counseling program approved in advance by the school and paid for by the parent/guardian. The student must provide the school with documentation of a negative drug screen from a school-approved lab at the student’s expense before the student is allowed to return to extra-curricular activities. The student must also show verification that s/he has completed the drug education course before the student will be allowed to return to extra-curricular activities. Third offense will result in permanent expulsion from all extra-curricular activities for the remainder of the school career.

Rule 7. Specific team rules may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to the athletes by the coach at the first meeting or practice of that sport. These written regulations will be on file with the Athletic Director.

SELF-REPORT CLAUSE
It is the intent of Triton Central to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports on him or herself as to a violation of the Code of Conduct before being reported by some other means will be permitted leniency. This student will pay a lesser penalty for the infraction than stated; they will not be permitted to participate in a number of contests equal to 10% or at least one contest of the sport season they are in or any participation in any exhibition or scrimmage contest until the end of suspension period. In cases of substance abuse, the self-reporting student must participate in a substance abuse awareness session(s) with a qualified professional to receive the benefit of this clause. This Self-Report Clause can be used only once during the student’s four year career.

COMPASSION CLAUSE
Any student serving a consequence for substance abuse who seeks help due to substance abuse will be afforded compassion, up to one half (1/2) of the penalty for the first offense. This can occur only once during the student’s four year career. The student seeking help under this compassion clause must obtain professional help at his/her expense.

ATHLETIC SEASON DEFINED
The athletic season is defined as commencing with the first practice and ending with the Awards Banquet for that sport. Penalties for violations take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule, tournaments and state series, in order of competition.

CARRY-OVER SUSPENSION
If the violation of the Code occurs in the last part of a sport and the violator cannot fulfill the terms of his/her violation within that sport, the suspension does carry-over until the suspension is fulfilled. This includes their next sport or the same sport next year. For example, if the suspension is for two football games with only one remaining, the athlete must also miss his first basketball game, wrestling match, or baseball game until the suspension has been served. If a typically one-sport athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete this season in good standing or the penalty will carry on into the next season.

COMPLETING A SUSPENSION
When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving his/her team or squad. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. The coaches’ discretion can excuse the athlete.

AWARDS
AWARDS INFORMATION FOR ATHLETES
Awards are an integral part of most activities. They exist to reward, indicate belonging and show commitment to a
cause. Awards are important and Triton Central athletes are recognized with a wide variety of earned awards. It is always very important to keep awards in perspective. Too many awards indicate a disregard for the true meaning of sport while too few can indicate a feeling of non-importance. In reality awards cannot truly show what has been gained from competing in athletics—the development of loyalties, commitment to a cause, learning about one’s limits and representing one’s school, community, family and self. All sports are considered major sports at Triton Central High School. Athletes, student staff, student trainers, and cheerleaders are eligible to earn awards. Each sport gives the same type awards and all awards are purchased by the school. Jackets are purchased by the athletes. No athlete may receive an award in a sport for which he/she is academically ineligible at the completion of the season, under suspension for an athletic violation or otherwise not in good standing. Candidates must complete the season’s play in order to receive an award; however, injuries may waive this stipulation. No awards will be issued until equipment is turned in to the coach. The following information indicates the general guidelines and normal progression for awards. Athletes will receive the appropriate awards for each year as listed and explained below. Freshmen and sophomores are eligible for varsity competition and can earn their varsity award at any time. New athletes to Triton Central (move-ins) cannot exchange awards from their previous school. Athletes cannot buy, substitute or make up for awards not previously won.

**DESCRIPTION OF AWARDS:**

**Initial Award: Numerals**
Numerals are the first award for any athlete not earning a varsity letter. If an athlete earns a varsity award as a freshman, he/she will also receive numerals. Only one set of numerals can be awarded to an athlete.

**Certificates:**
The second and third freshman and junior varsity awards are certificates. Certificates are awarded to athletes who have not earned a varsity award and already have their numerals.

**Varsity Awards:**
- **1st Varsity award:** 9" Letter and sport pin
- **2nd through 7th Varsity awards:** Letter Certificate
- **4th in one sport 5th overall Varsity awards:** Chenille Plaque
- **8th Varsity letter:** Letter Blanket
- **12th Varsity Award:** Department/ Coach Award

Chevrons may be purchased by an athlete who has lettered. One chevron per year.

**Special Sports Medal or Sports Recognition Plaque**
These awards can be given by the coach for special categories.

**Championship Patches**
Individual champions or varsity team champions will receive recognition patches for winning the Conference, Sectional, Regional, Semi-State or State Title(s). State Runner-Up, State Finalist and County patches can be purchased by the athlete.

**ICC Individual Team Member Patch**
Team members or individual champions being named to a ICC All-Conference Team can be purchased by the athlete.

**Letter Jacket**
The jacket can be purchased by any athlete who has earned his/her first Varsity award.

**PLACING AWARDS ON THE LETTER JACKET**
- 9" Letter on left breast
- Chevrons on right sleeve
- Numerals on left sleeve
- Award patches on right breast or on back of jacket
- Name is permissible on jacket by personal preference
TEAM REQUIREMENTS FOR A VARSITY AWARD
Varsity awards are determined by each coach. All senior athletes participating on a varsity team shall receive a varsity letter.

INFORMATION FOR ATHLETES

ACCIDENTS / INJURIES
All accidents or injuries home or away, are to be reported to the trainer and/or coach immediately. The coach must make contact with the parent of the injured athlete.

ATTENDANCE: (ABSENCE) SCHOOL & GAME DAY
Daily attendance to school and practice is very important and expected. Student-athletes must have attended classes for four periods the day of contests to be able to participate in his/her athletic event. Attendance for four periods is required on Friday in order to compete on Saturday. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor) must be approved through the principal’s office and/or athletic office. “Sleeping in” with parent approval is not an allowable exemption!

AUTOMOBILES
Automobiles are to be parked between the lines and in accordance with all regulations of traffic control. Athletes will not be treated in a special way. Do not talk to coaches about special favors, traffic tickets or driving to contests.

CHANGING A SPORT
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 to join another sport until that sport season is concluded. Ex: The athlete cannot quit football to go out for basketball until football season is completed. However, athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and the athletic director.

CLASS RELEASE
There are few times or reasons a student-athlete should ever miss class. State series practices, all-county/state dinners and rain-outs are examples of excusable releases by the school. Excused release from a class is handled through the office and requires a field trip form to be filed.

COLLEGE-BOUND ATHLETES & RECRUITING
College recruiters visit Triton to talk about and with our athletes. NCAA Eligibility Clearinghouse rules determine who is eligible for scholarships. Basically, a student-athlete must be a ‘C’ student in college prep classes as determined by the NCAA, score well on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) and have the recommendation of his/her coaches. These rules are available from the athletic office and your coach. There is time set aside for recruiter-athlete visitation. Your coach and guidance counselor will set this up. Transcripts will be provided to the university through the guidance office.

COMMUNICATION
As you become involved in your choice of sports at TCHS, you will experience rewarding moments and times when things do not go the way you wish. At these times your best choice is to express your concerns directly to the coach. It is always appropriate for the athlete to discuss position, consideration for future play, treatment, behavior and ways to improve. Also, it is important for each athlete to inform their parent(s) that they are encouraged to discuss treatment, improvement, and behavior with the coach. However, it is not appropriate for parents to discuss playing time, team strategy, play calling or other student-athletes with the coach.

CONFLICTS BETWEEN ACTIVITIES
Activities at Triton Central share many students. From time to time there may be conflicts between times of activities. The athlete can help make a decision as to which activity to attend. The general rule is that the student can choose, without penalty, to attend the activity he/she wants and on the second conflict the athlete should attend the activity he/she did not choose the first time. Athletics, music, plays, and many other activities have been successful using this approach. Communication between coaches and sponsors of conflicting activities is a must. Importance of contests and state competitions may affect decisions.
DRESS
When going to away activities or contests as representatives of Triton Central Athletics, the minimum dress requirements are slacks (no jeans) and a collared shirt, blouse or dress sweater. Coaches may ask their players to dress according to team rules.

EQUIPMENT
All athletes will care for all equipment as though it were their own personal property. If equipment is destroyed through practice, it will be replaced by the school. If equipment is lost or stolen, the athlete(s) will fulfill their responsibility by paying for replacement of item(s). Remember that stealing or wearing stolen equipment is a violation of the Code of Conduct and punishable by suspension from athletics. Equipment may not be worn during the school day, at home, or in the community without approval of the coach of that sport. All issued equipment and uniforms remain the property of Triton Central and must be returned at the conclusion of the season. Any missing items will be charged to the student-athlete. Graduation or next year’s registration will be affected until all fees are paid.

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

IHSAA INDIVIDUAL ELIGIBILITY RULES (GRADES 9 THROUGH 12)
Attention Athlete: To be eligible to represent IHSAA member school, Triton Central, in interschool athletics, you:
1) Must be a bona fide student in good standing; must be enrolled not later than the 15th day of the current semester.
2) Must have completed 10 separate days of organized practice in one sport under the direct supervision of the high school coaching staff.
3) Must have received passing grades in at least five full credit subjects during your last grading period; semester grades take precedence; and must be currently enrolled in at least five full credit subjects.
4) Must not have reached your 20th birthday prior to or on the scheduled date of the IHSAA state finals in a sport.
5) Must have been enrolled in your present high school last semester or at one of our junior highs.
6) Must not have been enrolled in more than eight consecutive semesters beginning in grade 9.
7) Must be an amateur (have not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract.)
8) Must have had physical exam between May 1st and your first practice.
9) Must not have transferred from one school to another for athletic reasons as a result of undue influence by any person or group.
10) Must not have received any award from your athletic ability not approved by your principal or IHSAA.
11) Must not accept awards in the form of merchandise, meals, cash, etc.
12) Must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than your school team.
13) Must not reflect discredit upon your school.
14) Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in that sport.
15) Must not participate with a student enrolled below grade 9.
16) Must, if absent 5 or more days due to illness or injury, present written verification from a physician stating you may participate again.
17) Must not participate in camps, clinics, or schools during the IHSAA authorized contest season.
18) Girls shall not be permitted to participate in an IHSAA tournament program for boys where there is an IHSAA tournament program for girls in that sport.
INSURANCE
Triton Central’s Athletic Department **DOES NOT PROVIDE** insurance coverage for student-athletes. Triton Central High School’s administrators, coaches and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). Due to the nature of athletic activity, however, injury may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Parents are encouraged to have a family insurance policy to cover athletic injuries and the cost of treatment. In recent years the IHSAA has also carried catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. More information about the IHSAA plan is available upon request at the Athletic Office. IT SHOULD BE NOTED THAT NEITHER THE IHSAA NOR TRITON CENTRAL HIGH SCHOOL CARRY ANY KIND OF FIRST DOLLAR MEDICAL INSURANCE FOR ATHLETIC INJURIES.

PARTICIPATION IN TWO SPORTS IN ONE SEASON
Athletes may not participate in more than one sport during one season unless given approval by the two coaches and the Athletic Director.

PARTICIPATION FEE
--- High School ---
- $20 each sport. (Max of $60 per student per year)
- Families have a cap of $180 for the year (Combined High School and Middle School students in the same family).
- Trainers and Managers pay $10 each sport.
- Must be collected by High School Athletic Secretary before the student is allowed to participate in a game.

--- Middle School ---
- $20 for the 1st and 2nd sport -$10 for the 3rd. (Max of $50 per student per year)
- Families have a cap of $180 for the year. (Combined High School and Middle School students in the same family).
- Trainers and Managers pay $10 each sport
- Must be collected by Middle School Treasurer before the student is allowed to participate in a game.

TRANSPORTATION
It is the Athletic Department’s desire for all athletes who are transported to an event return home from the event with his/her team on the school provided transportation; however, coaches do have the right to grant permission for students to return home from the trip in alternative forms of transportation. In case of special circumstances where student athletes need to arrive or depart in a manner that is different from the rest of the team, that individual needs to fill out a Travel Release Form prior to that event. The Travel Release Form can be acquired at the high school office.

PARTIES
Attendance at social events such as parties, dances, etc. is up to the athlete and parent or guardian. Athletes are expected to leave social events immediately where the illegal use of chemical substances, alcohol and/or tobacco is in use. Don’t be guilty by association.

STUDENT PROFILE SITES
Triton Central High School respects the student’s right to post profiles on student-profile sites like MySpace, Facebook, Xanga, Bebo, and others. We also understand that students who use these sites use them as a means of communicating with friends. Students must understand the public nature of these sites and the risks, responsibility, and accountability that they, as site manager, must assume if they participate. They also must understand that their names and sites are linked with Triton Central High School, and as a result, the school may monitor the content of these sites because of the impact such sites can have on school accountability, public image, and student safety. Anything posted on a website by a student constitutes public speech and will be held to all the standards and expectations expressed in this handbook.

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 cancelled and if a practice is allowed by the superintendent of schools the athletes attendance at these practices are considered voluntary.

QUITTING A TEAM
If an athlete participates in ten practices (pre-season) for a sport he/she cannot quit that sport and join another sport until the sport season he/she quit is completed. Example: An athlete cannot quit cross country to join the football team or basketball team until the cross country season is completed. Mutual consent by both coaches can waive this rule if the student-athlete and team are better off for the change.

SCHOLAR-ATHLETES
Student-athletes have the opportunity to be recognized through awards, newspapers, team dinners and school publications concerning the grades they earn. Those sophomores, juniors and seniors who earn a 3.5 cumulative GPA or better may qualify for an award. These students are recognized in the spring of each year.

SCHOLARSHIPS (ATHLETIC)
Student and parents interested in pursuing athletic scholarships should start their searches by asking their individual coaches for information and advice concerning this matter. The guidance office will have additional information about the school or area of interest. Students interested in Division I and II colleges and universities must also comply with NCAA eligibility guidelines that are found in the handbook.

STUDY TABLE
Study tables may be a designated requirement for student-athletes who need a supervised study environment. The appropriate coach will inform the student-athlete when a study table requirement is necessary. Study table hours can include small study groups, computer labs, tutorial services or quiet study time.

SUPPORT GROUPS
Triton Central Athletics have various student support groups who assist with the administration of our athletic programs. Video photographers and statisticians are part of this effort.

SUSPENSIONS VIA DUE PROCESS
A school due process suspension (in school or out of school) makes a student body member ineligible for competition and practice in any activities program for the duration of the due process.

TEAM CUTTING POLICIES
Coaches of athletic training, cheerleaders, and the fifteen varsity sports at Triton Central have their own policies 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 anytime during a season.

TRAINING ROOM
The training room is located off the west side of the gym. Student-athletes are not permitted in this room without adult supervision. The training room is for treatment and rehabilitation. Space is limited; therefore, only athletes needing treatment are allowed in this room.

WEIGHT ROOM
The weight room is available for use by teams before and after school. There is a full program of weight training offered during the school year and summer under the guidance of a coach. No student shall use the weight room without adult supervision or without having a physical exam on file in the athletic office.

SPECIAL AWARDS

MCDONALD AWARD
This award is presented annually to an outstanding senior football player. The recipient of the award will be chosen by vote of the varsity team members, head coach, and principal. Qualities considered include football achievement, football leadership, and overall contributions to the total athletic program. Presentation of the award takes place at the
Football Banquet.

**JACK JUDGE MENTAL ATTITUDE AWARD**
This award is presented annually to a deserving senior athlete. The recipient of this award will be selected by secret ballot of the Athletic Council. Prerequisites for this award include:
1. Intent of the recipient to further their education by their enrollment in a two or four year institution of higher learning
2. Participation in athletics at TCHS.
The Athletic Council will consider the following in their selection: need, athletic ability, academic performance, and attitude.

**ALL-SPORTS PLAQUES**
This is the top athletic award given to one boy and girl senior athlete. These awards along with the Jack Judge Mental Attitude Award are presented at the Sports Awards Night. The awards are based on the following qualifications: Attitude, number of sports participated in, total number of varsity letters won, individual honors won, defense of letters won, and participation as a senior, The Principal, Athletic Director, and all men and women coaches of the high school will, by vote, determine the recipients of this award.

**SCHOLAR - ATHLETE AWARD**
A medal will be awarded to the top ranking students after 7 semesters.
Academic Criteria: Must have earned a 3.33 (B+) cumulative GPA or better based on grades from the first semester of the present school year.
Athletic Criteria: Fall and Winter Athletes: Successfully completed their full sport season and earned a varsity letter during their senior year. This applies equally to all athletes, trainers, cheerleaders, and student staff.
Spring Athletes: Must be a varsity or junior varsity member of a spring sport athletic team on the date of the recognition. Trainers and student staff members of a team are eligible.

**CHEERLEADING AWARDS**
1. Freshmen- Numerals
2. Reserve- Reserve Certificate
3. Varsity- Letter “TC” or Certificate
4. Mascot- Award to be determined by the Athletic Director and Cheerleader Sponsors

**MATMAIDS AWARDS**
1. First Year- Numerals (if they are freshmen)
2. Second Year- TC Varsity Letter
3. Third Year- Certificate
4. Fourth Year- Certificate

**TEAM RECOGNITION**
Any varsity athletic team winning a sectional tournament or any other tournament beyond the sectional will have a team picture posted in the gymnasium along with other sectional champions.

**INDIVIDUAL RECOGNITION**
Any individual advancing to the state final will have an individual’s picture placed in the gymnasium.

**ALL-STATE AND ALL-STAR**
Any individual being recognized as an All-State or All-Star player according to the following designation will have an individual picture placed in the hallway outside of the gymnasium.
1. All-State designation
   a. Associated Press All-State Team
   b. Coaches’ Association All-State team in respective sports area if the Associated Press does not pick an All-State Team.
   c. Academic All-State as determined by coaches' association in respective sports.
2. All-Star designation of seniors playing in a state-wide coaches’ Association All-Star Game, in any sport except girls and boys basketball, which are chosen by the Indianapolis Star Committee.

---

**DRUG AND ALCOHOL RANDOM TESTING POLICY**

Policy adopted January 1, 2010

The Board recognizes the importance of providing learning opportunities for students through involvement in athletics and other extra-curricular activities. The Board also recognizes and accepts its responsibility to take a stand against the use of unauthorized and illegal drugs or substances by students at any time.

**MISSION STATEMENT**

Through the direction of our local Board of School Trustees and the leadership of the Superintendent of Schools, Northwestern Consolidated School District has a history of providing quality education in Shelby County. This School District is committed to continuous improvement and is grounded in the values upon which our country was founded. Working cooperatively with the total community, Northwestern provides a learning environment that is academically strong in basic and advanced skills and in which enriching experiences and creative opportunities are provided for each individual student. By supporting and directing their mental, physical, emotional, and social development, Northwestern provides an educational environment where students can develop into informed citizens and contributing members of society.

It is the mission of the Northwestern Consolidated School District Drug Testing Program to work toward creating a drug free school environment.

**INTRODUCTION**

This program does not affect the current policies, practices, or rights of Northwestern Consolidated Schools with respect to drug and/or alcohol possession or use where reasonable suspicion is obtained by means other than random drug testing through this policy.

**PURPOSE**

A. The student athlete who has consumed alcohol or uses illegal drugs presents a real and substantial danger to his/her own health. Drugs or alcohol may mask the pain that an athlete may feel, thus causing the athlete to overexert his/her body. Drugs or alcohol may reduce one’s motor coordination, or alter one’s mood to the degree that participation in student athletics is unsafe for the individual athlete as well as those around them. Athletics and extracurricular activities are an important aspect of life at Northwestern Consolidated Schools yet safety must take precedence.

B. Many students choose to drive to and from school and school related activities. Driving can be a hazardous activity. A driver who consumes alcohol or uses illegal drugs is more likely to be involved in an accident or mishap than a driver who does not.

C. Northwestern Consolidated Schools has a responsibility to its student athletes, student drivers, and students participating in extracurricular activities to make efforts to ensure that they are drug and alcohol free and engage in their respective activities in a safe and responsible manner. Because illegal drug or alcohol use does not always manifest itself in observable ways, Northwestern Consolidated Schools has instituted this policy of random testing for student athletes, student drivers, and students participating in extracurricular activities. The purpose of this policy is to protect these students and those around them.

**POLICY**

A. Any student in grades 7-12 who wishes to participate in athletics, hold a valid high school parking permit, drive to or from school or school related events or participate in extracurricular activities must consent to participate in the Northwestern Consolidated Student Drug and Alcohol Random Testing Program. A student may volunteer to
participate in the drug testing program as well as parental request that his/her child be placed in the drug testing program. Any student who refuses will not be permitted to participate in above noted activities. The students in the drug pool will be subjected to a random chemical test to determine if the student has consumed or is under the influence of alcohol and/or other illegal drugs and substances as defined by Indiana law.

B. Test Procedures: The school administration shall implement a procedure for the method of random selection of students involved in the program as well as procedures to be used in the collection and testing of samples.

C. Costs of Testing: The costs of the initial random drug test and the follow-up (if the student has tested positive) will be paid for by Northwestern Consolidated Schools. Any future drug tests will be paid for by the student or parent/guardian.

D. Consequences of a Positive Test Result: A student who tests positive for drug and/or alcohol use will be subject to the following:

**PENALTIES**

The penalties outlined below are for students who have a positive drug test in grades 7-12. The first, second, and third offenses remain on a student's record throughout grades 7-12. A student's drug testing record does not start over when s/he enters high school.

A student who has a positive drug test will fall under the following guidelines:

1. **First Violation** The first violation will result in the student being suspended from twenty-five percent (25%) of extra-curricular scheduled activities (this includes driving to school). If the twenty-five percent (25%) suspension cannot be fulfilled during the current extra-curricular activity due to the activity ending, the suspension will carry over into the next activity in which the student chooses to participate and complete. The penalty may also carry over to the next school year. If the activity is a single event, the student will be suspended for that event. The student will not be allowed to practice until s/he has a negative drug test. The student must enroll and attend a drug education counseling program approved in advance by the school and paid for by the parent/guardian. The student must show verification of enrollment and participation before s/he will be allowed to return to participation after the twenty-five percent (25%) suspension.

2. **Second Violation** The second violation will result in suspension from all extra-curricular activities (including driving to school) for a period of sixty (60) student calendar days. The student will not be allowed to participate in any events or practices until the completion of the suspension. The student will be required to attend a counseling program approved in advance by the school and paid for by the parent/guardian. The student must provide the school with documentation of a negative drug screen from a school-approved lab at the student's expense before the student is allowed to return to extra-curricular activities. The student must also show verification that s/he has completed the drug education course before the student will be allowed to return to extra-curricular activities.

3. **Third Violation** The third violation will result in permanent expulsion from all extra-curricular activities for the remainder of the school career (this includes driving to school). However, a student may request reinstatement after 365 days by appealing to the principal and appropriate sponsor or sponsors.

The consequences of a positive urine drug test for a student driver will be based on the same percentages and guidelines as written above in sections 1, 2, and 3 with the following consequences.

1. **First Violation** - Twenty-five percent (25%) of 180 schools days = A forty five (45) school day suspension of driving privileges.

2. **Second Violation** - Fifty percent (50%) of 180 days = A ninety (90) school day suspension of driving privileges.

3. **Third Violation** - Permanent removal of driving privileges to school.

**STUDENT DRUG AND ALCOHOL RANDOM TESTING PROCEDURE**

A. Consent Form: In order to ensure that all interested persons are fully informed of the requirements of this policy, all student athletes, student drivers, and students participating in extracurricular activities will be required to complete a consent form. This form must be signed by the student and his/her parent/guardian. By signing this form, the student and the student’s parents/guardians acknowledge that they have read this drug and alcohol testing policy, and that the student consents to provide a urine sample (or any other methods used for testing) should the student be required to do so.
B. **Method of Random Selection:** The name of each student athlete, student driver, and student participating in extracurricular activities will be compiled into one (1) composite list and maintained by the school administration. A student’s name will be entered on this list only one (1) time and will be numbered. Only the school administration will know what number has been assigned to each student. The test administrator will be notified of the total number of students listed. This list will be updated on a regular basis and the test administrator will be notified of additional numbers. On testing days, Renovo will provide the test administrator fifteen (15) random numbers for TCHS students and ten (15) random numbers for TMS students which are electronically generated. The school administration will match the randomly generated numbers to the composite list of students. By utilizing the numbers generated by the test administrator, the integrity of a random test is insured. By maintaining a composite list of students on site the identities of the tested students are protected.

C. **Method of Random Testing:** The student will be escorted to the testing location immediately upon being informed that s/he has been selected for a random test. Upon arrival, the laboratory forms will be filled out by the test administrator and signed by the student. The student will be instructed on steps to obtain specimen. The test administrator and school official will not reveal or discuss with any other person the names or identities of the students who are tested. Results will be mailed to the principal/administrative designee. The positive results will be reported to the principal/administrative designee who will immediately inform the student’s parents or guardians.

The school administration will inform the Athletic Director and any extracurricular sponsor that the student has been suspended from athletic and extracurricular privileges but will not reveal that it is because that student failed a drug test. The failure of the random drug test will not appear on the student’s permanent record. However, it will be recorded in a confidential record that will be used solely to determine whether the student has failed a prior test for drug or alcohol use. A specified member of the school administration will then arrange a meeting with the student and his/her parents/guardians to discuss the consequences of the positive test result and discuss the availability of appropriate education or treatment.

**REASONABLE SUSPICION**
Northwestern Consolidated Schools reserves the right to request parent/guardian of any student who exhibits cause for reasonable suspicion of drug and/or alcohol usage to permit testing, or deny drug testing to a student and follow current practices as outlined in the Due Process Procedure.

**REFUSAL**
A student who refuses to submit to a chemical test when required to do so shall be subject to suspension from all driving privileges, athletic and extracurricular activities for a period of one (1) year, 365 days.

**PARENTAL NOTIFICATION**
If a student tests positive for drug and/or alcohol use the parents will be notified by the Medical Review Officer (MRO).

**LEGITIMATE EXPLANATION**
Within twenty-four (24) hours of being informed of a positive test result, the student may present evidence to the test administrator that the positive test result was caused by the legitimate use of a prescription or nonprescription drug or an activity other than illegal drug or alcohol use. The test administrator shall determine whether such reasons would reasonably explain the positive test result. If the test administrator determines the results to have been caused by a legitimate activity, then the test results will be disregarded and any record of the positive result shall be expunged.

**INDEPENDENT ANALYSIS**
A student who receives a positive result will be permitted to retain an appropriately licensed laboratory to conduct an independent chemical analysis. This will be at the student’s expense. If such a request is made, the laboratory used by the school will forward the chemical specimen directly to the laboratory of the student’s choice. The student will be charged for the storage, handling, and mailing of the chemical sample. The student will not be permitted access to the sample until it has been tested by the independent laboratory. If it is found that the student had access to the sample prior to it being tested by the independent laboratory then any result from that laboratory will be disregarded. The laboratory of the student’s choice shall employ the current and most accurate methods for detection of the drugs previously found to be in the specimen. If the laboratory records a negative result, the student’s record will reflect that
result and the suspension imposed will be revoked. Any results obtained by the laboratory of the student’s choice must
be in the possession of the school within seven (7) days of the initial test results or they shall be disregarded. No
employee, officer, or agent of the laboratory selected by the student shall in any way be associated with the student or
any member of the student’s family. If such an association exists then any negative test results from that laboratory
shall be disregarded.

PEST CONTROL AND USE OF PESTICIDES

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

The District will:

A. annually inform parents and staff members of the District’s pest control policy at the time of student
registration by a separate memorandum or as a provision in the staff and/or student handbook;

B. provide the name and phone number of the person to contact for information regarding pest control;

C. maintain a registry of parents, guardians, and staff members who want to receive advance notice of all
pesticide use, and, provide such notice at the start of each school year and during the school year when a
student enrolls in or transfers into a school;

    The District's notice at the start of each school year shall invite parents, guardians, and staff members to be
    added to the pesticide notification list, and the District shall permit a person to be added to the registry at
    any time upon their request by contacting the Superintendent’s office at 317-835-7461.

D. provide notice of planned pesticide applications to parents and employees who have requested advance
notice;

E. maintain written/printed/electronic records for two (2) years of any pesticide applications, and make these
records available to anyone for inspection and copying upon request.

The District will provide notice to those in the registry at least forty-eight (48) hours prior to the date and time the
pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the
pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for
more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give
written notice as soon as possible.
### TCHS DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period One</td>
<td>7:55 - 8:47</td>
</tr>
<tr>
<td>Period Two</td>
<td>8:51 - 9:41</td>
</tr>
<tr>
<td>Period Three</td>
<td>9:45 - 10:35</td>
</tr>
<tr>
<td>Period Four</td>
<td>10:39 - 11:29</td>
</tr>
<tr>
<td>Period Five</td>
<td>11:33 - 12:52</td>
</tr>
<tr>
<td>A Lunch</td>
<td>11:33 - 12:03</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:22 - 12:52</td>
</tr>
<tr>
<td>Period Six</td>
<td>12:56 - 1:46</td>
</tr>
<tr>
<td>Period Seven</td>
<td>1:50 - 2:40</td>
</tr>
</tbody>
</table>

### TCHS TWO-HOUR DELAY SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period One</td>
<td>9:55 - 10:25 *</td>
</tr>
<tr>
<td>Period Two</td>
<td>10:29 - 10:59</td>
</tr>
<tr>
<td>Period Three</td>
<td>11:03 - 11:33*</td>
</tr>
<tr>
<td>Period Four</td>
<td>11:37 - 12:07</td>
</tr>
<tr>
<td>Period Five</td>
<td>12:11 - 1:30</td>
</tr>
<tr>
<td>A Lunch</td>
<td>12:11 - 12:41</td>
</tr>
<tr>
<td>B Lunch</td>
<td>1:00 - 1:30</td>
</tr>
<tr>
<td>Period Six</td>
<td>1:34 - 2:04</td>
</tr>
<tr>
<td>Period Seven</td>
<td>2:08 - 2:40</td>
</tr>
</tbody>
</table>

### TCHS WED-DELAY START SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:30 – 9:09</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:13 – 9:52</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:56 – 10:35</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:39 – 11:18</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:22 – 12:31</td>
</tr>
<tr>
<td>Lunch A</td>
<td>11:18 – 11:48</td>
</tr>
<tr>
<td>Lunch B</td>
<td>12:01 – 12:31</td>
</tr>
<tr>
<td>TC Pride Period</td>
<td>12:35 – 1:14</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:18 – 1:57</td>
</tr>
<tr>
<td>Period 7</td>
<td>2:01 – 2:40</td>
</tr>
</tbody>
</table>