

**Taylor High School
Student Handbook
2023-2024
(Updated 11/8)**



Taylor High School

Student Handbook

2023-2024

Phone Numbers

High School Office: 765.453.1101

High School Fax: 765.455.5163

Counseling Office: 453.6170

Corporation Office: 453.3035

Board of Education

Mr. Dennis Bentzler

Mrs. Jenny Bogue

Mr. Bill Brubaker

Mr. Dennis Marler

Mr. Shawn Haus

Administrative Staff

Superintendent: Mr. Steven M. Dishon

Principal: Mr. Brandon C. Gleason

Vice Principal: Mr. Brian J. Moon

Director of School Counseling: Ms. Tiffany Boruff

Daily Schedules

Regular Day (M/T/Th/F)

| | |
|----------|-------------|
| Period 1 | 7:50-8:34 |
| Period 2 | 8:38-9:22 |
| Period 3 | 9:26-9:56 |
| Period 4 | 10:00-10:44 |
| Period 5 | 10:48-11:33 |
| Period 6 | 11:37-12:22 |
| Period 7 | 12:26-1:10 |
| Period 8 | 1:14-1:58 |
| Period 9 | 2:02-2:46 |

Wednesday Schedule

| | |
|----------|-------------|
| Period 1 | 8:15-8:55 |
| Period 2 | 8:59-9:39 |
| Period 3 | 9:43-9:58 |
| Period 4 | 10:02-10:42 |
| Period 5 | 10:46-11:31 |
| Period 6 | 11:25-12:20 |
| Period 7 | 12:24-1:04 |
| Period 8 | 1:08-1:48 |
| Period 9 | 1:52-2:32 |

Two-Hour Delays

| | |
|----------|-------------|
| Period 1 | 9:50-10:21 |
| Period 2 | 10:25-10:56 |
| Period 3 | n/a |
| Period 4 | 11:00-11:31 |
| Period 5 | 11:35-12:15 |
| Period 6 | 12:19-12:59 |
| Period 7 | 1:03-1:35 |
| Period 8 | 1:39-2:10 |
| Period 9 | 2:14-2:46 |

Philosophy and Goals of Taylor High School

It is our belief that an educated citizenry is essential to a democratic society. In order to ensure that Taylor High School students can assume their roles in that society, their educational, emotional and psychological needs must be met.

The school's primary function is to address the educational needs; the school and community together must encourage scholastic achievement, promote responsible behavior, foster self-respect and respect for others, and champion the concepts and values of our pluralistic society. The students themselves must be willing to accept responsibility for their own development, and with appropriate encouragement exert the effort necessary for success.

If all members of the Taylor community—staff, students, and parents recognize and attempt to fulfill their individual and reciprocal roles in the educational process, our young people should be well adjusted, thinking individuals, satisfied with their own unique personalities and capable of assuming the responsibilities of citizenship in our ever-changing society.

Mission Statement

The mission of Taylor High School is to create a safe learning environment where students fulfill their individual and interdependent roles in the educational process and become well-adjusted, thinking individuals with the knowledge, skills, and competencies to assume the responsibilities of citizenship in our ever-changing, multicultural, technological society.

Non-Discrimination Statement

Students, their parents, and employees of Taylor Community School Corporation are hereby notified that this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, vocational programs, or activities as set forth in Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act. Written findings of fact will be issued to both informal and formal complainants within sixty days. Any inquiries may be directed to the Superintendent.

Visitors

Taylor High School is a closed campus. Students are not permitted to bring visitors to school with them during school hours (this includes infant or toddler children of students). Supervision, class and hallway congestion, interference with the educational program, and the problems that could develop if the visitor becomes ill or injured make this rule necessary. Interested parents and school officials are always welcome. All individuals entering the school must present I.D. and report to the office for a visitor's pass pending Administrator approval.

Severe Weather–School Closing

In case of severe weather which may force the closing of school, an official announcement of such closing will be made over the automated telephone system as well as on radio stations WIOU-AM (1350), WZWZ-FM (92.5) and WWKI-FM (100.5) and television stations – channels 6, 8, 13, and 59. Announcements will also be made via Skyward automated phone calls.

Skylert

Taylor Community School notifies parents regarding important school information such as school delays and cancellations, student absences, and more using the phone system Skylert. If you are not getting Skylert calls or if your contact information changes, please call the High School Office at 765.453.1100.

E-Learning

E-learning days may be the result of pre-scheduled events or weather related closure. E-learning assignments are due by class time on the day the students return to school. Teachers will be available via email during regular school hours. **In the event that internet resources are not available, the school must be contacted** so that teachers can make allowances for those assignments to be completed.

Emergency Drills

Taylor High School has established certain procedures to follow for various emergencies, such as but not limited to: fire, storm, tornado, bomb threat, intruder, earthquake, and school bus emergency drills. Drills will be held periodically throughout the school year. Follow the procedures that are posted in each classroom. It is the responsibility of each student to be familiar with the evacuation route or storm drill procedure in each classroom. Move quietly and follow the directions of the teacher.

Lockers

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents, with or without the knowledge or permission of the student, to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and prevent use of lockers to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or tobacco products. Lockers should always be locked when not in use. Do not give your combination to anyone else. Do not leave money or valuables in your locker. Lockers are not safes.

Substitute Teachers

Substitute teachers are recognized as classroom teachers by the administration. Students will be expected to afford them the same courtesy and cooperation as regular teachers.

Communicable Diseases

The local health officer may exclude from school a student who has a dangerous communicable disease that: (1) is transmissible through normal school contacts; and (2) poses a substantial threat to the health and safety of the school community. If the local health officer subsequently determines that a student who has been excluded from school does not have a dangerous communicable disease that: (1) is transmissible through normal school contacts; and (2) poses a substantial threat to the health and safety of the school community; the local health officer shall issue a certificate of health to admit or readmit the student to school. A person who objects to the determination made by the local health officer may appeal to the principal who is the ultimate authority.

If a child is ill, has a communicable disease, or is infested with parasites, the school principal may send the child home with a note to the child's parent or guardian. The note must describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted.

A child who is sent home may be readmitted to the school: (1) when it is apparent to school officials that the child is no longer ill, no longer has a communicable disease, or is no longer infested with parasites; (2) upon certification of a physician that the child is no longer ill, no longer has a communicable disease, or is no longer infested with parasites; (3) upon certification of a physician that the child has a communicable disease but the disease is not transmissible through normal school contacts; or (4) upon certification by a Christian Science practitioner, who is listed in the Christian Science Journal, that based on the practitioner's observation the child apparently is no longer ill, no longer has a communicable disease, or no longer is infested with parasites. If school personnel disagree with the certifying physician or Christian Science practitioner as to whether the child

should be readmitted to school, the local health officer shall determine whether the child be readmitted to school.

Pest Control

Taylor Community School Corporation adheres to a monthly pest control program in its respective buildings. Parents of students with particular allergies or respiratory ailments are encouraged to call the Corporation Office at 453-3035 ext. 512 to be notified in advance of pest control treatments.

Student Records

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

The School Board is responsible for maintaining records of all students attending schools in this Corporation. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by Corporation employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. information obtained from professionally acceptable standard instruments of measurement such as interest inventories and aptitude tests, vocational preference inventories, achievement tests, and/or standardized intelligence tests.
- C. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- D. verified reports of serious or recurrent behavior patterns
- E. rank in class and academic honors earned
- F. psychological tests
- G. attendance records
- H. custodial arrangements

In all cases where permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's health and educational records unless specifically stated otherwise by court order as received by the Corporation. In the case of adult students (eighteen (18) and older), parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" including, but not limited to those officials with legitimate educational interests as defined in Corporation administrative guidelines.

The Board authorizes the administration to:

- A. forward education records on request to a school in which a student of this Corporation seeks or intends to enroll;

- B. provide “personally identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. request each person or party requesting access to a student’s record to abide by the Federal regulations concerning the disclosure of information to a third party.

The Corporation will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only “directory information” regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Corporation’s policy and administrative guidelines and/or those in the law.

Directory Information


Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as directory information. The Board designates as student directory information: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

The Corporation may disclose directory information on former students without student or parental consent. The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student’s education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student’s rights;
- C. consent to disclosures of personally identifiable information contained in the student’s education records, except to unauthorized disclosures allowed by the law;
- D. file a complaint of Corporation noncompliance with the Department of Education;
- E. obtain a copy of the Corporation’s policy and administrative guidelines on student records.

The Titan Way

PBIS is an evidence-based framework designed to establish a foundation of regular, proactive support while discouraging unwanted behavior. The staff believes that students should be rewarded for expected school behavior, as well as “good deeds,” throughout the school year. Students may be rewarded for academic achievement, good attendance, promptness to class, and good behavior. Incentive Plans will be posted to the school website. Below is the matrix for basic student expectations:

| <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <h1 style="color: red; margin: 0;">THE TITAN WAY</h1> </div> </div> | | | |
|--|---|---|--|
| | Be Prepared | Own It | Be Polite |
| Classroom | <ul style="list-style-type: none"> • Bring necessary materials • Be on time • Put electronic devices away | <ul style="list-style-type: none"> • Be on task • Follow instruction • Be considerate of others • Meet deadlines | <ul style="list-style-type: none"> • Speak appropriately and kindly • Respect other people's property |
| Hallway | <ul style="list-style-type: none"> • Walk with purpose • Walk on the right side of the hallway • Put electronic devices away | <ul style="list-style-type: none"> • Keep hallways clean • Limit conversations • Take care of locker | <ul style="list-style-type: none"> • Use safe and appropriate hands • Speak kindly and appropriately • Use appropriate volume |
| Cafeteria | <ul style="list-style-type: none"> • Go directly to lunchroom at designated time | <ul style="list-style-type: none"> • Leave a clean table and floor • Return trays • Stay in assigned seats | <ul style="list-style-type: none"> • Speak appropriately and kindly |
| Bus | <ul style="list-style-type: none"> • Be on time • Leave school promptly • Have all necessary items | <ul style="list-style-type: none"> • Stay in seat • Use safe and polite hands • Keep area clean • Stay out of aisle • Follow safety procedures | <ul style="list-style-type: none"> • Speak appropriately and kindly • Listen to the driver • Follow directions promptly |
| Assembly | <ul style="list-style-type: none"> • Listen to directions • Put electronic devices away | <ul style="list-style-type: none"> • Be engaged • Treat like a classroom | <ul style="list-style-type: none"> • Listen attentively |
| Media Center | <ul style="list-style-type: none"> • Follow directions promptly • Be considerate of others | <ul style="list-style-type: none"> • Throw away food and drinks • Return books to correct place • Follow directions from the Media Specialist | <ul style="list-style-type: none"> • Enter and exit quietly • Wait for your turn • Put items back • Speak appropriately and kindly |
| Restroom | <ul style="list-style-type: none"> • Have pass and permission | <ul style="list-style-type: none"> • Keep area clean • Wash hands • Be timely • Use equipment and supplies properly | <ul style="list-style-type: none"> • Respect other people's privacy and property |

Student Fees and Rentals

Student Technology

Accidental deductible will be charged for any damages. In addition, until a deductible is paid in full, a laptop only available for use while in classrooms will be provided. Please refer to the Taylor Community School Corporation website for the corporation's acceptable use policy. In addition, please see the technology infractions section of the handbook for student expectations/consequences related to technology usage.

Student Fees and Book Rental

Student fees and book rental are to be paid upon the beginning of the school year or by the last student school day in September. Any fees not paid by October 1 will be assessed a late fee of \$10, unless a payment plan has been arranged with the High School Office. If fees have not been paid in full by the first student school day in April December of the same school year, the fees will be turned over to Statewide Credit Association Tax Refund Exchange and Compliance System (TRECS) or to small claims court and the parent/guardian will be responsible for all court fees.

Students are responsible for the care of the textbooks issued to them. Excepting normal wear, fines may be levied for loss or damage to textbooks and other education materials and equipment.

School Lunches

Each student will be issued a 4-digit PIN to be used to purchase breakfast/lunch at Taylor High School. You may send a check or bring cash to the cafeteria office to deposit money in the account. The price of a student breakfast is \$1.60 and a student lunch is \$2.85 with milk. In addition, staff/adult lunch is \$3.30. Extra items may be purchased in addition to the regular menu. A la carte items can cause the price of lunch to vary. Students may bring their lunch to school. Application for free or reduced lunches may be obtained from the Superintendent's office or the bookstore.

Due to guidelines set forth by the Indiana Department of Education, if "fast food" is brought to school, it must be delivered in an unmarked container. Parents/Guardians who bring "fast food" items or other outside items to their student must deliver it when the student's lunch begins and not prior to that. The office staff will not be responsible for these items and will not call a student out of class to pick up these items. Additionally, as per our wellness policy, the administration of THS asks that you limit the incidents of "fast food" lunches with your student. Students may NOT order or receive outside items from delivery companies including, but not limited to, DoorDash, GrubHub, Uber Eats, etc.

Procedures for Student Lunch/M meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Taylor Community School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Payments may be made in the cafeteria office or on myschoolbucks.com.
- If you feel that your family would qualify for free or reduced price school meals, the application can be found on the school website, www.taylor.k12.in.us, under the food service tab. Or, you may come to the cafeteria office for a paper form. If you have any questions, please feel free to contact Paula Bolin at 765-453-1101 Ext. 501.
- A student may charge up to 5 meals maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.

- A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase “a la carte” items, including extra main entrees or make purchases in the snack line.
- The school may deny a class A lunch to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student has enough money in hand for a meal that day, they will be served a class A lunch.
- The school will provide an alternate meal of a peanut butter sandwich, vegetable, fruit, and milk for the cost of \$.75 for paid students and \$.40 for reduced students who have already charged the allotted 5 meals. Those with a documented peanut allergy will be served a lunch meat sandwich, vegetable, fruit, and milk.
- The food service manager or other school personnel will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
- If the food service staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that he/she continues to abuse this policy, the privilege of charging meals will be refused.
- The automated call system will notify the parent everyday of any outstanding negative balance in the student’s lunch account. The food service director will send home letters each week to parents of students who carry negative balance of \$15.00 and above.
- All accounts must be settled by the last day of school. Letters will be sent home approximately 30 days before the last day of school to students who have any negative balances. Negative balances of \$15.00 and above not paid in full 30 days after school ends will force the Corporation to take action to collect unpaid funds by means of Tax Refund Exchange and Compliance System (TRECS), collection agencies, small claims court or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch account will be notified by mail by the food services and given the option to transfer the funds to another student or to receive a refund. If no response is received within 60 days, the student lunch account will close and the funds will no longer be available.

The USDA and the State of Indiana are equal opportunity providers and employers

Student Services

Counseling Services

The purpose of the guidance and counseling services is to assist students and teachers in having a satisfying and successful school experience. Services are provided in a manner that recognizes the dignity and worth of all individuals. The counselors seek to promote the development of human potential and assist the individual in developing confidence and a growing sense of responsibility for decisions and self-direction.

School counselors assist students in course and subject selection; provide information to/from colleges, vocational schools, and potential employers; counsel students in evaluating career interests and choices; disseminate and post occupational information; plan career sessions to benefit students; participate in general education interventions as needed; counsel students relative to social, emotional and educational matters; orient new students and parents to the school and its procedures; facilitate communication between school and home; assist parents in accessing services in the school and community; facilitate referrals to appropriate agencies for students with special needs, maintain contact with business, community, and assistance agencies; and conduct standardized testing programs as prescribed by the State of Indiana and the Taylor Community School Corporation.

Students wishing to see the counselors should, when possible, report to the counseling secretary between 7:30 a.m. and 7:55 a.m. to arrange for appointments. Parents may call 453-6170 to make an appointment for a conference.

Numerous scholarship opportunities are available to Taylor High School students throughout the school year. Students should check with the counseling office or read the announcements on a daily basis to keep current on scholarships that are available. Applications for most scholarships are available in the high school counseling office.

Health Clinic

A nurse is available on a full-time basis to assist students who are injured or become ill during the school day. A student is to get a pass from the teacher before going to the nurse's office unless an emergency exists. A student is to report to the school office at all other times in case of illness or injury. The parent of a student who is ill and requires bed rest will be contacted by school personnel and requested to pick up his son or daughter.

Policy and Procedure for Ill Students

Parents are often faced with making a decision regarding their child's health and whether or not they should attend school. A sick student will not only have a less than productive day, but will also expose other students to illness. The following guidelines should be followed when faced with an attendance decision.

FEVER: A student with a temperature of 100 degrees or more should remain home. If he/she has had a temperature during the night, they should remain home. Typically, a temperature during the night or a low grade temperature in the early morning will be the first signs of illness and will be higher later in the day. A student must be fever free for 24 hours without the aid of medication to return to school. Likewise, a student with a temperature of 100 degrees, or more at school will be required to go home. There may be times the school nurse will require the student to go home with a lower temperature based upon other presenting symptoms.

VOMITING AND DIARRHEA: KEEP THEM HOME! Vomiting and diarrhea are not considered “normal.” Children often will feel better after vomiting, but will become ill again. They should remain home until they are symptom free for at least 24 hours.

ANTIBIOTIC TREATMENT: A student taking an antibiotic for a communicable disease such as strep throat, or pink eye should remain home until they have been on antibiotics for 24 hours.

CHICKEN POX: Students with chicken pox cannot return to school until all pox is scabbed over. The general course for chicken pox is approximately 7 days. Students who have received the Varicella (chicken pox) vaccine may still contract chicken pox but typically a milder case.

CONJUNCTIVITIS (pink eye): Students who present with redness of the white portion of their eye, complaint of “itchiness,” or dried discharge around the eyes will be excluded from attending school until they have been seen by a physician to rule out pink eye. Conjunctivitis can be difficult to diagnose but can be highly contagious. Therefore, a physician’s consultation will be required. A student who does in fact have pink eye may return to school 24 hours after receiving medication.

HEAD LICE: Taylor School Corporation has a “no lice, no nit” policy. Students with head lice or nits (eggs) will be sent home. Upon completion of treatment, the student is to be brought to the nurse by a parent for inspection before returning to class. They are not to ride the bus or attend school until cleared by the nurse. It is expected that students with head lice be treated and returned to school the following day.

Frequently additional illnesses with varying signs and symptoms will circulate among our school corporation. Our school nurses, based upon their medical knowledge and experience may need to exclude your child from attending school until their symptoms subside or a medical doctor has given written permission for the student to be returned to school. In this event, your cooperation in picking your child up from the school in a timely manner, no longer than 30 to 45 minutes, is appreciated.

Medications

Medications will be dispensed through the Health Clinic. All medications, prescription or over-the-counter, must be brought to the Health Clinic by a parent. A request for administration of medication card must be completed and signed by a parent or legal custodian with the number of pills in the container stated on the card. Medications must be in the original container with the student’s name on it. All permission for long-term medication shall be renewed annually. Changes in medication shall be documented by written authorization from the physician.

Students should not have medication, prescription or over-the-counter, in their possession during the school day. Violation of this rule could result in student suspension.

Student Accident Insurance

Taylor High School does not have an insurance policy that covers students in the event of injury. In addition, the insurance policy that is underwritten for the Taylor Community School Corporation does not provide reimbursement to parents of Taylor students for medical costs associated with accidental injury.

Transportation Information

School buses are by far the safest form of transportation on our roads according to state and national statistics. We must work together to keep it safe for our students. School bus safety requires teamwork and we will always look to parents for support in promoting bus safety.

Our drivers have the responsibility to make safe transportation their first priority. Occasionally, a student will misbehave on the bus to the point that it is distracting to the bus driver. Prompt action is necessary to stop such behavior to protect the safety of all students being transported. If misbehavior persists, the driver may have to deny the offending student transportation for the day, and the principal/assistant principal may add days depending on the severity of the problem. In some cases, the school may have to consider permanent suspension from the bus.

No rules or guidelines can cover all incidents that will arise. However, the following guidelines include those rules, which are necessary for the safety of all the students who ride buses in the Taylor Community School Corporation. All riders will sign a rules document signifying that parent and student understand the rules.

All students, while being transported on a school bus, are under the supervision of the school bus driver and are subject to the discipline of the bus driver and principals. All school rules and consequences are in effect while the student is on the bus. Riding the bus is a privilege and not a right. Failure to follow these rules may result in immediate loss of bus riding privileges. All students must obey the following rules:

1. Be courteous at all times.
2. No profanity or obscene gestures, including music.
3. No smoking or use of any tobacco or drug products on bus or bus stops.
4. No food or drinks on the bus except in closed lunch boxes.
5. Respect all property. Do not mark, tear, or destroy in any manner the inside of the bus or anyone's personal property.
6. Stay seated until the bus comes to a complete stop, at your assigned stop.
7. Keep hands, head, and feet inside the bus.
8. No fighting or rowdy behavior on the bus and at bus stops.
9. Do not move toward the bus to load until instructed by the bus driver.
10. Do not litter or throw anything out of bus windows.

Students will not be discharged from the bus except at the school in which they are enrolled, at designated exchange points, or at their home. Requests for exceptions must be in writing from the parents to the bus driver and administration. To ride home with another student, both students must bring notes from their parents to the office for administrative approval. Once signed, the notes must be given to the bus driver.

Computing Resources

Student users of computing resources are expected to accept and follow certain guidelines in return for the privilege of using the computers, programs, and associated equipment and information. Students are to use only programs and equipment as specified by their teachers. Students should not share their individual passwords with others. Any student who is found tampering with the computer system at Taylor High School may be assigned to a minimum of two days out-of-school suspension on the first offense. They may be recommended for expulsion on the second offense during the same school year. Tampering includes using another student's or teacher's password to enter the system, being in an unassigned area of the system, or causing any other damage to the computer network, the system software, or hardware.

Internet Policy

Internet access is available on a limited basis to students and teachers in the Taylor Community School Corporation. The School Corporation is bringing access to our students in order that they may receive a broad-based exposure to knowledge and experiences. This program will aid in meeting the educational needs of its students. It will also help our students accomplish educational goals, which are significant, durable, and

transferable. Students will have limited access that is teacher-directed. Internet access is a privilege that may be granted during the regular school day. Access after school will only be permitted under the principal's/assistant principal's approved supervision.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Taylor Community School Corporation has taken precautions to restrict access to controversial materials.

Because the Internet provides access to other computer systems around the world, it is specifically understood that the school system does not have control of the content of information residing on these other systems. Students and parents are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive or illegal material. The Taylor Community School Corporation does not condone the use of such materials and does not permit usage of such material in the school environment. Students who bring such materials into the school may have the privilege of using school technology taken away and will be dealt with according to the discipline policies of the individual school building.

It is generally accepted that the educational value of students' Internet access is the joint responsibility of students, parents, and employees of Taylor Community School Corporation.

Examples of unacceptable use that may result in the suspension or revoking of the Internet privilege include but are not limited to:

1. Using the Internet for any illegal activity, including violation of copyright or other contracts;
2. Gaining unauthorized access to resources or entities;
3. Accessing, transmitting, uploading, or downloading pornographic, obscene, or sexually explicit materials;
4. Violate any local, state or federal statute;
5. Vandalize, damage, or disable the property of another person or organization.

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or other inappropriate language.
2. Do not reveal your personal address or phone numbers of students or colleagues.
3. Do not respond to unsolicited online contact. Inform administration immediately.
4. Electronic mail is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
5. It is possible for students to purchase goods and services via the Internet. These purchases could result in unwanted financial obligations on the part of the parent. Under no circumstances should a credit card number be used on the Internet.

The Taylor Community School Corporation does not warrant the functions or services performed by, or that the information or software contained on the system will meet the member's requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. The Corporation does not make any warranties, express or implied, including, without limitation, those of merchantability and fitness for a particular purpose, with respect to any services provided by same and any information or software contained therein.

System users specifically agree to indemnify the Taylor Community School Corporation for any losses, costs or damage incurred by the Corporation arising out of any breach of this section. Any and all provisions of the Acceptable Use Policy are subordinate to local, state and federal statutes. The Corporation's Acceptable Use Policy and Guidelines for Internet use are on file and available for review at the Corporation office.

Extra-Curricular Activities

Athletics

Boys in grades 9 through 12 are offered basketball, football, track, wrestling, golf, cross-country, baseball, soccer, tennis, and cheer on a competitive level with other schools.

Girls in grades 9 through 12 are offered golf, tennis, volleyball, softball, basketball, soccer, track, and cheer on a competitive level with other schools.

Indiana High School Athletic Association rules require that students who compete in sports (including cheerleaders) must be passing five solid classes for the grading period involved. All subjects for which one credit per semester can be earned are considered solids. Students should check with their counselors to be sure they are meeting these requirements. The I.H.S.A.A. also requires that students participating in sports must have a completed physical form on file in the Activities Director's office before they are eligible to practice. Athletes are advised to carry at least five solid subjects each grading period.

Academic Requirements

The Indiana High School Athletic Association, of which Taylor High School is a voluntary member, requires student-athletes:

- to be passing in **five credit-awarding subjects at the time of the certification date.**
- once established eligible by the IHSAA, to have no more than one course F during any one-week period. Grade verifications will be completed each Friday determining eligibility for the following week. Students must attend after school tutoring and turn in AT LEAST one assignment before returning to practice. Grades will be checked the following Monday, which will allow an athlete to be removed from the tutoring program. Athletes must still attend practice while they are suspended from play to be eligible to return. Grades will be checked the following Friday allowing an athlete to be reinstated.
- to be accountable to individual class withdraw/fail due to attendance- athlete who is removed from a single class due to absenteeism will receive a two-week suspension. Athletes may regain eligibility by attending Study Hall/ISR during that period 100% of the time during suspension.
- to miss no more than 10 days during a semester without medical documentation. Any student who misses 10 days, excused or unexcused, without a doctor's note, will be removed from all extra-curricular activities for the remainder of the semester.

Admission Tickets

All-sports tickets are available for both students and adults: \$60.00 adult ticket, \$20 student ticket, or \$50 seniors all-sports pass. The all-sports tickets are not good for tournaments hosted by Taylor. These tickets may be purchased in the athletic office, registration, or at the gate at any time. All tickets for single varsity events will be \$6.00 at the door/gate and tickets for single middle school events are \$5.00. Information needed concerning extra-curricular activities should be directed to the Athletic Director at 765-453-1101 (ext. 197).

Clubs

The following clubs are offered in grades 9 through 12: Academic Super Bowl, Art, Fellowship of Christian Students, Drama, Pep, National Honor Society, Robotics, SADD, Hydroponics, Spanish, Tree-Plenish, Historical Society, E-Sports, After-School Board Games, Graphic Novel, and Student Council.

Dances

Senior High dances are open to Taylor students in grades 9-12. No middle school student or person 21 or older will be allowed to attend. Any person that has dropped out of Taylor High School will not be eligible to attend.

Only one pre-registered guest is permitted per Taylor student. All school rules apply during dances, including dress code. Sexually suggestive dancing will not be allowed. Taylor students will be responsible for their guest's behavior. Once a student leaves a dance, that student cannot return. Guest passes are required for a guest to enter and a signature from the guest's school administration is mandatory.

Student Suspension and Participation in Extracurricular Activities

Students who are serving an in-school suspension, out-of-school suspension, or expulsion assignment are not allowed to participate in extracurricular activities during the suspension period. This includes practice or events. Students who violate this rule risk team or group suspension.

Student Academic Information

Missing Assignments

Students may turn in missing assignments up until the last day of the week prior to the last week of a grading period. Any missing assignments turned in may be subject to a reduction in grade. This policy may not apply to AP and ACP courses.

Grade Point Average

Taylor High School utilizes a 12-point system in determining a student's grade point average. It is possible for a student to earn a GPA above 12 due to weighted courses. Only coursework completed at Taylor High School, other accredited schools during summer, approved on-line courses, Kokomo Area Career Center, Kokomo HS(night school) or the student's previous school(s) in the event of a transfer are counted toward a student's overall GPA. Taylor courses taken pass/fail will not be counted in the computation of a student's overall grade point average. In the event a student re-takes a Taylor course, the better grade will be recorded on the student's transcript but the better grade will only be applied to a student's GPA if that course is retaken in the next semester it is offered at Taylor High School. Students who are trying to qualify for an Academic Honors Diploma are not restricted to this rule if they currently do not qualify for the Academic Honor' Diploma and are interested in earning one by re-taking a course later that requires a higher grade in order to qualify for the Academic Honors Diploma.

GPA Scale

A+=12, A=11, A-=10, B+=9, B=8, B-=7, C+=6, C=5, C-=4, D+=3, D=2, D-=1, F=0

Grading Scale

98-100(A+), 92-97(A), 90-91(A-), 88-89(B+), 82-87(B), 80-81(B-), 78-79(C+), 72-77(C), 70-71(C-)
68-69(D+), 62-67(D), 60-61(D-), 59 and under (F)

Honor Roll

To be eligible for the Honor Roll a student must take a minimum of four solids. A solid is a class in which one full credit is earned per semester. Students who receive no grade lower than A- on their grading period or semester report cards will be on the Distinguished Honor Roll. Students who receive no grade lower than a B- on their grading period or semester report cards will be on the Regular Honor Roll.

National Honor Society

The National Honor Society is an honorary organization; therefore, the principal purpose that it serves is to recognize those students who have accomplished outstanding levels of performance in areas of scholarship, leadership, character, and service. Juniors and seniors may receive an interest survey form if they have a grade point average that is high enough for consideration for membership in the National Honor Society. A student must have completed a full semester at Taylor High School in order to be considered.

Since scholarship is only part of the requirement for membership, evaluation will also include the other three attributes. A committee of six teachers will be responsible for making this evaluation and recommendation for membership.

In order to properly evaluate abilities and contributions in the personal characteristics of leadership, character, and service, each sponsor and teacher whom a prospective member has had during the past three semesters will be asked for his comments and overall evaluation in these three areas. Six faculty committee members will then use this information, along with the student's current grade point average and

8.0 minimum cumulative grade point average to determine their recommendation. Those students who will be invited into membership will be notified by letter.

NHS Dismissal Process

The National Constitution of the National Honor Society specifically states that membership in NHS be based upon scholarship, leadership, service and character. Each member must continue to maintain the standards used as a basis for his selection in order to maintain membership.

Periodically, members' performances will be reviewed; the faculty committee will warn those who are falling below membership standards that their membership is contingent upon maintaining membership standards. They will be warned that they have until the end of the next grading period to remove the deficiency. If they do not improve they will be subject to dismissal.

If a member is removed from membership in the NHS, he will be requested to turn in to the faculty committee his membership card and pin. Members who face dismissal may request to address the faculty committee regarding their infraction.

Alternate Physical Education Policy

Beginning in the 2011-12 school year, Taylor High School students can potentially earn credit(s) in Physical Education by active participation in an IHSA sport, cheerleading, marching band, drum line, color guard and show choir. Students interested in achieving credit in PE via this policy are encouraged to get an application from the Taylor High School Counseling Office for further details. Students will be responsible for completing a log of standards and must complete the activity in good standing before receiving any consideration. All applications must be completed and approved prior to the beginning of any activity that will serve to earn PE credit(s).

Class Schedule Changes

Students will be expected to follow the class schedule they receive for the entire school year. This means there will be no schedule changes except for the following reasons:

1. An error in scheduling.
2. A failure in a required course.
3. A definite need for a required course.
4. Administrative decision.

Second semester changes must be made two weeks before the end of the first semester with the exception of changes due to failures.

Dropping a Class & Withdrawals

If a student drops or is removed from a class after two weeks of school, he will receive a "WF" in that class for the semester, unless there are extenuating circumstances.

Pass/Fail Grades

Any students having a G.P.A. of 8.0 (B) or better is eligible their junior and senior years to take one elective course each semester as a pass/fail grade in one of the following departments: Art, Business, FACS or Music. This enables students who are highly motivated by G.P.A. to take non-weighted courses that may be of great benefit to them. The term "elective" is intended to mean that the pass/fail course taken will not be counted toward the diploma that the student is seeking. A request needs to be made in writing and delivered to the counseling office, utilizing the same time restrictions of the current drop/add period which is two

weeks. The Department of Education does not accept a pass/fail grade for any class that is required for a particular diploma including directed electives.

Online Correspondence Courses

Students may take college or correspondence courses online for high school credit with prior written permission from the principal. These courses may count as high school credits and the grade received will count toward the student's overall grade point average if the course is a requirement or directed elective for a particular diploma track. It is the letter grade received that will be placed on the student's transcript and used for GPA calculation.

Incomplete Grades

Incomplete grades must be completed within the first two weeks of the following grading period or the grade will automatically be changed to an F by the counseling office. Special circumstances, approved only by the principal, will be allowed for extended time.

Graduation Policy

Students who graduate midterm will receive a letter stating that they have met graduation requirements, but will not receive their diplomas until commencement exercises are held. Students graduating at midterm may attend all school functions. Graduating seniors must have earned all credits required by the last student day in order to participate in commencement activities.

Attendance

Closed Campus

Taylor High School is a closed campus. This means that once a student arrives on campus in the morning, he or she cannot leave the school grounds until the end of the day. Exceptions to this rule are students who attend the Area Vocational School or have received permission to leave early through the high school office.

Leaving school without permission before the end of the school day is truancy.

Attendance Policy (Per School Year)

All students at Taylor High School must abide by this attendance policy as required by the compulsory attendance law of Indiana. The following is an outline of our attendance policy:

- Letters will be sent home once a student reaches 4, 9, and 14 unexcused absences per school year.
- Truancy affidavits will be filed with juvenile probation services at 10/15/20 unexcused absences.
- The **10th** day of unexcused absences (**per class**) may result in a “WF” from the course (the student may remain in the class to audit the curriculum or will be placed in another designated area, i.e. Study Hall/ISR/Annex/PLATO) and the loss of student’s driving privileges for (4) weeks. In addition, any student accumulating **(10) full days** of unexcused absences will be classified as a Habitual Truant under IC 20-33-2-11; and a request through the Indiana Bureau of Motor Vehicles for invalidation of the student’s learner’s permit or driver’s license will be made on their behalf. A truancy affidavit will be submitted to Kinsey Youth Center and Quest will be updated
 - To be accountable to individual class withdrawal/fail due to attendance-Any athlete who is removed from a single class due to absenteeism will receive a two-week suspension. Athletes may regain eligibility by attending Study Hall/ISR/Annex during that period 100% of the time during suspension.
 - To miss no more than 10 days during a semester without medical documentation-Any student who misses 10 days, excused or unexcused, without a doctor’s note, will be removed from all extra-curricular activities for the remainder of the semester

Leaving School Early

No students may leave school prior to dismissal time without either a written request signed by the parent/guardian, the parent/guardian coming to the school office to personally request the release, or the parent/guardian calling into the High School Front Office.

No student will be released to a person other than a custodial parent or guardian without permission by the custodial parent or other legal authorization. In addition, anyone listed in SKYWARD can pick a student up. Also, a parent can give verbal consent to have someone pick up their student. IDs will be checked. Once again, **any person listed on Skyward is permitted to pick up the student.**

In addition, if a parent/guardian comes to the school to sign out their student early after an intervention phone call or message was left, the parent/guardian will be required to sign a document stating that the school administration is not requesting your child be removed for behavioral concerns.

Outline of Attendance Procedure

| Absence # | Action |
|-------------|--|
| 4 unexcused | Letter of notification sent home reminding parents of TES attendance procedure and that nine (9) absences <u>in total</u> is the maximum allowed in the Student Accountability Plan. |

| | |
|-----------------|---|
| 5 unexcused | Student will be placed on an attendance contract. Parent will be notified and asked to attend a conference. Administrator will create an entry in the Quest tracking program used by Howard County Juvenile Probation. |
| 6-8 unexcused | Each occurrence will result in a phone call home and parent meeting |
| 9 unexcused | Letter to parents/guardians that the next unexcused absence (10th) will result in a referral to Kinsey and/or DCS and an entry into QUEST. Notification that all absences above nine (9) require a doctor's note. Any absence above nine (9) without a doctor's note is considered UNEXCUSED . |
| 10 unexcused | A referral will be made to the Department of Child Services, Four County Agency and the Prosecutor's Office. Student will receive another entry into QUEST |
| 11-14 unexcused | Administrators will update Kinsey Youth Center and Juvenile Probation of each absence and make home visits. |
| 14 unexcused | Letter of notification sent home that the next unexcused absence will result in referrals to Juvenile Probation and an expulsion waiver contract. |
| 15 unexcused | A referral in the form of a Truancy Affidavit will be made to Kinsey Youth Center, Four County Agency, and the Prosecutor's office. An expulsion waiver will be filed. |
| 16-19 unexcused | Administrators will update Kinsey Youth Center and Juvenile Probation of each absence and make home visits. |
| 20 unexcused | Recommendation for Expulsion and/or brought before Juvenile Prosecutor in court. |

In situations of habitual truancy an Attendance Contract may continue into the next school year

Truancy or Cutting Classes

- Any absence without the parent's prior approval, which must be communicated to the school, or knowledge
- Students leaving class without the permission of the teacher or not attending class.
- Failing to return to class in an appropriate amount of time from a pass issued by the teacher or from a classroom break. An appropriate amount of time is typically 5 minutes unless otherwise stated.
- Arriving to class more than 10 minutes after the tardy bell rings without an excused pass is truancy.

Truancy may result in the following disciplinary interventions:

- 1st: Lunch detention
- 2nd: 1 day in-school suspension & restorative project
- 3rd+: In-school suspension or out-of-school suspension as deemed appropriate by administration

Tardiness

It is crucial that students be on time to class. This not only ensures that students do not miss out on learning opportunities, but also that students are safe and accounted for by staff. The following measures for tardiness are in place:

Late arrival: A student who arrives at school between 7:50 a.m. and 8:10 a.m. or is in the building but not in class at 7:50 is considered tardy and must report to the office to secure a tardy pass. A student arriving after 8:10 a.m. will be considered absent. If a student who drives to school is excessively tardy to first period, the administration may revoke his/her driving privileges.

Tardies to any class period: The teacher of that class will, if pass is unexcused, count the student tardy. If late, students should always report to the office to secure a tardy pass before going to class. Tardiness to class occurs when a student is not in his/her class when the bell rings or when class is to begin.

Tardiness to class will result in the following disciplinary interventions:

- 3 tardies in a single day will result in lunch detention.
- 25 or more total tardies in a grading period will result in the placement on a restrictive attendance probation contract.
- A teacher may utilize their own policy in which a student is referred for discipline at 5 or more tardies to a single class. These policies may be altered at administrative discretion.

If a student is continually tardy and has made no effort in improving, that student may be expelled.

Student Conduct Disciplinary Options

Lunch Detention

Lunch detention is served during the student lunch hour. A student with lunch detention will receive a notification and be released from 5th period class approximately 2-3 minutes early to get lunch. Students are expected to have their lunch and report to the detention room by 11:40 a.m. Students who are late to lunch detention may be refused entry and will undergo further disciplinary measures. Students who choose to skip lunch detention will undergo further disciplinary measures and may be counted as truancy.

After-School Detention

A student who is assigned after-school detention is required to report to the high school office by 2:55 p.m. Students who are late to after-school detention may be refused entry and will undergo further disciplinary measures. Students who choose to skip after-school detention will undergo further disciplinary measures.

In School Restriction (ISR)/In-School Suspension (ISS)

1. The restriction procedure has been planned and organized through the Taylor Community School Corporation Office. Students whose actions warrant suspension from school will be involved in meaningful and educational activities during the time of suspension.
2. All school rules, regulations, and dress codes apply at Suspension School.
3. RESPECT, MANNERS & POSITIVE ATTITUDE WILL BE FOLLOWED AT ALL TIMES. There will be ZERO TOLERANCE for disrespect to the Monitor. There is to be absolutely NO TALKING or visiting between students in Suspension School. YOU MUST OBTAIN PERMISSION TO GET OUT OF YOUR DESK FOR ANY REASON. Under no circumstances is a student to loaf, sleep, lay their head on the desk, or lounge in their chair. If the student is not putting forth a good effort in doing their homework, the Principal will be notified and the school may take further action. Any disruption or breaking of the rules will result in notifying the Principal. The Principal will deal with the student, and may involve the Taylor School Officer Liaisons; Howard County Juvenile Court, the Howard County Circuit Court Probation Office, or the Howard County Sheriff's Department.
4. The student will be expected to bring all necessary textbooks and be prepared to complete all assignments before returning to school (full credit will be awarded for completed assignments). Students are expected to work on assignments and read. The Monitor may assign additional work, if needed, such as copying from school handbooks or textbooks. .
5. Food and drink are only allowed at lunch (usually 11:30 a.m.-12:00 p.m.).
6. The restroom will only be used at supervised breaks.
7. The student will not be allowed to return to school nor attend any school activities until all suspension days have been served.
8. If the student arrives late to suspension school, additional periods or days equal to time missed will be added to the number of suspension school days.
9. Any student who has been suspended pending an expulsion hearing may be denied access given the severity of the rule infraction.
10. Students who do not report as assigned will be considered to be unexcused and will serve the required number of days/periods before being allowed to return to school.
11. Delays- If there is a delay, the student will report at the delay time.
12. Cancellation- If there is a cancellation, the student does not attend. The student will report the following day and serve another day for each day canceled.

Classroom Suspension

Teachers have the authority to suspend a student from class for blatant disrespect to staff or students that

causes an interference with the educational process. If suspended from the classroom, the student will be sent to the high school office. If a student is suspended three (3) times by a teacher in a semester, the student may be removed from that class (with administration approval), and lose credit.

Due Process of the Law

The school will follow the procedures and processes as prescribed in Indiana Code enacted and amended by the Indiana General Assembly with regard to all disciplinary action.

Search and Seizure Policy

The Board of Education acknowledges the need for in-school storage of student's possessions. Where locks are provided for such storage places, including lockers, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and wellbeing of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (**including vehicles**) of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or school rules. The extent of the search should be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

Searches of students that require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. Searches of a student shall be conducted in a private room by a person of the same sex and a witness. The parent or guardian of any student searched shall be notified of said search as soon as possible.

Suspension & Expulsion

The following is recommended from the Indiana School Board Association Legal Counsel and supported by Indiana Code 20-33-8-14 regarding legal grounds for expulsion or suspension; Section 4

- (a). The grounds for expulsion or suspension (up to 10 days) in subsection (b) apply when:
1. a student is on school grounds immediately before, during, and after school hours and at any other time when the school is being used by a school group;
 2. a student is off school grounds at a school activity, function, or event; or
 3. a student is traveling to or from school or a school activity, function, or event;
 4. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
 5. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
 6. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation
- (b). The following types of student conduct constitute grounds for expulsion or suspension under Indiana Code but are not limited to:
1. using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by Indiana

Code.

2. Occupying any school building, school grounds, or parts thereof with the intent to deprive others of its use.
3. Blocking the entrances or exits of any school building, corridor, or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
4. Setting fire to or substantially damaging any school building or property.
5. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any lawful or unlawful purpose. (Federal law requires expulsion for a period of at least one calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one year period)
6. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any lawful meeting or assembly on school property.
7. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.

This subdivision of Indiana Code shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech, assembly or other right under the Constitution of Indiana or the United States.

1. Causing or attempting to cause damage to school property.
2. Intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything else of value from the student.
5. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
6. Knowingly possessing, using, transmitting, selling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision. (See **HEALTH CLINIC** for prescription medication guidelines).
7. Engaging in unlawful selling of an illegal substance, look-alike substance, possessing drug paraphernalia, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
8. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. 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.

11. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - Engaging in sexual behavior on school property;
 - Disobedience of serious disrespect administrative authority including refusing to follow directions of school employees;
 - Failing to tell the truth about any matter under investigation by school personnel.
12. Knowingly possessing or using on school grounds during school hours or at school functions an electronic paging device, cellular or digital phone and/or laser light in a situation not related to a school purpose or an educational function.
13. Possessing, smoking or any use of tobacco products and/or paraphernalia on school grounds or at school functions (see Tobacco Policy). This includes vapes, e-cigarettes, and Juuls.
14. Excessive tardiness or truancy.
15. Throwing any object in such a manner as to threaten the safety of students or other school personnel.
16. Violation of school dress policy as stated in this handbook.
17. Refusing to identify him/herself when asked to do so by school personnel while on school property or engaged in a school activity.
18. Cheating, plagiarizing, or misrepresenting authorship of any school-related assignment.
19. Forging or possessing forged documents related to school.
20. Leaving school, class, or a school activity without proper authorization.
21. Using abusive, vulgar, profane, or indecent language or gestures that cause a disruption in the educational process.
22. Vandalizing computers or computer equipment, altering computer software without expressed consent from the teacher, or entering the personal files of teachers or other students.
23. Being in a gang at school or engaging in gang activity at school or at any school sponsored function. This includes wearing clothing, writing or posting of symbols, and hand gestures that would denote gang affiliation.
24. Disrespect to school staff.
25. Displaying or trying to sell profane, obscene or pornographic materials.
26. Repeated and continual violations of school rules when no apparent effort is being made to improve behavior.
27. Bullying, harassing, intimidating, and threatening another student, teacher, staff member physically, verbally, sexually or in writing (including email). Harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Bullying is defined as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

Anti-Harassment General Policy Statement

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all Corporation operations, educational opportunities, 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 occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and

activities, affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

The Board will vigorously enforce its prohibition against unlawful harassment, that is based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems occurring in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment, that the employee observes or which is reported to the employee.

The Corporation will investigate all allegations of unlawful harassment and, in those cases where unlawful harassment is substantiated, will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

Furthermore, Corporation employees who fail to report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, and staff, as well as 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 Corporation 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 Corporation community at school-related events/activities (whether on or off School Corporation 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 unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

DISCIPLINARY GUIDELINES

The severity of discipline increases as the student repeats the same infraction. However, when the severity of the rule (even though the first) warrants, the penalty will be much more severe. The disciplinary actions outlined in this section are only a guide and should not be construed to be absolute. Administration and Staff reserve the right to modify any disciplinary action. Discipline action taken could range from Lunch Detention to Out-of-School-Restriction with the possibility of Expulsion depending on the severity of the infraction.

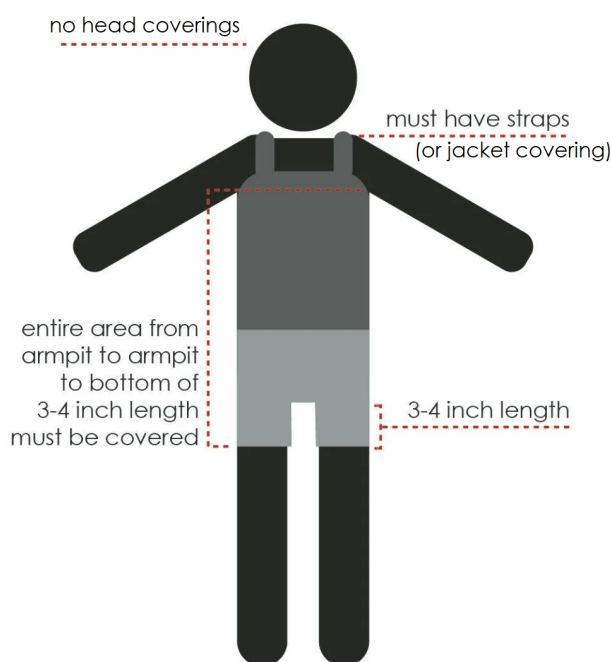
Habitual Offender: Students who repeatedly violate any rules that are reasonably necessary to carry out school purposes or an educational function will receive additional consequences per infraction.

Classroom Rules & Regulations

Each individual teacher may establish his/her own classroom rules in addition to those outlined in this handbook. Failure to follow a teacher's rule(s) may result in a referral to the office for disciplinary action.

Student Dress Code

The manner in which a person dresses often reflects that person's self-perception. We feel that high levels of self-esteem are important to the educational process; therefore, we encourage students to dress in a clean and neat manner. While the school recognizes that fads come and go, and styles of dress are ever-changing, certain standards of reasonable dress are expected. This is not to police students' bodies, but to create a professional environment. Some guidelines (but not limited to) are as follows:



1. All students are expected to follow the dress code depicted in the above image. All students are expected to be covered in solid (non-see-through) clothing from armpit to armpit to the bottom of a 3-4 inch length covering for legs. Students must have straps, sleeves, or jacket coverings.
2. Head coverings, hoods, coats, hats, or glasses with any tint are prohibited. Any other item that obstructs the view of the student's face or head are prohibited.
3. Clothing that states, implies, or displays anything inappropriate is prohibited. This includes, but is not limited to, references to drugs, alcohol, related paraphernalia, sexual references, and inappropriate language.

4. Any clothing items and/or accessories that could be used as weapons, or any other jewelry that could endanger students and may be considered a safety risk to the individual wearing them and others, is prohibited. School authorities will confiscate these items.
5. Blankets are not permitted in the school.
6. Backpacks, bags, purses, etc. may not be worn in the hall/class- must be immediately taken to and stowed in the locker.

Any student not dressed properly in the opinion of the principal or assistant principal may be given a clean t-shirt to wear or be detained in the office until such time that proper clothing can be delivered to the school by that student's parent or guardian or sent home. Repeated violations could result in disciplinary action, including suspension, of the student.

Personal Technology Policy

Students are allowed to bring cellphones to school. However, the students must adhere to the rules pertaining to those devices. There is to be no phone usage during class time; that is, the time between the tardy bell and the dismissal bell. Further, there are to be no headphones, earbuds, etc. used during that same time period. Students must place their electronic devices either in their locker for storage or in the blue bins located in classrooms. Phones and headphones are only to be used during passing periods and lunch. *Using a smartwatch to text or message is also a violation.

Violations for breaking the personal technology policy are as follows:

- 1st offense: Warning issued to student and documented in Skyward
- 2nd offense: 5 days Personal Electronic Device Probation
- 3rd offense: 10 days Personal Electronic Device Probation
- 4th offense: 1 day ISR
- 5th offense 1 day OSS; further violations may result in added days of OSS and phone probation for the remainder of the school year.

Teachers reserve the right to confiscate phones (including headphones) and relocate them either to the teacher desk or the office. Students may pick up at the end of the school day.

TECHNOLOGY INFRACTIONS

With increased student access to technology that comes with 1:1 computing in the Taylor High School environment, it is an expectation that all students will use sound judgment in the use of technology as it relates to both acceptable internet sites for student consumption as well as the appropriate time to view these internet sites similar to that of the workplace. In other words, Taylor High School students are expected to only view and utilize appropriate websites for research as part of the educational curriculum and they also bear the burden of refraining from websites that are not associated with the curriculum during class time. The disciplinary sanctions that appear below for students as it relates to both unacceptable sites and unacceptable timing for viewing are based in part on the TCSC Acceptable Use Policy in the Taylor High School Student Handbook.

Inappropriate/Restricted Sites:

Taylor High School students who are deemed to have visited sites that are, but not restricted to, pornographic, sexually oriented, defamatory, racially offensive, obscene, abusive or that threaten the security of the TCSC technology infrastructure will be disciplined as follows:

- 1st Offense: 1-3 Days of ISR (depending on severity) & loss of take-home privileges for 1 week.
- 2nd Offense: 3-5 Days of ISR (depending on severity) & loss of take-home privileges for 2 weeks.

- 3rd Offense: 5+ days ISR and potential expulsion & loss of take-home privileges for the semester

Technology Usage Not Associated With Curriculum During Class Time:

Students in the course of both group and individual work during class time who utilize technology that are deemed by the teacher(s) to not be aligned with the curriculum will be disciplined as follows each nine week grading period:

- 1st Offense: Verbal Warning from teacher
- 2nd Offense: One hour of lunch detention
- 3rd Offense: Two hours of lunch detention
- 4th Offense: In-school suspension & restorative project
- 5th Offense: Out-of-school suspension

REASONABLE AFFECTION

School and school sponsored functions are not proper places for students to demonstrate their affection for one another. Reasonable affection at Taylor High School would include holding hands only. Physical contact such as kissing, hands on the bodies of others, sitting on laps, etc. is not allowed on the school grounds during the regular school day, or at school sponsored functions. Students who violate this rule will be disciplined as follows:

- 1st referral: Verbal warning from administration/parents notified.
- 2nd referral: 1 hour of lunch detention
- 3rd referral: 2 hours of lunch detentions
- 4th referral: 1 day ISR
- 5th referral: 1 day OSS

Any students found in a prohibited area and engaged or reasonably suspected of being engaging in any type of sexual activity will be suspended out of school for a minimum of three days, with further consequence at the discretion of administration.

FIGHTING AND CONFRONTATION

| | |
|---|---|
| 1st Offense - No Priors | <ul style="list-style-type: none"> - Minimum 3 days of OSS - Restorative Project - Administrator-led Conference |
| 1st Offense - Heinous | <ul style="list-style-type: none"> - Minimum 5 days of OSS - Restorative Project - Re-Entry Meeting with Parent - Administrator-led Conference with students involved - May result in police arrest - May result in <u>Initiation of Expulsion Hearing</u> |
| | |
| Administrative Considerations for 1st Offense (No Priors vs Heinous) If two (2) conditions are met, 1st offense is then categorized as heinous | <ol style="list-style-type: none"> 1. Premeditation - was this fight planned in advance, did the student knowingly come to school to instigate a fight, or let others know via chat groups, etc? 2. Instigation - did the student make physical contact and initiate the altercation? 3. Collateral Damages - was anyone injured in the fight including participants, staff, or innocent students nearby? |

| | |
|--------------------|--|
| | 4. Redirection - did the students follow directives from staff that intervened? 5. Post-fight - did the students comply with adults including administration, staff, student resource officers, and/or police? 6. Debriefing - did the student express remorse following the altercation? 7. Degree of Physical Harm - did the student injure anyone beyond reason? |
| | |
| 2nd Offense | - <u>10 Days Out of School Suspension with the Initiation of Expulsion Hearing</u> if the fight takes place in the same school year. |

THREATS

Any student who has made a threat to another student or a staff member will be required to undergo a threat assessment by qualified personnel, the result of which may determine the student's placement in school. The student may also be subject to suspension or expulsion.

CHEATING

"Plagiarism" is defined as the representation of another's words or ideas as one's own. Any student involved in the completion and/or submission of plagiarized work will be disciplined according to the following guidelines:

- 1st Offense: loss of assignment/assessment credit and one hour of lunch detention at teacher discretion. Students enrolled in AP or Honors also forfeit the weighted grade benefit for the semester the cheating incident occurs in an AP or Honors course. National Honor Society members also face possible removal via the NHS Dismissal Process.
- 2nd Offense: Loss of assignment/assessment credit and one hour of lunch detention at teacher discretion. Students enrolled in General, AP or Honors courses are removed from that course and receive a WF for a second incident of cheating.

Tobacco, Nicotine, & Other Substances Policy

State law (Indiana Code 35-4-7-1) prohibits persons under the age of 21 to buy, sell, use or have in possession tobacco in any form, including paraphernalia (i.e. hookah pens, vapes, e-cigarettes and Juuls). Therefore, the use or possession (which includes locker, book-bag, coat, etc.) is expressly forbidden on school property at any time, at any school-related function, and while the student is under the supervision of school personnel while away from school property. If the item involves marijuana, hashish oil, or related substances, the student MAY be arrested and taken to the Kinsey Center.

*Amended 10/31

Discipline Menu for Tobacco, Nicotine, & Paraphernalia

| | |
|--------------|--|
| 1st offense: | 5 Days Out of School Suspension Name of student WILL be turned in to law enforcement to be cited for minor in possession, resulting in a fine and community service hours. |
| 2nd offense: | 10 days Out of School Suspension Pending Expulsion. Name of student WILL be turned in to law enforcement to be cited for minor in possession, resulting in a fine and community service hours. |

****Amended 10/31**

Discipline Menu for Marijuana, Related Substances, & Paraphernalia

| | |
|--------------|--|
| | 10 days Out of School Suspension Pending Expulsion. |
| 1st offense: | Name of student WILL be turned in to law enforcement to be cited for minor in possession, resulting in a fine and community service hours. The student MAY be arrested and taken to the Kinsey Center. |

New Policy

Controlled Substance Offenses–Duty to Report

Indiana Code (IC 35-48-5) requires that school authorities report the names of all students involved in violations of controlled substance activity to law enforcement officials.

Obscenities

At the discretion of administration, obscenities written, spoken, worn or drawn or actions which are offensive to prevailing notions of decency may lead to the following disciplinary action:

1. First Offense: 1 lunch detention
2. Second Offense: 2 lunch detentions
3. Third Offense: 1 day ISR
4. Fourth Offense: 3 days of ISR with possibility of expulsion

Obscenities directed at an individual will be treated as more serious in nature and will result in more severe disciplinary measures.

Theft

1. First Offense: Three days of ISR plus restitution
2. Second Offense: Five days of ISR plus restitution
3. Third Offense: 10 days of OSS, pending expulsion, plus restitution

Damage to School Property

Damage to school property, whether intentional or unintentional, will result in restitution paid to the school district for the purpose of covering parts and labor involved in repair.

Hall Passes

Taylor High School uses school issued paper passes.

Repeat Offender

A student will be classified as a repeat offender when that student has failed in a substantial number of instances to comply with the directions of teachers or other school personnel to the point of frequently being sent to the office for disciplinary action. These students, despite restorative action taken by staff, have shown little to no change in their behavior. Expulsion may be recommended.

Students with 30 or more referrals may be put up for Expulsion.

Expected Behaviors

We believe that every student deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

As a student at Taylor High School, I will show RESPECT for....

Myself by:

- Attending school regularly & being on time
- Following rules & directions of adults
- Doing my schoolwork & homework neatly & completely
- Practicing positive behavior choices
- Remaining on school grounds unless I have permission to leave school
- Accepting consequences for my own behavior
- Learning from consequences of my behavior
- Choosing not to bring tobacco, nicotine products, alcohol, other drugs, or weapons to school
- Dressing in a way that is appropriate for the learning environment

Others by:

- Being understanding of others' feelings
- Using positive words with others (no put downs)
- Treating others like I want to be treated
- Not bullying or threatening
- Being honest by telling the truth, and admitting to things that I have done
- Working with others in positive ways
- Keeping my hands to myself
- Refraining from using profanity in school
- Working together and/or with adults to manage negative behaviors & emotions
- Using a respectful, positive, & considerate tone of voice and body language when I am speaking to others.
- Listening when others are speaking to me

Random Drug Testing

Students who wish to participate in athletics as a player or manager, cheerleading, academic teams, clubs, student government, National Honor Societies, co-curricular organizations such as band, Titan Guard, choir, attend winter dances or prom, or drive to and from school must be enrolled in the random drug testing program. Consent may be withdrawn by opting out of the program during enrollment each school year. Student athletes and cheerleaders are subject to the sanctions outlined in the "Athletic Code of Conduct" for a positive test(s) of a banned substance. Student drivers who test positive for a banned substance (excluding nicotine) will lose their driving privileges for 60 school days without the successful completion of an approved drug awareness program or 30 school days with the completion of an approved drug awareness program at the student's and/or guardian's expense. A second positive test for a student driver in one academic year results in a mandatory 365 day loss of driving privileges. Driving suspensions can carry over from one academic year to the next. Students involved in academic teams, clubs, and student government face a suspension of 45 school days from participation in any organization they are a member of for an initial positive screen for a banned substance. A second positive screen results in one academic year results in a 365 day suspension from membership in those organizations. Suspensions can carry over from one school year to the next. Members of National Honor Society face possible dismissal via the National Honor Society Dismissal Process. Members of co-curricular band, Titan Guard, and choir will be suspended from 50% of the scheduled performances per season as a result of an initial positive screen. Suspensions can carry over from one season to the next or from one school year to the next. A second positive screen in one academic year results in a 365 day suspension from performing publicly as a member of those co-curricular organizations. Because membership in a co-curricular activity and the performances that take place are tied directly to a student's academic record, any student involved in a co-curricular activity is afforded alternative methods of evaluation for grade purposes if they are serving a suspension from performing publicly for a positive screen for a banned substance.

Random Drug Testing Policy

A Statement of Need and Purpose

A program of deterrence will be instituted as a proactive approach to a drug-free school. Through driving or participation in extracurricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle. The program is non-punitive. It is designed to create a safe, drug-free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his/her school under this program other than stated therein.

Introduction

The effective date of this program is August 16, 2006. This program does not affect the current policies, practices, or rights of Taylor Community School Corporation with tobacco, nicotine, and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Taylor Community School Corporation reserves the right to drug test any student who at any time exhibits its cause for reasonable suspicion of tobacco, nicotine, and/or drug and/or alcohol usage.

Reasonable Concern

Taylor Community School Corporation has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining the extracurricular activities in Taylor Community School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities. Recent criminal activity involving students at Taylor Community School Corporation who were under the influence of various illegal drugs has prompted the need for this random drug testing program.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all Taylor Community School Corporation students in grades 6-12 who wish to participate in extracurricular activities listed below:

- 1) Athletics (participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel)
- 2) Music (participants include, but are not limited to, performing band members, performing choir members, performing guard members, and participants in solo/ensemble contests)
- 3) Academic teams
- 4) Drama
- 5) Any school club, group, or organization (including, but not limited to, art club, science club, Tree-Plenish, Spanish Club, Honor Societies, eSports, student government, SADD, FBLA, gaming club)
- 6) School dances

This policy also applies to any student who wishes to drive to school, from school, or during school.

Consent

It is MANDATORY that each student who participates in activities or drives to or from school is enrolled in the program prior to participation in any extracurricular activity. Failure to comply will result in non-participation and/or no permission to drive to/from school.

At the beginning of each selection date, school year, or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the school district and joins an activity, all students wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. Up to 10% of eligible students will be randomly tested on up to a weekly basis anytime during the school year. Any student who refuses to submit to a screening of their urine will not be allowed to practice or participate in designated extracurricular Taylor Community activities nor drive.

When enrolling for each school year, the student either agrees to participate in the random drug testing program at Taylor Community School Corporation or states that he/she does not plan to participate in any extracurricular activities by choosing to opt out of the program. In doing so, the student is agreeing to participate in the random drug testing program at Taylor Community School Corporation or is stating that he/she does not plan to participate in any extracurricular activities. Any student who fails to sign and return a consent form by the selection date and then participates in an extracurricular activity program at a later date must submit to a screening of their urine. The student and/or parent/guardian will be financially responsible for the urine collection.

Non-Punitive Nature of Policy

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Taylor Community School Corporation Board of Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Taylor Community School Corporation Board of Trustees, to the extent permitted by such subpoena or legal process.

Banned Substances

For the purpose of this Policy, the following substances or their metabolites that can be tested for are considered illicit or banned for Taylor Community School Corporation students.

| | | |
|---------------|-----------------------|----------------------|
| Alcohol | Amphetamines | Anabolic Steroids |
| Barbiturates | Benzodiazepines | Cocaine Metabolites |
| LSD | Marijuana Metabolites | Methamphetamines |
| Nicotine | Opiates | Oxycodone |
| Phencyclidine | Propoxyphene | Other Specific Drugs |
| Tobacco | Synthetic Drugs | |

Testing Procedures

1. The selection of participants to be tested will be done randomly by the principal/ designee, and selections will be made from time to time throughout the school year. Names will be drawn from two pools of those agreeing to be tested. The first pool will include students in grades 6, 7 and 8. The second pool will include students in grades 9 through 12. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at

any time during the year. Each student will be assigned a number that will be placed in the drawing. The principal/designee will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing.

2. If the student shows signs of tobacco and/or alcohol and/or drug use that provides reasonable suspicion to search a student, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Also, a parent/guardian may request that his/her student's name be placed in the pool.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urine collection test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the testing.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to (8) ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
8. The specimens will then be turned over to the testing laboratory (after an initial positive screen), and each specimen will be tested for the 7 most common illegal and prescription-abused drugs.
9. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Collection of Specimens

The Superintendent will establish guidelines to set up the collection environment, guarantee the validity of specimens, and supervise the chain of custody.

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's and other students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities and restrict him/her from driving to or from school.
2. The principal/designee will be notified of a student testing positive (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal/designee will notify the student and his/her parent/guardian following guidelines for notification established by the Superintendent. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained.
3. If the test is verified positive, the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. A student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Code of Conduct. A student involved in non-athletic extracurricular activities will be subject to

the disciplinary consequences outlined in the Student Handbook. A follow up test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow up test is negative, the student will be allowed to resume extracurricular activities and/or driving. If a second “positive” result is obtained from the “follow up” tests, or any later test of that participant, the same previous procedure shall be followed. In addition, the Taylor Community School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested positive and did not make satisfactory explanation.

4. Information on a verified positive test result will be shared on a need-to-know basis with the student’s coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.
5. Drug testing results sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.

Statistical Reporting and Confidentiality of Drug Test Results

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Taylor Community School Corporation Board of Trustees. However, the lab will provide the Building Principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens. Under this drug testing program, any staff, coach, or sponsor of Taylor Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Taylor Community School Corporation commitment to confidentiality with regards to the program.

Financial Responsibility

1. Under this policy, Taylor Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. A mandatory drug test for a student who initially indicated that they would not participate in any extra-curricular activity for the remainder of the school year is the financial responsibility of the student and/or parent/guardian.
4. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.
5. The parent/guardian/student will be responsible for the cost of any drug test given as the result of a parent/guardian/student request that a student be tested or included in the testing pool.

Certifying Scientist Responsibilities

The Certifying Scientist will review all results of drug testing. Any specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The Certifying Scientist determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found in the sample, if necessary the principal /designee will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.

- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and reports this to the Building Principal, initially reporting positive results by phone.
 - (1) For example, a drug screen positive for codeine may be ruled negative by the Certifying Scientist when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
 - (2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the Certifying Scientist.
 - (3) Drug screens positive for illicit drugs (marijuana, heroin, or cocaine, etc.) would automatically be considered positive by the Certifying Scientist.
- f. The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- g. The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

Other Rules

Apart from this drug testing program, Taylor Middle/High School Departments and the coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Random Drug Testing Guidelines

Chain of Custody

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling one (1) student at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.
3. Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. The collection agent inspects the sample collection room to ensure that it is private, secure, and free from any foreign substance.
5. The collection agent instructs the donor to remove any unnecessary outer garments such as a coat or jacket.

6. The donor leaves all personal belongings (purse, backpack, etc.) outside the collection room. The donor may retain his/her wallet.
7. The collection agent instructs the donor to wash and dry hands.
8. The collection agent gives the donor a new and unadulterated specimen collection cup, which will be contained in a foil pouch. The seal of the pouch will not be broken until the testing begins. The collection agent will instruct the donor that the sample amount needs to meet the minimum level as indicated on the side of the test cup (2 oz. is necessary for urinalysis).
9. The collection agent instructs the donor not to run any water, flush the toilet, or handle anything else in the sample collection room until specifically instructed to do so.
10. The donor enters the collection room and the collector stands outside of the door. Collector should note if he/she hears any unusual activity. *If the donor runs water or flushes the toilet while alone in the collection room then the specimen may not be use; the process must begin anew.
11. Collector receives the sample from the donor. The specimen must be kept in full view of both the collector and donor until it is sealed. The donor may now wash hands.
12. Collector must check to see that a specimen is of sufficient quantity for testing. Should the specimen be of insufficient quantity, that specimen and container must be discarded and the process must begin anew. *If the donor is unable to provide a specimen at that time, drinking (8) oz. of liquid water every thirty (30) minutes should enable the donor to produce a sufficient sample.
13. Collector must see that the specimen is safeguarded, and will begin to read the results at (5) minutes. The collector has been instructed not to interpret results after (30) minutes.

Summary and Explanation of Test

The Medimpex QTest is one the most comprehensive rapid on-site CLIA waived drug screening test cup available offering drug testing for the 12 most common illegal and prescription-abused drugs in one screening procedure. This is also one of the few test cups offering the convenience of the cup format meeting CLIA waived requirements. The self-contained design of this drug test kit eliminates the potentiality for any contact of the urine sample and ensures the veracity of the urine sample and the drug screening results. It detects the presence of the drug metabolites in approximately 5 minutes, using the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA) cutoff levels. The compact and round shaped design makes the Split Cup easy to use for both women and men. CLIA (Clinical Laboratory Improvement Amendments) regulations specify that CLIA waived category of laboratory and rapid tests ensures the accuracy, reliability and timeliness of the test results. CLIA waived tests are simple laboratory examinations and procedures that have an insignificant risk of erroneous result. The FDA determines the criteria for tests being simple with a low risk of error.

Testing Procedure/Urine Collection

1. The selection of participants to be tested will be done randomly by the principal/administrative design- ee or by the direction of the testing company, and selections will be made from time to time throughout the school year. Names will be drawn from two (2) large pools of those agreeing to be tested. Pool one includes students in grades 6-8 and pool two students in grades 9-12. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
2. If the student shows signs or reasonable suspicion, the principal/administrative designee may require the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests of outside influences.

4. Upon being selected for a urine collection test, either by random draw, reasonable suspicion, request of a parent, or a follow-up test, a student will be required to provide a urine sample in accordance with the quality control standards and policy of the laboratory directing the collection process.
5. All students will remain under school supervision until they have produced a urine collection specimen sufficient for testing. The principal/administrative designee shall explain that refusal to participate in testing may jeopardize participation in extracurricular activities. Parents/guardians will be informed of the student's refusal to participate in the required testing.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all extracurricular activities for the remainder of the school year. This will be reported to the parent/guardian.
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for the 7 most common illegal and prescription-abused drugs (which may include all drugs listed as controlled substances under the law of the State of Indiana). Also, performance-enhancing drugs such as steroids may be tested.
9. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA).

Notification Procedure for a Positive Test

When a principal/designee is notified that a student has tested positive the principal will:

- A. Notify the student of the positive test result and give the student the following information:
 - the substance(s) they tested positive for in the drug test
 - the parent/guardian will be contacted to set up a conference
 - the student and/or parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained
 - the consequences of the positive drug test will be determined by the administration based on school policy and explained to the student and/or parent/guardian in conference
- B. Notify the parent of the positive test result and give the parent the following information:
 - the substance(s) the student tested positive for in the drug test
 - the student and/or parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained
 - the consequences of the positive drug test will be determined by the administration based on school policy and explained to the student and/or parent/guardian in conference

The principal will work with the parent in an attempt to arrive at a mutually agreeable time for a conference. The principal/designee will attempt to follow the guidelines for parent notification in a timely manner for every positive drug test result. In extenuating circumstances, the administrator/designee may notify the parent first if he/she believes reversing the order of notification is in the student's best interest.

Notification will be made in person, by telephone, or by personal mail. Notification will not be made by leaving messages with other individuals, on answering machines, or through email.

Pick-Up Process

The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the chain of custody form properly annotated.