

**The Independent School
Lower School Division
8301 East Douglas,
Wichita, Kansas 67207
316-686-0152**

www.theindependentschool.com

2009-2010

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The Independent School Parent/Student Handbook
Lower School Division
2009 - 2010

MISSION

To provide a superior, independent, college preparatory education, serving a diverse student population in a safe, supportive, community; conducive to the intellectual, emotional and physical growth of each Independent Student.

PHILOSOPHY

The Independent School is a private school founded upon the principle that children should receive a quality education. Teachers strive to provide a positive experience for each student. The Independent School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

The Independent School Song

(to the tune of “On Wisconsin”)

Independent, Panther Power,
Mighty Blue and White.
We will surely stand together,
Forward to the fight!
Pride and Power, we will tower
Higher than the rest.
Mighty Panthers we are with you,
You’re the Best!

The Independent School Alma Mater

Hear our voices, Alma Mater
Independent hail to thee
Hearts in song now join together
In a pledge of loyalty
Tho’ our future paths may sever
Thoughts of Independent days
In our hearts will live forever
As a constant song of praise.

Absences/Late Arrivals

Children may arrive for school as early as 7:30 a.m. for the convenience of those parents who must be at work by 8:00 a.m. Children are expected to be in their classrooms by 8:10 a.m. Parents are requested to call the Lower School by 8:45 a.m. if your child will be late or absent. The Independent School does not support extending vacation so that children miss regularly scheduled school days.

Academic Information

The Lower School academic year is divided into four quarters.

The Independent School uses a computerized grade book. Student grades can be accessed from the Internet at tisgrades.org or from the link on the home page at www.theindependentschool.com.

Attendance, grades, progress reports and report cards can be accessed from this system. Families new to the school will receive their passwords to access the grading program within the first full week of the school year or within a week of enrollment once the school year has begun. Grades can be expected to be updated by faculty on a weekly basis. *On occasion the grading program does not function as indicated. If you are having problems accessing the program, please call the division Administrative Assistant.*

Interim and quarter report dates can be found on the all-school calendar. Parents can assess the grade reports once they are posted to *My Backpack*, those dates are communicated to parents through the grade level newsletters. Teachers write individual student comments at the end of each semester.

Attire

Simplicity, neatness and comfort are the criteria for Lower School dress. Complicated or fragile clothing is discouraged. Tops with thin straps are inappropriate. Washable clothing is advised for playing outside and for working on projects.

All children should wear sneakers on sports days and waterproof boots in inclement weather.

Any programs that may need special dress will be announced in advance.

Behavior Expectations

The Independent School believes all children can be respectful and responsible learners who are accountable for their behavior. We believe that children learn and practice social skills when those skills are proactively taught, modeled and practiced by the adult community. At The Independent School adults value and model cooperation, support the development of social skills and share a common vision regarding discipline in order to make, the a safe and enjoyable learning environment. The Head of the Lower School will meet with a student when a serious infraction such as teasing, bullying or hurting other occurs.

Dismissal

School ends at 3:20 p.m. There are 3 groups of students who are dismissed during this time; walkers, under the bell students, and carpool students. Dismissal procedures for each group are distributed at the Lower School Orientation, and are available in the Lower School office.

Parents should contact the Lower School office if there is any reason that a student needs to leave school early. Whenever possible, parents should schedule appointments for their student during non-school hours to avoid interrupting the academic program and the class. When a Lower School student leaves school early, the parent is required to contact the office and sign the student out. The student should, in turn, sign back in at the office upon returning to school the same day.

Homework/Assignments

Homework at the Lower School is given in consideration of the needs of each student. The child will be asked to do what is useful at any particular stage of learning. In general, research supports the rule of thumb that ten minutes per grade level is a developmentally appropriate amount of work for students once they reach first grade. Teachers look to assignments and tests for feedback as to how well concepts are being mastered by the individual student. It is expected that every assignment a student turns in has been

completed fully by that student or to the best of his or her ability. All students should be reading developmentally appropriate books at home either independently or with an adult on a daily basis.

When notifying the School of a student's absence due to illness, a parent should ask if homework is necessary and, if so, make arrangements to pick it up from the Lower School office. Students who are ill have one day after their return to turn in all assignments unless other arrangements are made with individual teachers.

When family vacations extend beyond those designated by the School, parents are responsible for helping a child make up the work upon his or her return to School. Classroom teachers should not be asked to plan work for time out of School when it goes beyond the School vacation dates.

Student Placement

Each spring, grade level teams meet with the Head of the Lower School to place students in classes for the next academic year. This allows the current teachers of students to find a placement that provides the most optimal learning environment for each student. Parents are encouraged to respect the sensitive nature of the process. Once the class lists are mailed to parents in August no changes to class composition are permitted.

Business Office Information

Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) plan and report is available in the business office. Record Maintenance: The schools keeps in its business office a copy of the management plan that was submitted to the Kansas Department of Health and Environment, the agency designated to receive such plans by the Governor of the State of Kansas. If changes are made based upon the State review, we shall keep the revised management plan on file. Records of all regulated activities performed after the original plan was submitted to the Governor's designee will be added to the plan and made available to the public for inspection upon request (Section 763.94(g)).

Fees

A consumable fee is charged for each student and is included in the first tuition payment. This fee includes purchase of consumable workbooks, textbook rental, science lab, and other supplies used in the classroom. Extra-curricular fees such as sports participation and arts productions are determined annually and are charged for each student who participates in a school-sponsored activity. These fees vary according to activity.

Financial Aid

Any child enrolled with The Independent School is eligible to apply for need-based financial aid. Since financial aid is based on a family's need, the appropriate forms must be completed to be considered. Applications are available January 1 for the next school year. Financial Aid for Student Tuition (FAST) provides the computation of need. Forms must be sent to FAST or submitted via the web with the appropriate fee. In order to be eligible for financial aid, all financial accounts with the School must be current. For further information, contact the business office.

Insurance

Medical costs for students are not covered for accidental injury at school or during school activities, except in the event of negligence. Injuries resulting at a KSHSAA sponsored event are covered by the following: parents' insurance first, school insurance is second and catastrophic insurance third.

Student Records

The Independent School is an independent school that does not receive federal funding. Accordingly, The Independent School is not covered by the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g.

Nonetheless, The Independent School generally follows the provisions of the Act as guidelines reserving the right to vary from them in its discretion.

Parents shall have the right to inspect and review any of their own school records. This may include, but not be limited to: grades, scores on standardized achievement, intelligence or aptitude tests, and health data. The school will not release this information without the written parental/guardian consent to any outside individual, agency or organization, except as provided by law. Discipline issues are private and publication of the consequences of the actions of students other than one's own is inappropriate and not allowed. Parents wishing to review their child's records should contact the Division Head.

Student reports will be held until all tuition and fees are paid in full. Transcripts will not be sent to new schools until tuition and fees are paid in full.

General Information

Cell Phones, Telephone Usage, and Electronic Devices

Students may not use cell phones during the academic day. Cell phones and portable electronic equipment must be turned off and kept in lockers. Text messaging and e-mailing via cell phone are not allowed during the school day. If a student misuses his/her cell phone privileges, the phone will be submitted to the Head of the Lower School and must be retrieved by a parent.

The office telephones may be used by students with permission.

Communication

Faculty email addresses are posted on our web site. Parents and/or students are encouraged to use email to communicate directly with the faculty.

Parents should update their "My Backpack" information as needed. The information on My Backpack is used to contact parents for general school mailing and in emergency situations.

All staff members have individual voice mail extensions and numbers which are published in the Directory. To leave a message for a teacher, call 686-0152 #extension#. Faculty voice mail extensions are also available on the website at www.theindependentschool.com.

Conferences

During Parent/Teacher conferences parents, and teachers review progress and plan improvements, covering major questions and topics. Conference days are scheduled on the School calendar. A conference time may be scheduled for you whenever you have a concern. In that case, we encourage you to make an appointment with your child's teacher.

Computer/Internet Policy

All students are required to sign an internet contract. Students may not copy programs, either to or from, computers owned by The Independent School. They may not alter equipment, alter programs, reconfigure, hack, or otherwise destroy or damage the computer systems. Students may save work to a flash drive. Work saved to hard drives will be deleted.

Students of The Independent School are provided with filtered access to electronic mail and the World Wide Web. Students are responsible for their behavior and communications over the network. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access inappropriate material. We have taken precautions to restrict access to controversial materials; however, it is impossible to completely regulate computer and Internet usage. Therefore, all users and their parents and/or guardians must agree to comply with this policy and the following guidelines. Students choosing to engage in inappropriate behavior may lose their computer privileges, be suspended, or be expelled.

Crisis Management

The Independent School has a crisis management plan in place developed to address natural disasters and other crises. The goal is to provide the maximum amount of protection for students, employees, volunteers and visitors in the event of an emergency. Faculty, staff and students practice appropriate procedures throughout the school year. Copies of the plan are available in the Lower School office.

School Closing/Delayed Opening

In the event that school is closed early, the webpage will announce the closing time and it will also be posted on local radio stations and television networks. Every effort will be made to contact parents prior to an early dismissal.

Should hazardous conditions necessitate the closing or the delayed opening of school; an announcement to that effect will ordinarily be made between 6 a.m. and 8 a.m. over KFDI 101.3 radio station, all TV stations, the school's website (www.theindependentschool.com), and on the TIS telephone greeting. Please review with your child what to do or where to go in the event of an emergency closing during school hours. When school is closed because of hazardous conditions extracurricular activities, and meetings held at the school will be canceled.

Extended Day/Panther Care

The goal of Panther Care is to offer safe and relaxed extended day services for Lower School families with children 5 years of age and older requiring supervision beyond the traditional school day. If you need a Panther Care enrollment form, please call the Lower School Office.

Field Trips

Parents/guardians volunteering to drive for a school field trip will be asked to provide the following information:

- Driver Name, address, and phone number
- A copy of current driver's license
- A copy of current insurance card
- Make and model of the vehicle
- Number of seatbelts in the vehicle

While we appreciate your offer to drive, we need to point out that the legal responsibility while the vehicle is being used to transport student's rests entirely upon the registered own of the vehicle. The parent or guardian understands that the school's liability insurance does not cover their vehicle or vehicle occupants.

Library

Use of the library is made available to all students at The Independent School. Along with this privilege are responsibilities. Students are expected to respect the Internet policies while using the library computers.

- Kindergarten through 2nd Grade students may check out one book at a time.
- Third through Fifth Grade students may check out two books at a time.
- Upper and Middle School students may check out a total of 3 books at a time.

Allowances are made for special research projects. Books are checked out to students for a two-week loan period. If books are not returned on time, overdue notices are issued. When books are lost or damaged, the replacement cost of the book is charged to the student. Checkout privileges are suspended until the book is returned or payment is received. Grade cards will not be issued to students at the end of the year if the cost of overdue books or fines exceeds \$10.00. When payment is made for a lost book and the book is found *in good condition* at a later date, *it may be returned for a full refund if the book has not been replaced*. Books found after July 1 may be returned but reimbursement will be made only if the book has not been replaced

Lost and Found

Lost clothing items are placed in a container outside of the Lower School Dining Room. Periodically, all unclaimed items are donated to the Salvation Army, Goodwill, or other charitable groups.

Lunch

The Independent School is committed to providing students with a healthy balanced lunch. A hot lunch program, operated by an independent contractor, is available for all students. This is an all-you-can eat program (entrée servings may be limited) which may be purchased on a month to month basis. Checks should be made payable to the lunch provider. Questions, concerns, or financial problems regarding the lunch program should be directed to 686-0152 #412#.

Students are not required to purchase lunch. Students who choose to bring their lunch from home should strive to bring non-perishable items which, preferably, do not need to be heated. There are a limited number of microwaves in the cafeteria to reheat lunches; however, because of time constraints we do not allow items that require more than 45 seconds to heat. If a student forgets lunch, the student should contact the office and will be given a complimentary meal. We encourage students to bring reusable containers to support reducing waste. The Lower School is a **peanut free** area. Please do not pack peanut products in school lunches.

If a parent chooses to take their child out to lunch, the parent is required to come to the office and sign the student out and back in at the office when returning to school. No student will be allowed to go to lunch with another student's parent unless a confirming note is received from each student's parents.

Messages

To maintain a safe community, all visitors should check in at the office before proceeding to a classroom. To avoid interruption of instructional time, messages will be delivered at a time appropriate to the situation. To contact a teacher, parents may leave a message on the teacher's email.

Restricted Items

There are certain items that are better left at home. These include chewing gum and candy. Faculty and staff may restrict any item if they feel it impedes the learning process. Please leave electronic devices at home unless needed for a specific assignment. Electronic devices (including cell phones) used in an inappropriate manner will be given to the Lower School Head. Parents may collect the device at their convenience. The school is not responsible for misplaced, lost or damaged items.

Special Events

If you are planning a private event or party please distribute invitations outside of school. Thank you notes should not be distributed at school.

On a child's birthday parents are welcome to bring fruit, muffins or cupcakes to School to share with classmates and teachers. A child's teacher should be notified of any planned refreshments in advance. We ask that you do not send party favors.

To commemorate a child's birthday, some families chose to donate a book to add to the Lower School Library collection. The child's name is enter on a special birthday bookplate in his/her honor. Please contact the librarian for a list of books from which to choose.

Tutoring Policy

The Tutoring Policy is designed to support our efforts to meet individual student needs. Teachers are not permitted to tutor children in their class or siblings of students in their class.

Teachers must submit a Tutoring Referral Form to the Head of the Lower School. On the form the teacher indicates whether the request came from the School or the parent. After the request is approved, the Head of the Lower School and classroom teacher will decide on an appropriate time and place for the tutoring sessions. The classroom teacher will communicate with the chosen tutor on how to best meet the needs of the student. Faculty members may not recommend themselves.

Tutors are asked to write a brief summary of their work with the student and submit it to the Head of the Lower School.

Visitors

Parents are always welcome at The Independent School, and we certainly hope you will visit during the year. Parents should arrange visitation with the teacher in advance and check in at the office before proceeding to any classroom. We welcome prospective families to visit after completing an application and initial conference. Visitors should make an appointment in advance with the Director of Admissions for a tour. The Director of Admissions can be contacted at 686-0152, voice mail extension #405#. Visitors should go to the Lower School office to check in.

Volunteers

Volunteering is a perfect way for parents to help their child's school and to give special attention to their school age child. The school depends upon parents to volunteer, and we encourage participation. When a parent is volunteering in the classroom, on field trips, or for special activities, it is important for the parents' attention not to be diverted by another sibling. We ask that siblings (even older ones) be left at home for volunteer activities such as classroom parties, special classroom tutoring and the like. For such activities as carnival setup, music program decorating, or activities that do not involve classroom contact, siblings may join their parents. It is understood that the parent has full and complete responsibility for the siblings.

Weapons

Weapons include: any gun; any knife, even a small pocketknife, butter knife, or paring knife; martial arts items such as nunchaks, metal stars, ropes, etc.; everyday items such as pens, pencils, compasses, exacto knives, and scissors when used in a manner to hurt other people. All of these items may be cause for expulsion from school. With the common, everyday items we will look for intent; with the knives, martial arts items, and guns, there will be no leniency. The safety of all students in our school is paramount in our minds.

Health and Emergency Information

Medical Information

Dental cards - The state of Kansas requires the school to have on record dental cards for each student. These forms may be obtained from your dentist.

Immunizations - The State of Kansas requires the school to have a current Kansas Certificate of Immunization (KCI) form on record for each student. The vaccination information provided should be documented by a physician, or a health department representative, on a KCI form. Parents and/or guardians are not authorized to complete KCI forms. The state of Kansas requires all immunizations to be current for students to attend school. Physicals are required for all students participating in Middle School and Upper School athletics including cheerleading and dance.

Please do not send your child to school if she/he has not been fever-free (without medication) for 24 hours or if she/he has vomited within 12 hours. For the well being of the child and other children in the class, students are sent home if they have a temperature of 100.0 degrees Fahrenheit or above.

Ailments such as diabetes, epilepsy, asthma, and allergies are some of the conditions which should be noted on health records and discussed with the child's teacher. Parents are required to report to the office all cases of communicable diseases or conditions including but not limited to strep, pinkeye, and head lice. Students who have contracted chicken pox must remain at home until all pox are scabbed over. Students with strep throat or scarlet fever must be on medication 24 hours before returning to school. Pinkeye requires that the child stay away from school until there is no discharge from the eye. A child found with head lice will be sent home immediately. The child must be treated with a prescribed shampoo before re-admittance to school. Children will be re-examined before admission to the classroom and may be sent home if nits are found in the child's hair. Parents will be notified if there is a case in their child's class.

When it is necessary for a student to take medicine (either prescription or over-the-counter) during school hours, the school is happy to cooperate with the family physician and the parents if the following requirements are met:

- The medicines must be retained by the school office.

- There must be written permission from the parents to administer the medicine to the child.
- There must be clear instructions for administering.
- All medicines must be clearly labeled with student name and teacher.
- All medicines should be picked up the last day of school.

No medications are to be kept in the classroom or administered by the teacher. All medications must be kept in the office. The exception to this policy is for those students who have inhalers. These will be kept in the classroom or with the student. The teacher may give the inhaler to the student on an as needed basis.

Student Injury

In the event of student accident or injury, an attempt is made to contact a parent. If that is not possible, or causes undue delay, we will abide by the information recorded on the emergency card in the office and make all necessary contacts.

If a child becomes ill during the day, the school will call and request that the child be picked up as soon as possible. In the event a parent cannot be reached, the School will contact the emergency name provided by the family. Both emergency name and phone number must be kept current in School files.

Please Note: The Independent school reserves the right to amend this handbook from time to time, by adding new statements and by deleting or modifying any present or future statements contained in it, and reserves the right to do so during any current enrollment period. Although this does not require prior notice to or consent from any student, his/her parent or guardian, we shall certainly endeavor to notify parents of such changes in a timely manner. Any such amendment shall become effective upon adoption as otherwise specified by the School. Upon becoming effective, such amendment shall automatically become part of the terms and provisions of student's enrollment contract with the school. Circumstances sometimes arise for which there is no specific existing policy. Decisions made to respond appropriately in these instances are the immediate jurisdiction of the TIS administration.

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Independent hail to thee
Hearts in song now join together
In a pledge of loyalty
Tho’ our future paths may sever
Thoughts of Independent days
In our hearts will live forever
As a constant song of praise.

Academic Information

The Middle School academic year is divided into four quarters. The grade for a year-long course is determined by averaging each quarter grade. Elective classes are assigned effort grades.

Course Requirements

Students are required to take five core academic classes each year. The classes include: English, History, Math, Science, and Spanish. In addition, students are expected to take music, art and physical education. Placing students at the appropriate academic level may warrant fulfilling Middle School requirements while enrolled in an Upper School class. Students in this situation receive Middle School credit for the class.

Course Changes

Any change to a student's course schedule must be approved by the grade level team leader, Head of Middle School and a parent. The student should obtain a Change of Schedule form from the Middle School Administrative Assistant after fully discussing the proposed change with the grade level team leader.

Grading Policies

Grades are based on a percentage scale, which is:

A+ = 100 – 98	B+ = 92 – 91	C+ = 85 – 83	D = 74 – 70	F = Below 70
A = 97 – 95	B = 90 – 88	C = 82 – 79		
A- = 94 – 93	B- = 87 – 86	C- = 78 – 75		

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Grade Reports and Comments

Interim and quarter report dates can be found on the all-school calendar. Parents can assess the grade reports once they are posted to *My Backpack*, those dates are communicated to parents through the grade level newsletters. Teachers write individual student comments at the end of each semester.

Homebase

Homebase is at the end of the last academic class of the day. During homebase students review the day and their homework assignments. They also receive general information. The homebase teachers arrange special events and special conferences. The homebase teacher serves as a student advisor.

Homework/Assignments

Middle School students may be expected to complete from 1 – 2 hours of homework each night. Students are expected to complete and submit all assignments on time. Any student submitting an assignment late without prior arrangement with the teacher is subject to a grade penalty or no credit, depending on the classroom policy. Students are still required to complete all assignments even though they may receive no credit.

If a student is absent they can access their assignments online. Books or papers necessary for the assignments can be picked up at 3:10 from the folder near the grade level team leader's classroom door. Students who are ill have one day after their return to turn in all assignments unless other arrangements are made with individual teachers. It is the responsibility of the student to contact appropriate teachers to determine the required assignments. Students leaving early for activities or sports event are expected to turn in assignments for the missed classes prior to leaving.

Academic Support

All teachers post the times they are available to students outside of class time. In addition to meeting privately with a teacher, students may be required to attend a study hall session in place of his/her Explore class. A student falling below a C- in any class will receive a communication from the teacher, in order to devise a support plan.

Failure of a course jeopardizes a student's return to The Independent School. It is important to realize that in addition to grades earned, The Independent School considers other factors when inviting students to return for the following year. Contributions to the school, attitude and manner, tolerance and charity towards others, and willingness to work with the school are all considered along with academic records. The school feels justified in inviting back, year by year, only those students who show an effort and desire to make Independent a happy, healthy, and cooperative community of scholars and to abide by the school's expectations.

Academic Recognition

Students receiving an average of 86% or above average for the quarter in graded classes and Satisfactory or above for Explore classes will receive honors recognition at the year end assembly.

Athletic/Activities Programs

The Independent School encourages students to participate in extracurricular athletics and activities. By experiencing individual and team competition, our students come to an even greater understanding not only of the value of seeking excellence in themselves, but also in the value of that pursuit to the benefit of the team.

Athletic Requirements

The Independent School follows KSHSSA requirements for athletic participation.

- Students in the 7th and 8th grade may participate in all Middle School Sports. Sixth grade students may participate in Tennis, Cross Country, and Track
- Students are required to have a KSHSSA physical form completed prior to the first day of practice.
- Students must have a grade higher than a D in all subjects at the semester in order to participate in KSHSSA sanctioned sport or activity for the following semester.
- A student must attend each class on the day of an event in order to participate in practice, a game or a performance.
- Parents with students in sports must attend a parent meeting prior to the sporting season.

Activities/Athletics Fee

In order to participate in an activity or on a team, students are assessed an activity fee. This activity fee does not guarantee playing time. The activity fee varies and the amount of the fee is published in advance of the first day of practice or meeting.

Sportsmanship

Athletes will conduct themselves appropriately and assume the leadership role in exemplifying good sportsmanship. Unsportsmanlike conduct will result in disciplinary action being taken by a player's coach and/or the appropriate school official. Penalties may range from benching to expulsion from school.

Spectator Conduct

Students and their families are encouraged to attend school activities and contests as positive spectators. Middle School staff are not responsible for supervising student spectators. Parents are expected to monitor his/her child if the student is not participating in the sporting event or activity.

Students are required to comply with all school rules and regulations regardless of the location of activity in which The Independent School is participating. All TIS students and their family members are expected to uphold the highest standard of courtesy and respect for the opponents, coaches, and officials (principles of a Community of Respect). Students not showing courtesy will be subject to suspension from attending school activities and other disciplinary consequences.

Parents and students will be expected to abide by both the letter and the spirit of the sportsmanship guidelines formulated by the Kansas State High School Activities Association.

The KSHSAA has issued the following guidelines for fan behavior (known as Rule 52).

ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or DISRESPECTFUL!

1. Be courteous to all -- participants, coaches, officials, staff and fans.
2. Know the rules, abide by and respect the official's decision.
3. Win with character and lose with dignity.
4. Display appreciation for a good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, team and school.
6. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

All students, players, and spectators are expected to adhere to this code. Spectators unable to follow this code will be removed from the event.

Business Office Information

Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) plan and report is available in the business office. Record Maintenance: The schools keeps in its business office a copy of the management plan that was submitted to the Kansas Department of Health and Environment, the agency designated to receive such plans by the Governor of the State of Kansas. If changes are made based upon the State review, we shall keep the revised management plan on file. Records of all regulated activities performed after the original plan was submitted to the Governor's designee will be added to the plan and made available to the public for inspection upon request (Section 763.94(g)).

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Student Records

The Independent School is a private school that does not receive federal funding. Accordingly, The Independent School is not covered by the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g. Nonetheless, The Independent School generally follows the provisions of the Act as guidelines reserving the right to vary from them in its discretion.

Students shall have the right to inspect and review any of their own school records. This may include, but not be limited to: grades, scores on standardized achievement, intelligence or aptitude tests, and health data. The school will not release this information without the written parental/guardian consent to any outside individual, agency or organization, except as provided by law. Discipline issues are private and publication of the consequences of the actions of students other than one's own is inappropriate and not allowed. Parents wishing to review their child's records should contact the Division Head.

Student reports will be held until all tuition and fees are paid in full. Transcripts will not be sent to new schools until tuition and fees are paid in full.

Behavior Expectations

The Independent School expects that every student will:

- **Be honest in all matters.** Lying, cheating, stealing, plagiarism and deceit are violations of the school Code of Conduct.
- **Respect of others at all times.** Fighting with, intimidating, threatening or verbally abusing other members of the community will not be tolerated. There is to be no rude or disrespectful behavior, inappropriate language or hazing, either physical or emotional. Any form of harassment (sexual, physical, racial, religious, ethnic, homophobic or emotional), coercion or abuse is detrimental to the school community and the educational environment and will not be tolerated. *Please review the harassment policy below.*
- **Behave appropriately.** Students must respect the expectations of each teacher and of the school. Disruptive and disrespectful behavior is not acceptable. Good sportsmanship, courtesy, and appropriate dress are essential to our Community of Respect.
- **Take pride in the campus.** Students should dispose of all trash and help keep lockers and common spaces neat and clean. Vandalism, graffiti, property damage, malicious mischief and unauthorized or inappropriate computer use is unacceptable.
- **Meet all commitments and obligations.** All students are expected to be prompt in their attendance at all scheduled classes and activities.
- **Refrain from using tobacco, alcohol, drugs or abuse prescription medication or any other substance.** *Please refer to the drug and alcohol policy below.*
- **Use common sense in their actions and consider their individual safety and the safety of others.** Weapons, fireworks or explosives of any kind are not permitted on school property or at school events.

Bullying, Harassment and Physical Altercations

Bullying, Harassment and Physical Altercations are not tolerated at The Independent School. Students involved in such behaviors will be immediately and indefinitely suspended. The Division Head will complete a thorough investigation of the incident and determine the consequences for the involved students. Upon the return of the students to school there may be conditions which could include probation, and/or counseling; or the student may be expelled.

Cheating

It is expected that every assignment or test a student turns in has been completed fully by that student to the best of his or her ability. Teachers look to assignments and tests for feedback as to how well concepts are being mastered by the individual student. Students who exchange answers on assignments and tests, or use cheat sheets circumvent this process. Both the student obtaining the information and the supplier of the information will receive a grade of zero on assignments or tests where cheating has taken place.

Plagiarism is a form of cheating. Plagiarism is the copying of another's ideas and passing them off as one's own. This includes copying passages from books, encyclopedias, CD's, and the Internet without giving the author credit and/or copying another student's words or ideas. Students are expected to always use their own words for assignments. Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

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

Violators of this policy will be disciplined according to division policy depending on the seriousness of the violations, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

Illegal Substances

The Independent School campus is tobacco, alcohol, and drug free for students and adults. This policy includes the parking lots, vehicles, all school facilities and buildings, and both indoor and outdoor school-sponsored events. This includes the ISLANDS area of campus. We have a vital interest in providing and maintaining a healthy and safe working environment for our students. The use of drugs and/or alcohol presents serious safety and health risks. We believe a drug free environment will promote the health and safety of our students and increase productivity. If a student should possess, use or encourage the use of alcohol, tobacco, or drugs while either on school property or at a school sponsored event on or off campus, then the following steps will be taken:

For Tobacco (smoking and /or chewing)

First offense: The student will receive an in-school suspension.

Second offense: The student will receive an out-of-school suspension and is expected to attend a tobacco cessation program.

Third offense: The student will be expelled from school.

For Alcohol and Drugs

First offense: The student will receive an out of school suspension. The student will submit to a clinical evaluation by a pre-approved medical service at parent's cost. Further decisions will be made after the written results of the evaluation have been presented to the school.

Second offense: The student will be expelled from TIS.

In order to ensure a drug free environment at school, students may also be subject to drug testing. Testing may be conducted in the following way: If a teacher or a member of the administration has reason to believe that a student is under the influence of an addictive substance while on the school grounds, the school may require a drug test from that student at that time. This may be required of a student who does not have parental consent. A teacher who has a concern must raise that concern with an appropriate administrator who will then, in the presence of one additional adult, confirm whether it is appropriate to send the student for the testing.

An appropriate medical laboratory will be called to do the testing. Results of the drug test will be made available to both the school and the parents. If the student is found to have evidence of substance abuse, s/he will be treated as having a first offense and must submit to a monthly drug test on a random day for six

months. The cost of the test will be borne by the school unless the student tests positive, wherein the parent would then bear the cost of the test.

Providing/Selling

Any student found providing, either by selling or giving, an addictive substance at school (alcohol, tobacco, marijuana or other drugs) will be suspended and may face expulsion. In some situations everyday substances which are not normally considered dangerous or addictive are misused by students. For example, rubber cement, a substance whose presence in the art classroom or journalism classroom is appropriate, can be misused as an inhalant with potentially lethal results. Over the counter drugs such as diet pills and/or aspirin can be dangerous when misused. When these substances are misused, the school will treat their abuse in the same way the school treats the abuse of addictive substances.

Search of Student Possessions

Lockers remain the property of the school and may be searched by members of the administration.

Disciplinary Actions

Our intent is that students learn to take responsibility for their behavior and make necessary changes. Teachers are encouraged to privately guide students through a process of reviewing and restating expectations, making clear the value of the expectation, and helping the student resolve the issue and move forward. Failure to correct a behavior will result in disciplinary action.

Minor Infractions

Infractions such as disrupting class, a school assembly or inappropriate hallway or lunch room behavior may result in a detention. Detentions are served after school and students may miss a sports practice or game.

In-School Suspensions

Certain behaviors warrant in-school suspensions. Students are given the required class assignments and complete the work in isolation. Students receive credit for the completed class assignments. In-school suspensions include but are not limited to:

- Persistent behavior disruptions once the detention process has been followed
- Persistent disruptive behavior after the teacher assigns the detention
- The student chooses to ignore the teacher requests to stop the disruptive behavior.

Out-of-School Suspensions

This suspension occurs for serious offenses. This means that the student forfeits the privilege to attend classes, turn in assignments and participate in activities. A student must remain out of school for at least one full day and will be allowed to return after the Division Head has reviewed all aspects of the situation. Students risk expulsion if the questioned behavior continues.

Out-of-school suspension behaviors include but are not limited to:

- Possession or the use of illegal substances; misrepresenting the true nature of a substance, and/or using an item in a harmful manner.
- Fighting; harassment; or destruction of school property.
- Endangering another person in any manner (intentionally or unintentionally)

Expulsions

A student may be expelled from the school for a violation of a school expectation, an accumulation of violations or recurring unacceptable behavior. If expulsion becomes a consideration, the parent and student will meet with the Division Head and Head of School to discuss whether continuing enrollment at TIS is a beneficial situation and if so, the student may return on a probationary contract. An expelled student will not be considered for readmission.

General Information

Absences from School

When a student is absent a parent must call or email the school by 8:00 a.m. All absences will be considered unexcused until a phone call or a note from a parent is received explaining the nature of the absence. When scheduling outside of the school day is unavoidable, please avoid having your student miss core classes. If a student accumulates 10 or more absences in any class, either excused or unexcused, there will be a review by the Division Head.

Assignments can be accessed through faculty websites. Books and papers can be picked up after 3:10 near the grade level team leader's door. Upon return students should arrange a make-up schedule with their teacher/teachers.

While it is the goal of the administration to maintain attendance at its highest level and we strongly discourage students to miss school, it is recognized that certain special opportunities may arise. Upon approval, should a student like to have assignments in advance, a written request from a parent must be provided at least three school days prior to the proposed absence for the student to have the privilege of making up the work. The Division Head will judge requests to approve or disapprove anticipated absences.

Parents contact the division office if there is any reason that a student needs to leave school early. Whenever possible, parents should schedule appointments for their student during non-school hours to avoid interrupting the academic program and the class. When a Middle School student leaves school early, the parent is required to contact the office and sign the student out. The student should, in turn, sign back in at the office upon returning to school the same day. Please avoid having your student miss the same subject more than once during a semester.

Cell Phones, Telephone Usage, and Electronic Devices

Students may not use cell phones from 7:30 – 3:10. Cell phones and portable electronic equipment must be turned off and kept in lockers. Text messaging, photographing and e-mailing via cell phone are not allowed during the school day. If a student misuses his/her cell phone privileges, the phone will be submitted to the Division Head and must be retrieved by a parent. MP3 players may be used with teacher discretion in conjunction with an academic lesson. If the behavior continues, the student risks disciplinary action in addition to losing cell phone and/or MP3 player privileges.

The office telephones are for school business and may only be used by students with permission. **Students may not call home to arrange social activities that should have been dealt with before school.** If it becomes necessary for a student to call a parent, a phone is available in each team leader's room and in the Middle School office.

Communication

Faculty email addresses are posted on our web site. Parents and/or students are encouraged to use email to communicate directly with the faculty.

Parents should update their "My Backpack" information as needed. The information on My Backpack is used to contact parents for general school mailing and in emergency situations.

All staff members have individual voice mail extensions and numbers which are published in the Student Directory. To leave a message for a teacher, call 686-0152 #extension#. If you do not know the extension, follow the instructions, or refer to the complete directory listing in the Student Directory. Faculty voice mail extensions are also available on the website at www.theindependentschool.com.

Conferences

Conferences allow students, parents, and teachers to meet together simultaneously. During conferences students, parents, and teachers review progress and plan improvements, covering major questions and topics during one group student-parent-teacher team conference. Team conferences are held in the fall and spring of each year. If a parent desires an individual teacher conference, the parent should contact the specific teacher.

Computer/Internet Policy

All students are required to sign an internet contract. Students may not copy programs, either to or from, computers owned by The Independent School. They may not alter equipment, alter programs, reconfigure, hack, or otherwise destroy or damage the computer systems. Students may save work to a flash drive. Work saved to hard drives will be deleted.

Students of The Independent School are provided with filtered access to electronic mail and the World Wide Web. Students are responsible for their behavior and communications over the network. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access inappropriate material. We have taken precautions to restrict access to controversial materials; however, it is impossible to completely regulate computer and Internet usage. Therefore, all users and their parents and/or guardians must agree to comply with this policy and the following guidelines. Students choosing to engage in inappropriate behavior may lose their computer privileges, be suspended, or be expelled.

Dress Code

- Students may not wear cut-offs, gym shorts or sweats. Shorts, skirts, skorts, and dresses should fit appropriately and be at least mid-thigh in length.
- Tops must have sleeves. Necklines must be modest and not reveal undergarments or cleavage.
- Clothing must be free of rips, tears, or holes. Clothing logos must be school appropriate. Students must wear shoes or sandals. Hats and/or visors may not be worn in the building; visible piercing may be worn in the ear only.
- Students performing in programs may be asked to wear special attire. In addition, occasions may arise when students are expected to wear dressier clothing during the school day.

School Closing/Delayed Opening

In the event that school is closed early, the webpage will announce the closing time and it will also be posted on local radio stations and television networks. Every effort will be made to contact parents prior to an early dismissal.

Should hazardous conditions necessitate the closing or the delayed opening of school, an announcement to that effect will ordinarily be made between 6 a.m. and 8 a.m. over KFDI 101.3 radio station, all TV stations, the school's website (www.theindependentschool.com), and on the TIS telephone greeting. Please review with your child what to do or where to go in the event of an emergency closing during school hours. When school is closed because of hazardous conditions, extracurricular activities and meetings held at the school will be canceled.

Extended Day/After School Care

Students are expected to be picked up by 3:30p.m. unless they are participating in an after school sport or activity. Parents have the option of enrolling their Middle School child in our Extended Day program which runs daily until 6:00. There is a fee associated with this service.

Fieldtrips

Parents/guardians volunteering to drive for a school field trip will be asked to provide the following information:

- Driver Name, address, and phone number

- A copy of current driver's license
- A copy of current insurance card
- Make and model of the vehicle
- Number of seatbelts in the vehicle

While we appreciate your offer to drive, we need to point out that the legal responsibility while the vehicle is being used to transport student's rests entirely upon the registered own of the vehicle. The parent or guardian understands that the school's liability insurance does not cover their vehicle or vehicle occupants.

Library

Use of the library is made available to all students at The Independent School. Along with this privilege are responsibilities. Students are expected to respect the Internet policies while using the library computers.

- Kindergarten through 2nd Grade students may check out one book at a time.
- Third through Fifth Grade students may check out two books at a time.
- Upper and Middle School students may check out a total of 3 books at a time.

Allowances are made for special research projects. Books are checked out to students for a two-week loan period. If books are not returned on time, overdue notices are issued. When books are lost or damaged, the replacement cost of the book is charged to the student. Checkout privileges are suspended until the book is returned or payment is received. Grade cards will not be issued to students at the end of the year if the cost of overdue books or fines exceeds \$10.00. When payment is made for a lost book and the book is found *in good condition* at a later date, *it may be returned for a full refund if the book has not been replaced*. Books found after July 1 may be returned but reimbursement will be made only if the book has not been replaced

Lockers

Each Middle School student will be assigned an individual locker. These lockers remain the property of the school and may be searched by members of the administration. Only magnets may be used to affix posters, etc. to the inside of lockers. No decorations are allowed on the outside of lockers.

Students are responsible for the condition of their lockers and are expected to keep it clean and orderly. Students who damage lockers will pay the repair cost. Students should keep their locker combination private. With the exception of student lunches or after school snacks, no food or drinks are allowed in lockers. Any student accessing another student's locker without that student's expressed approval will lose their locker use for five school days.

Lockers--Sports

Athletic lockers are available to all MS students. Students are expected to keep the locker room clean. Items left in the locker room outside of a locker will be disposed of. Sports equipment that doesn't fit in locker stays in homebase classroom, not on the floor of the locker room. Only locks supplied by the school may be used on the lockers. The locks will be checked out from the Physical Education Department. There will be a \$10.00 charge for locks not returned at the end of the season.

PE Clothing

Students wear gym shorts, a T-Shirt, and athletic shoes to PE class. The shorts must be at least mid-thigh in length. Students may not participate in PE class without the proper footwear. Students may store their clothing in an assigned locker in the locker room. Clothing must be taken home each Friday. PE clothing should not be worn to school and students must change back into their school clothes after PE class.

Lost and Found

Lost clothing items are placed in bins in the Middle School Commons. Books are returned to the appropriate classroom teacher. Valuable items remain in the Middle School office. At the end of each quarter, clothing items are donated to a charitable organization.

Lunch

The Independent School is committed to providing students with a healthy balanced lunch. A hot lunch program, operated by The Independent School, is available for all students. This is an all-you-can eat program (entrée servings may be limited) which may be purchased on a month to month basis. Checks should be made payable to The Independent School lunch program. Questions, concerns, or financial problems regarding the lunch program should be directed 686-0152, voice mail extension #412#.

Students are not required to purchase lunch. Students who choose to bring their lunch from home should strive to bring non-perishable items which, preferably, do not need to be heated. There are a limited number of microwaves in the cafeteria to reheat lunches; however, because of time constraints we do not allow items that require more than 45 seconds to heat. If a student forgets lunch, the student should contact the office and will be given a complimentary meal. We encourage students to bring reusable containers to support reducing waste. The Middle School is a **peanut free** area. Please do not pack peanut products in school lunches.

If a parent chooses to take their child out to lunch, the parent is required to come to the office and sign the student out and back in at the office when returning to school. No student will be allowed to go to lunch with another student's parent unless a confirming note is received from each student's parents. If leaving campus for lunch, make every effort to return by the end of the lunch period.

Messages

To maintain a safe community, all visitors should check in at the office before proceeding to a classroom. To avoid interruption of instructional time, messages will be delivered at a time appropriate to the situation. To contact a teacher, parents may leave a message on the teacher's voice mail or leave an email.

Restricted Items

There are certain items that are better left at home. These include chewing gum and candy. Faculty and staff may restrict any item if they feel it impedes the learning process. Please leave electronic devices at home unless needed for a specific assignment. Electronic devices (including cell phones) used in an inappropriate manner will be given to the Division Head. Parents may collect the device at their convenience. Electronic game equipment is acceptable on bus rides but not during the school day. Headphones are mandatory. The school is not responsible for lost/stolen/damaged/misplaced items.

Special Events

We encourage students to attend sports events and fine arts productions. In Middle School, dances are held several times a year. There is a fee to attend dances. Guests must be pre-approved by the Middle School Division Head 24 hours prior to the dance. Students who do not attend school for the full day of an extracurricular activity may not attend or play in an evening event except in extraordinary circumstances. Students are expected to follow dress code guidelines unless specified prior to the event and are expected to follow our spectators' policies. If a student wants to share a special event at school with their peers; homebase is the time. Treats can be delivered directly to the homebase teacher. Food items must be non-refrigerated and peanut free. Please bring enough for the entire class. Lockers may not be decorated inside or outside.

If you are planning an out of school event and inviting the entire grade level, you may distribute invitations at school. If you are planning a private event please distribute invitations outside of school. Solicitations or invitations to public events need prior approval of the team leader or division head.

Tardiness

Regular attendance and promptness are critical in the learning process. Students arriving late to school report directly to their 1st hour class with a note from a parent or doctor to justify the tardy. Students who are late between classes must have a note/email from a parent or teacher or the tardy is considered unexcused. Students, who leave school for lunch and return late, will receive an unexcused tardy. Each grade level team has an age appropriate discipline policy for tardies.

Textbooks

Textbooks are the responsibility of the student to whom they are assigned. Textbooks must be covered at all times. At year-end, all books will be examined and fines will be assessed. Books that are lost or damaged beyond repair will be assessed at the following rates:

- new to 2 years old - new replacement cost
- 3 years old - 75% of new replacement cost
- 4 to 5 years old - 50% of new replacement cost
- over 5 years old - 25% of new replacement cost

Report cards and transcripts will be held until book fines exceeding \$10.00 are paid.

If parents wish to purchase a textbook(s) for the upcoming school year for their student's use, the school will provide the ISBN number for the parent's convenience. The parent will be responsible for making and paying for any such purchase.

Students are issued a Spanish Workbook and Grammar Workbook for use throughout Middle School. If the workbooks are destroyed, parents will be expected to purchase a replacement book.

Tutoring

Our teachers academically support students in and out of the classroom. Any on-campus paid tutoring by a faculty member or outside tutor needs approval by the Division Head.

Visitors

Parents are always welcome at The Independent School, and we certainly hope you will visit during the year. Parents should arrange visitation with the teacher in advance and check in at the office before proceeding to any classroom. We welcome prospective families to visit after completing an application and initial conference. Visitors should make an appointment in advance with the Director of Admissions for a tour. The Director of Admissions can be contacted at 686-0152, voice mail extension #405#. Visitors should go to the appropriate Division Office to check in.

Volunteers

Volunteering is a perfect way for parents to help their child's school and to give special attention to their school age child. The school depends upon parents to volunteer, and we encourage participation. When a parent is volunteering in the classroom, on field trips, or for special activities, it is important for the parents' attention not to be diverted by another sibling. We ask that siblings (even older ones) be left at home for volunteer activities such as classroom parties, special classroom tutoring and the like. For such activities as carnival setup, music program decorating, or activities that do not involve classroom contact, siblings may join their parents. It is understood that the parent has full and complete responsibility for the siblings.

Weapons

Weapons include: any gun; any knife, even a small pocketknife, butter knife, or paring knife; martial arts items such as nunchaks, metal stars, ropes, etc.; everyday items such as pens, pencils, compasses, exacto knives, and scissors when used in a manner to hurt other people. All of these items may be cause for expulsion from school. With the common, everyday items we will look for intent; with the knives, martial arts items, and guns, there will be no leniency. The safety of all students in our school is paramount in our minds.

Health and Emergency Information

Medical Information

Dental cards - The state of Kansas requires the school to have on record dental cards for each student. These forms may be obtained from your dentist.

Immunizations - The State of Kansas requires the school to have a current Kansas Certificate of Immunization (KCI) form on record for each student. The vaccination information provided should be documented by a physician, or a health department representative, on a KCI form. Parents and/or guardians are not authorized to complete KCI forms. The state of Kansas requires all immunizations to be current for

students to attend school. Physicals are required for all students participating in Middle School and Upper School athletics including cheerleading and dance.

Please do not send your child to school if she/he has not been fever-free (without medication) for 24 hours or if she/he has vomited within 12 hours. For the well being of the child and other children in the class, students are sent home if they have a temperature of 100.0 degrees Fahrenheit or above.

Ailments such as diabetes, epilepsy, asthma, and allergies are some of the conditions which should be noted on health records and discussed with the child's teacher. Parents are required to report to the office all cases of communicable diseases or conditions including but not limited to strep, pinkeye, and head lice. Students who have contracted chicken pox must remain at home until all pox are scabbed over. Students with strep throat or scarlet fever must be on medication 24 hours before returning to school. Pinkeye requires that the child stay away from school until there is no discharge from the eye. A child found with head lice will be sent home immediately. The child must be treated with a prescribed shampoo before re-admittance to school. Children will be re-examined before admission to the classroom and may be sent home if nits are found in the child's hair. Parents will be notified if there is a case in their child's class. When it is necessary for a student to take medicine (either prescription or over-the-counter) during school hours, the school is happy to cooperate with the family physician and the parents if the following requirements are met:

- The medicines must be retained by the school office.
- There must be written permission from the parents to administer the medicine to the child.
- There must be clear instructions for administering.
- All medicines must be clearly labeled with student name and teacher.
- All medicines should be picked up the last day of school.

No medications are to be kept in the classroom or administered by the teacher. All medications must be kept in the office. The exception to this policy is for those students who have inhalers. These will be kept in the classroom or with the student. The teacher may give the inhaler to the student on an as needed basis.

Student Injury

In the event of student accident or injury, a parent or emergency contact will be reached. If that is not possible, or causes undo delay, we will abide by the information recorded on the emergency card in the office and make all necessary contacts.

Please Note: The Independent school reserves the right to amend this handbook from time to time, by adding new statements and by deleting or modifying any present or future statements contained in it, and reserves the right to do so during any current enrollment period. Although this does not require prior notice to or consent from any student, his/her parent or guardian, we shall certainly endeavor to notify parents of such changes in a timely manner. Any such amendment shall become effective upon adoption as otherwise specified by the School. Upon becoming effective, such amendment shall automatically become part of the terms and provisions of student's enrollment contract with the school. Circumstances sometimes arise for which there is no specific existing policy. Decisions made to respond appropriately in these instances are the immediate jurisdiction of the TIS administration.

**The Independent School
Upper School
8317 East Douglas,
Wichita, Kansas 67207
316-686-0152
www.theindependentschool.com**

**2009-2010
STUDENT/PARENT HANDBOOK CONTENTS**

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The Independent School Parent/Student Handbook
Upper School
2009 - 2010

MISSION

To provide a superior, independent, college preparatory education, serving a diverse student population in a safe, supportive, community; conducive to the intellectual, emotional and physical growth of each Independent Student.

PHILOSOPHY

The Independent School is a private school founded upon the principle that children should receive a quality education. Teachers strive to provide a positive experience for each student. The Independent School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

The Independent School Song

(to the tune of “On Wisconsin”)

Independent, Panther Power,
Mighty Blue and White.
We will surely stand together,
Forward to the fight!
Pride and Power, we will tower
Higher than the rest.
Mighty Panthers we are with you,
You’re the Best!

The Independent School Alma Mater

Hear our voices, Alma Mater
Independent hail to thee
Hearts in song now join together
In a pledge of loyalty
Tho’ our future paths may sever
Thoughts of Independent days
In our hearts will live forever
As a constant song of praise.

Academic Information

Academic Calendar

The TIS academic year is divided into two semesters. Each semester consists of two grading periods and an exam period.

Course Load

Every student must take a minimum of five courses each semester. The normal course load is five full-year core courses and one or two electives each semester. A core course is one in English, mathematics, science, history, world languages or computer science.

Graduation Requirements

To graduate from TIS, a student must accumulate a minimum of (25) credits in grades 9 - 12, and meet the specific course requirements as stipulated. Additionally each student is responsible for at least fifty (50) hours of administration-approved community service.

Language Arts	4.0 credits
Mathematics	3.5 credits
Sciences	3.0 credits
Social Sciences	3.0 credits
Foreign Language	2.0 credits
Fine Arts	1.0 credit
Physical Education	1.5 credits
Technology Education	1.0 credit

Awarding of Credit

1. To receive credit in a course, a student must earn at least a D-. However, TIS reserves the right to require that any student earning a D+, D, or D- have tutorial summer work or repeat the course before he/she advances to a higher level course in the subject area. Any course taken at another high school must be pre-approved by the Academic Dean if TIS credit is desired.
2. Eighth grade Algebra I - A student may receive an upper school credit upon the successful completion of eighth grade Algebra I with a C or better.
3. A student will not receive credit if he/she has failed the **second** semester of any full-year course.
4. Failure of a course - Failure of any course jeopardizes a student's opportunity to return to TIS. If any student fails a course for the year, he/ she must either make up the work for the year (as directed by the teacher, department head, and the Academic Dean) or must repeat the subject.
5. Summer Programs - All non-TIS summer courses must be approved by the Academic Dean prior to enrollment if the student wishes to receive TIS credit for the course or wishes the course to be shown on the TIS transcript. Applications forms for summer course approval are available in the Registrar's Office. Course descriptions and meeting time requirements are mandatory for the course to be considered for credit.

Grade Reporting

Online grade updates are available throughout the year at www.theindependentschool.com under the My Backpack link. Grades are updated weekly by teachers. Formal grade reports are available online at the conclusion of each interim period. Hard copies of grade reports are mailed home at the conclusion of the first semester and end of the year.

Grading System

Grades will be reported to parents and recorded on transcripts as percentage grades. The grading scale is uniform throughout TIS. It is as follows:

A+ = 100 – 98	B+ = 92 – 91	C+ = 85 – 83	D = 74 – 70	F = Below 70
A = 97 – 95	B = 90 – 88	C = 82 – 79		
<u>A- = 94 – 93</u>	<u>B- = 87 – 86</u>	<u>C- = 78 – 75</u>		

Computing Grade Point Average

Grade point averages will be calculated at the end of each semester based on this system:

A=4 points

B=3 points

C=2 points

D=1 point

F=0 points

Students in Honors and Advanced Placement sections will receive an additional .5 grade point on their semester grades in those individual courses. For example, a “B” in a standard course would earn 3.0 grade points, but in an Honors or Advanced Placement course, a “B” would earn 3.5 grade points.

Academic Ranking

TIS does not academically rank its students.

National Honor Society

Students whose cumulative GPA is 3.50 or above are invited to apply to the National Honor Society at the end of their sophomore year. New members are inducted annually. In order to maintain their membership, students must continue to hold their cumulative GPA at or above 3.5, must attend monthly meetings, and must meet the required 50 community service hours during each school year of their membership.

Academic Deficiency

Beginning with the first interim marking period, all students with a “D” or an “F” will be notified by the academic dean that he/she has been placed on “Academic Warning.” All students on “Academic Warning” will have lunch study hall. Students can earn back lunch privileges and be removed from “Academic Warning” by completing the necessary work to raise the course grade to a minimum of 75%. Once this has been accomplished, the students must turn in a release form signed by the teacher and a parent to the academic dean in order to officially be removed from “Academic Warning.”

Invitation to Return

Failure of any course jeopardizes a student's opportunity to return to TIS. In addition to grades earned, TIS considers other factors when inviting students to return for the following year. Contributions to the school, attitude and manner, tolerance and charity towards others, and willingness to work with the school are all considered along with academic records. TIS feels justified in inviting back, year by year, only those students who show an effort and desire to make TIS a happy, healthy and cooperative community of scholars and to abide by the school's expectations.

Course Changes

The Add/Drop period concludes two weeks after the first class of the semester. All changes to a student's course schedule must be approved by the Upper School Academic Dean and a parent. The student should obtain a Change of Schedule form from the Academic Dean only after fully discussing the proposed change with his or her teacher and parents. No schedule change will take effect until the form has been returned to the Academic Dean and approved by the Head of Upper School.

Dropping or withdrawing from a course after this period will result in the course being listed on the student's transcript with a grade notation of WP (withdraw passing) or WF (withdraw failing) as determined by the student's cumulative achievement in the course as of the date of withdraw.

Homework

The purpose of homework is to provide reinforcement, enrichment and development of concepts introduced in class. Homework, therefore, is an essential part of the total instructional program at TIS. Teachers take their responsibility to assign meaningful homework seriously and expect students to prepare assignments carefully on a daily basis.

On the average, students spend between two and three hours per day outside of classes in preparation of homework. Students need to plan their time judiciously to complete longer assignments (essays, research projects, extensive readings, etc.).

Late Assignments

Students are expected to complete and submit all assignments on time. All assignments are due at the beginning of the period on the date assigned by the teacher. Any student submitting an assignment late without prior arrangement with the teacher is subject to a grade penalty. Assignments not submitted within ten days of the due date or earlier, at the discretion of the department, may be graded a zero. Students are still required to complete all assignments even though they may receive no credit.

Incompletes

The Head of Upper School must approve any incomplete grades given at the conclusion of the semester marking period. Should a student receive an incomplete grade, the Academic Dean, teacher, and Head of Upper School will approve the timeline in which the work must be completed.

Exams

The school will attempt to minimize extracurricular activities the week before exams. Teachers are asked not to assign major projects, major papers, or major tests the three school days immediately preceding the first exam day.

If for any reason a student will not be present for a scheduled exam, the student's parent must contact the Upper School Office prior to the exam.

Athletic Information

The Independent School believes in participatory athletics. In the Upper School participatory athletics means that any student may be a member of any varsity athletic team. Being part of a team, however, does not guarantee playing time during varsity games. Playing time in varsity athletics is at the discretion of the coach. The TIS athletic program provides the opportunity for every student to participate in safe and healthy athletic experiences with an emphasis on discipline, teamwork and commitment. Through the active experience of individual and team competition, our students will come to an even greater understanding not only of the value of seeking excellence in themselves, but also in the value of that pursuit to the benefit of the team.

Varsity Athletic Eligibility

In order for students to be considered eligible to participate in any school sponsored event according to the Kansas State High School Activities Association (KSHSAA), they must pass at least five half-credit (.5) courses each semester. Furthermore, the student must also maintain their good standing with the school through high standards of behavior. These activities include but are not limited to cheerleading, sports, debate, forensics, and vocal and instrumental music competitions. All students who participate in athletics, dance team, and cheerleading must have a physical on file with the school before beginning participation.

In order for a student to participate in KSHSAA sanctioned extracurricular activities and school performance events, the student must attend each class on the day of the event in order to practice or compete on that day. This policy does not refer to absences due to school-related activities.

Physician's Statement

All students who participate in any sport at TIS must be examined by a physician each year and present to the school a Medical Form along with a signed parent's consent form, a certified birth certificate and proof of health insurance.

Team Trips

Athletes traveling on team trips continue to be under the jurisdiction of TIS. All school rules remain in effect and athletes are directly accountable to the school coach who is responsible for them and ultimately to the disciplinarian of the appropriate division.

All athletes making trips with their team on a bus will be expected to return with the team on the bus. If an athlete's parents speak directly to the coach to request permission for the student to return home with them, this privilege will usually be granted.

Sportsmanship

Athletes will conduct themselves appropriately and assume the leadership role in exemplifying good sportsmanship. Unsportsmanlike conduct will result in disciplinary action being taken by a player's coach and/or the Dean of Students. Penalties may range from benching to expulsion from school. Parents are also expected to exemplify good sportsmanship.

Policies for the Gymnasium

No one will be allowed in the gymnasium before school, during break or at lunch without a faculty member supervising play or practice. Inappropriate behavior will not be tolerated.

Business Office Information

Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) plan and report is available in the business office. Record Maintenance: The school keeps in its business office a copy of the management plan that was submitted to the Kansas Department of Health and Environment, the agency designated to receive such plans by the Governor of the State of Kansas. If changes are made based upon the State review, we shall keep the revised management plan on file. Records of all regulated activities performed after the original plan was submitted to the Governor's designee will be added to the plan and made available to the public for inspection upon request (Section 763.94(g)).

Fees

A consumable fee is charged for each student and is included in the first tuition payment. This fee includes purchase of consumable workbooks, textbook rental, science lab, and other supplies used in the classroom. Extra-curricular fees such as sports participation and arts productions are determined annually and are charged for each student who participates in a school-sponsored activity. These fees vary according to activity.

Financial Aid

Any child enrolled with The Independent School is eligible to apply for need-based financial aid. Since financial aid is based on a family's need; the appropriate forms must be completed to be considered. Applications are available January 1 for the next school year. Financial Aid for Student Tuition (FAST) provides the computation of need. Forms must be sent to FAST or submitted via the web with the appropriate fee. In order to be eligible for financial aid, all financial accounts with the School must be current. For further information, contact the business office.

Insurance

Medical costs for students are not covered for accidental injury at school or during school activities, except in the event of negligence. Injuries resulting at a KSHSAA sponsored event are covered by the following: parents' insurance first, school insurance is second and catastrophic insurance third.

Student Records

The Independent School is a private school that does not receive federal funding. Accordingly, The

Independent School is not covered by the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g. Nonetheless, The Independent School generally follows the provisions of the Act as guidelines reserving the right to vary from them in its discretion.

Students shall have the right to inspect and review any of their own school records. This may include, but not be limited to: grades, scores on standardized achievement, intelligence or aptitude tests, and health data. The school will not release this information without the written parental/guardian consent to any outside individual, agency or organization, except as provided by law. Discipline issues are private and publication of the consequences of the actions of students other than one's own is inappropriate and not allowed. Parents wishing to review their child's records should contact the Division Head.

Student reports will be held until all tuition and fees are paid in full. Transcripts will not be sent to new schools until tuition and fees are paid in full.

Student Life

The development of personal integrity and excellence of character are primary goals of The Independent School.

Behavior Expectations

The Independent School expects that every student will:

- **Be honest in all matters.** Lying, cheating, stealing, plagiarism and deceit are violations of the school Code of Conduct.
- **Respect of others at all times.** Fighting with, intimidating, threatening or verbally abusing other members of the community will not be tolerated. There is to be no rude or disrespectful behavior, inappropriate language or hazing, either physical or emotional. Any form of harassment (sexual, physical, racial, religious, ethnic, homophobic or emotional), coercion or abuse is detrimental to the school community and the educational environment and will not be tolerated. *Please review the harassment policy below.*
- **Behave appropriately.** Students must respect the expectations of each teacher and of the school. Disruptive and disrespectful behavior is not acceptable. Good sportsmanship, courtesy, and appropriate dress are essential to our Community of Respect.
- **Take pride in the campus.** Students should dispose of all trash and help keep lockers and common spaces neat and clean. Vandalism, graffiti, property damage, malicious mischief and unauthorized or inappropriate computer use is unacceptable.
- **Meet all commitments and obligations.** All students are expected to be prompt in their attendance at all scheduled classes and activities.
- **Refrain from using tobacco, alcohol, drugs or abuse prescription medication or any other substance.** *Please refer to the drug and alcohol policy below.*
- **Use common sense in their actions and consider their individual safety and the safety of others.** Weapons, fireworks or explosives of any kind are not permitted on school property or at school events.

Bullying, Harassment and Physical Altercations

Bullying, Harassment and Physical Altercations are not tolerated at The Independent School. Students involved in such behaviors will be immediately and indefinitely suspended. The Division Head will complete a thorough investigation of the incident and determine the consequences for the involved students. Upon the return of the students to school there may be conditions which could include probation, and/or counseling; or the student may be expelled.

Cheating

It is expected that every assignment or test a student turns in has been completed fully by that student to the best of his or her ability. Teachers look to assignments and tests for feedback as to how well concepts are

being mastered by the individual student. Students who exchange answers on assignments and tests, or use cheat sheets circumvent this process. Both the student obtaining the information and the supplier of the information will receive a grade of zero on assignments or tests where cheating has taken place.

Plagiarism is a form of cheating. Plagiarism is the copying of another's ideas and passing them off as one's own. This includes copying passages from books, encyclopedias, CD's, and the Internet without giving the author credit and/or copying another student's words or ideas. Students are expected to always use their own words for assignments. Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

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

Violators of this policy will be disciplined according to division policy depending on the seriousness of the violations, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

Drug and Alcohol Policy

TIS is committed to a drug and alcohol free environment for students at TIS, to providing appropriate drug and alcohol education for our students, and to treating involvement with drugs and alcohol as a health issue as well as a disciplinary issue. Alcohol and drug involvement are violations of the laws of the State of Kansas and incompatible with the school's mission and its daily operation.

Prohibition from Campus and School Sponsored Events

TIS expects that every student will not use tobacco or drugs, or abuse prescription medication or any other substance. Use of any of these items and/or being under their influence on the TIS campus or at any activity where TIS is either a participant or sponsor is prohibited. In addition, the act of or the attempt to purchase, procure, possess, distribute, sell or share alcohol, other drugs and controlled substances or their paraphernalia is prohibited. Any violation of this policy will result in disciplinary action, up to and including separation from the school.

Communication to Families Regarding Suspicion of Use

Very often an individual's behavior, demeanor and habits will change if he or she becomes involved with the use of drugs and/or alcohol. If faculty, coaches, advisors and administrators, in their daily contact with a student, become suspicious regarding a student's possible use of alcohol or drugs, parents can expect to be contacted by the school to schedule a conference to develop a plan of action to address the school's concerns.

Recommendations may include:

- Referral to a family physician for a physical examination
- Referral to a professional for individual and/or family counseling
- Referral for a school approved chemical dependency assessment unit, which may include drug screening and/or psychological counseling

Substance Assistance

Students who come forward voluntarily to a teacher, coach, or administrator to seek help for a chemical dependency will be assisted through the school. A student who voluntarily requests assistance will not be subject to any disciplinary action for that request.

When students are working in a recovery program, the faculty and administration will provide reasonable support for the student's academic efforts. The student's family will give authorization to the counselor to communicate with the school regarding diagnosis, recommended plan for school study during rehabilitation and regular progress reports including any drug testing. Should a student request assistance and then not actively and willingly participate in the accepted plan of action, TIS reserves the right to revoke the student's contract.

Violations of the Drug and Alcohol Policy

Any student in possession of drugs, alcohol or any other mood-altering substances or any student under the influence of drugs, alcohol or any other mood-altering substances at any time on the school campus, while attending a school-sponsored activity or while on school transportation is in violation of the Drug and Alcohol Policy and subject to disciplinary action. The school will contact the parents of the students immediately regarding drug and/or alcohol violations.

If a student is suspected of being under the influence of drugs, alcohol or any other mood-altering substances during the school day, parents will be called to pick up the student from school. The student will be required to go directly to a school-approved drug-testing agency to take a drug-screening test. The school will be given the results of the drug test. If the test results are positive for any drugs and/or alcohol, or if the student refuses to take the required drug screening test, the student may be separated from school. TIS reserves the right to require a drug test for any student at any time.

Prescribed Medication

Students who have medication specifically prescribed by a physician to treat medical conditions and need to receive doses during the school day must have an Administration of Medication Form completed by the prescribing physician and on file in the main office. Students must keep their medication with the Upper School Office. Any student who "shares," sells, or in any other way distributes his or her prescribed medication with another member or seeks to procure same from another member of the TIS community will be subject to disciplinary action up to and including separation from school.

Inability to Function

If a student is unable to function during the school day for any reason, the student's parents will be contacted to pick the student up from school immediately. The parent, student and Dean of Students will meet the following morning to discuss the issue,

Search and Seizure Policy

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, The Independent School has the right to perform unannounced inspections and searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a threat to themselves or others. The Headmaster and authorized staff members may search a student's pockets, purse, backpack, book bag, gym bag or other personal property, as well as student vehicles, student lockers, desks or other school property. No student may possess an illegal substance, object or contraband that constitutes a threat to the health, safety and welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy, state or federal law including but not limited to controlled substances, drugs, alcohol, tobacco products, guns, knives, multi-purpose tools such as the Leatherman, weapons or incendiary devices. All items deemed to be illegal, illicit, disruptive or a general nuisance to the mission of TIS will be seized. Storage, return or destruction of such items shall be at the discretion of the Headmaster or the Headmaster's designate, subject to legal impoundment.

To maintain overall school safety and security, The Independent School has the right to perform random and blanket searches of lockers, desks and other school property to review student possessions for health, safety and compliance with the school's Code of Conduct and Honor Code.

Students are at all times responsible for the contents of their locker(s), desk, vehicle, pockets, purse, backpack, book bag and gym bag, cell phone, laptop, and any and all electronic devices. Any contraband seized will be used as evidence in any disciplinary or legal proceedings.

Disciplinary Responses

Teachers generally handle minor infractions in the classroom, on campus, or at TIS activities. The Dean of Students and the Head of Upper School coordinate Upper School discipline. Serious infractions or repeated offenses of any kind will be addressed by The Dean of Students and the Head of Upper School. After a thorough examination of the infraction a disciplinary consequence will be determined. The Headmaster serves as the final appeal for disciplinary action. Appeals must be made in writing to the Headmaster within two weeks of the date of the decision. Students and families should be aware that any disciplinary action may be disclosed to third parties.

Disciplinary responses include but are not limited to:

- Verbal Warning and/or Instructive Activity

- Loss of Privilege - This may occur if a student demonstrates an inability to handle the associated responsibility that accompanies a specific privilege.

- Work Detail - This may be assigned for missed obligations or any other behavior that requires a disciplinary response. It is a period when students will work toward the improvement of the school.

- Work detail will be held after school, during a free period, or on Saturday morning at the discretion of the Dean of Students. Parents are responsible for transportation to and from TIS should their student receive a work detail.

- Suspension - A student may be suspended for a violation of the Code of Conduct, repeated violations or continued unsatisfactory behavior.
 - In-School - The student will report to the Dean of Students upon arrival on campus. The student will be expected to attend all classes and spend all free periods, break and lunch with the Dean of Students. Additionally, the student will spend from 3:30 - 4:30 p.m. with the Dean of Students.
 - Out-of-School - This suspension occurs only for serious offenses because TIS does not desire for students to miss academic class time.

- Disciplinary Probation - This is a period of time during which the student is expected to demonstrate, through cooperative behavior and a positive attitude, that he or she truly wishes to remain a contributing part of the TIS community and is capable of self-responsibility. Any additional major offense or accumulation of minor offenses could result in separation from the school.

- Dismissal - A student may be dismissed from the school for a violation of a school expectation, an accumulation of violations or recurring unacceptable behavior. This is a removal from the school. The student may apply for readmission after a specified length of time.

- Expulsion - A student may be expelled from the school for a violation of a school expectation, an accumulation of violations or recurring unacceptable behavior. The student will not be considered for readmission.

Separation from TIS

Any student who withdraws from TIS pending any disciplinary action or is dismissed or expelled will not be permitted on the TIS campus nor permitted to attend any TIS-sponsored function unless officially re-admitted to the school.

Seniors and College Admissions

Any senior student who experiences a change in disciplinary status or who leaves TIS for any reason will be given ten (10) workdays to notify the admissions offices at the colleges and universities to which he or she has applied. The College Counselor has the professional obligation to notify all admissions offices to which the student has applied that the student's disciplinary status has changed or that the student is no longer a member of the TIS community.

Attendance

TIS has clear expectations for student attendance. Students should arrive at school on time every school day, and they should be present and on time at each scheduled class or school obligation. Not only is regular attendance important for the individual student, but also the individual's participation is important for the group as a whole. It is our belief that the TIS calendar provides ample time off for our students at strategic points of the academic year. We sincerely hope that parents will support our calendar by not removing their child from classes on days immediately preceding or following a holiday. The Dean of Students will designate any student absence as "excused" or "unexcused."

Absences from School

1. The TIS school calendar provides ample time for holidays and family vacations at strategic times during the academic year. The school strongly discourages parents from removing students from classes on the days before and after a holiday.
2. All absences must be reported by phone by a parent to the Receptionist before 8:30 a.m. If an absence is not reported by 8:30 a.m., parents should expect a phone call from the school either at home or at work.
3. All absences will be considered unexcused until a phone call or a note from a parent is received explaining the nature of the absence so that the Dean of Students can make an "excused" or "unexcused" determination.
4. When a student accumulates 10 or more absences in any class, either excused or unexcused, there will be a review by the Dean of Students and Upper School Head.

Excused Absences

Examples of absences that may be considered excused are:

1. Illness reported by a parent
2. Medical or dental treatment
NOTE: Every effort should be made to schedule routine appointments (i.e. medical, dental, orthodontic) and the like during vacations and non-school hours.
3. School sponsored academic, athletic, or extracurricular events
4. College visits approved in advance by the College Counselor
5. Attending a college representative's meeting on campus with teacher's prior permission
6. Family emergencies

Excused Absence Make-up Work

Students should always strive to turn in work missed or assignments due during an excused absence before they are absent (i.e. athletic trips, etc.). Generally, the student may expect to submit all work missed within the same number of days he or she was absent. Students are responsible for scheduling an appointment with their teachers to confirm assignments or to request extra help. Teachers will make every effort to schedule a help session if needed.

Absences during exams can create serious academic problems. Any student who for any reason will not be present for a scheduled exam should contact the Upper School Office prior to the exam.

Unexcused Absence

Examples of absences that may be considered unexcused are:

- Family trips or vacations
- Participation in non-TIS competitions (club volleyball, soccer, etc.)
- Attending an entertainment event or social function

The student is responsible for submitting all work missed during an unexcused absence on the day of return. Failure to submit work owed may result in the student receiving zeros on any or all incomplete assignments. Students are expected to be prepared for all academic work that takes place the day of their return. This includes tests, quizzes, papers and any homework assignments. Tests that were missed must be completed by the date designated by the teacher.

Consequences for Unexcused Absence

1. A student who receives an unexcused absence may or may not be permitted to make up the work missed in class. The individual departments may choose to assign an appropriate grade penalty for all missed work.
2. A student who receives an unexcused absence may be placed in the disciplinary process.
3. A student who receives an unexcused absence may not participate in any athletic or extra curricular activities that afternoon or evening.

Anticipated Absences

(Reminder: The TIS school calendar provides ample time for holidays and family vacations at strategic times during the academic year. The school strongly discourages parents from removing students from classes on the days before and after a holiday.)

An anticipated absence occurs when a student will be absent for one or more days of classes for a planned non-school event. These may include, but are not limited to, such things as college visits, participation in a non-school athletic event, or special educational/leadership seminars. These absences need to be evaluated by the school well in advance of the intended date(s) of absence. The evaluation rests with the Dean of Students. Anticipated absences may be determined to be excused or unexcused.

Procedure:

1. A parent must call or send a note to the Dean of Students or Upper School Head at least 2 days prior to the absence stating the reason for the absence.
2. The student must pick up an Anticipated Absence Form signed by the Dean or the Upper School Head stating whether the absence is excused or unexcused. Forms will not be issued without notification from a parent.
3. The student must have all teachers fill in assignments on the form for the days the student will be absent. Student should attempt to turn in all assignments before departure unless the teacher directs otherwise the student should return the original form to the Dean of Students before departure.
4. A copy of the completed form will be made for the student's use.
5. Failure to follow the above guidelines may result in disciplinary action.

Unexcused Anticipated Absences

If the student and family decide to take an unexcused anticipated absence, the school will **not** require teachers to:

1. prepare assignments for the time missed
2. provide extra help to enable the student to catch up on work missed
3. provide class notes or other assistance to the student

The student is responsible for submitting all work missed during an unexcused anticipated absence on the day of return, Failure to submit work owed may result in the student receiving zeros on any or all incomplete assignments. Students are expected to be prepared for all academic work that takes place the day of their return. This includes test, quizzes, papers and any homework assignments. Tests that were missed must be completed by the date designated by the teacher.

Consequences for Unexcused Anticipated Absences

1. A student who receives an unexcused absence may or may not be permitted to make up the work missed in class. The individual departments may choose to assign an appropriate grade penalty for all missed work.
2. A student who receives an unexcused absence may be placed in the disciplinary process.
3. A student who receives an unexcused absence may not participate in any athletic or extra curricular activities that afternoon or evening.

Absences Due to College Visits

The Dean of Students may excuse an Upper School student from classes for college appointments at the request of the College Counselor. Merely visiting a campus may not excuse a student from class commitments as these trips may be made on weekends and during scheduled holidays. Students will be excused from classes only for the time required for the actual appointment and necessary travel time.

When a college representative visits the TIS campus, all Upper School students are welcome to attend. Should the representative be on campus when a student has class, it is the student's responsibility to receive permission from the classroom teacher to miss class time to speak with the representative. Freshmen and sophomores are welcome to attend any college representative meeting only if they have a Study Hall period.

Tardies

All students are expected to arrive at school on time every day and arrive at all classes and obligations on time every day. While being tardy is unavoidable at times, the ultimate decision as to whether a tardy is considered excused or unexcused rests with the Dean of Students. A student who is habitually tardy to class during the school day will be referred to the Dean of Students and may be placed in the disciplinary process.

Late to School

Any student reporting late to school must sign in at the Registrar's Office and will automatically be given an unexcused admit slip unless a note from a parent or doctor clearly states that the tardy was unavoidable. Please be aware that arriving after the conclusion of a class will result in the student being marked as absent from that class and tardy for the class presently in progress.

Unacceptable reasons for morning tardies include:

- Oversleeping for any reason other than documented illness
- Fatigue
- Unsubstantiated traffic or car problems
- Unspecified illness or general malaise
- Generic notes asking that a student be excused but giving no reason why
- Non-emergency personal or family errands

A student who is habitually tardy to class during the school day will be referred to the Dean of Students and may be placed in the disciplinary process.

Consequences for Tardies

1. A student who accumulates four tardies in a semester (tardy to school or tardy to class during the school day) will serve a work detail at the earliest convenience of the work detail supervisor. Each additional tardy that semester will result in additional work details or Saturday work details.
2. A student who receives an unexcused late check-in after 8:30 a.m. may not participate in any athletic or extracurricular activities that afternoon or evening.
3. An extended record of tardies may result in more serious disciplinary action.

Student Sign-In / Out

NOTE: Unless the reason for checking out complies with definition of "excused absence," a student's absence from any class due to an early departure from school shall be considered unexcused. The student may or may not be permitted to make up work and/or may suffer a grade penalty as a result of non-participation.

1. Early Departure from School - Students who must leave school for any reason other than school-sponsored events must sign out with the Receptionist and present a note from a parent. Otherwise the Receptionist must speak with a parent before allowing the student to leave school before the end of the school day.
2. Open Lunch Privilege:
Junior and seniors who have signed permission forms are permitted to leave campus for trips to local food establishments without signing out at break or lunch. Signing out is required if juniors and seniors are leaving school and not returning or if seniors are leaving to go to any location other than local food establishments. Parents give this permission with the approval form. If a Junior or Senior is signing out sick, TIS will call the parent.

Special Circumstances

Special circumstances may arise during the course of the year that require a student to miss an extended period of school or schedule a recurring medical appointment during the academic day. TIS will make every effort to work with students and families to ensure the student does not suffer academically should this occur. To help us prepare a plan of action for the student, parents should meet with the Upper School Head before any class time is missed.

Dress Code

Students are always expected to dress in good taste and in compliance not only with the written code, but also with the spirit of the code. Extremes in attire and grooming are not allowed. Students must not view the flexibility of the Dress Code as a means to separate themselves from the community. Students should take pride in their appearance and dress neatly and appropriately every day. "Appropriate" means that student dress should reflect the values of the school, respect the seriousness of our academic purpose, and not distract others. All students must be in dress code for the entire school day.

The Dress Code is managed at the discretion of the Dean of Students and the Head of Upper School.

Girls:

Modern fashion for young women does not always have a place at school.

- Girls should never wear short skirts, short shorts or tight clothing.
- They should never have any exposed waistline or midriff.

Boys:

Boys should look neat and presentable at all times during the school day.

For Boys and Girls:

- No elasticized bottoms or warm-up type pants
- No tight fitting shorts or slacks
- No excessively baggy, wide-legged or long pants
- Clothing should be in good taste
- Pajama pants or lounging pants are not allowed
- Halter tops or tops with spaghetti straps are not allowed
- T-shirts with inappropriate slogans or pictures are not acceptable
- Shirts, shorts and skirts must comply with acceptable length designated by Dean of Students

Automobiles on Campus

Driving and parking on campus are privileges, not rights. Students and parents of drivers should be aware that:

1. All vehicles parked at school must be registered with the Dean of Students. Every student driver must complete a Permission Form and Vehicle Registration.
2. The speed limit on all campus roads is 20 MPH.
3. Students may park only in the student parking area.
4. Cars should be locked when parked on campus.
5. Cars on campus are subject to the Search and Seizure Policy of TIS.
6. Other than at times of arrival or departure, students are not permitted in the parking lot for any reason unless they have the permission of the Dean of Students or a faculty member.
7. Seniors have privileges to go to local food establishments with a signed Parent Permission Form on file.
8. Students may not use their cars during the school day unless they have an authorized excuse from home.

Guests or Visitors on Campus

Guests/visitors on campus must be approved by the Dean of Students prior to their arrival on campus. Upon arrival guests/visitors must check in with the Receptionist to get a visitor badge. Students are responsible for their guest's/ visitor's behavior at all times. Student visitors are welcome during lunch. TIS prohibits visitors during class time. Visitors may not attend classes with the TIS student they are visiting.

Community Service

TIS students are expected to give 12.5 hours of their time per year for community service totaling fifty hours (50) if enrolled for four (4) years. All community service hours must be submitted on the community service form found in the Upper School Office and should be turned in to the Upper School Administrative Assistant.

Dance Regulations

1. Students must arrive within thirty minutes of the beginning time. Any student arriving thirty or more minutes late will not be allowed to attend the dance and the parents will be notified.
2. Students must remain at the dance until thirty minutes before the scheduled end of the dance. No student may leave the dance prior to this time.
3. Dances are school-sponsored events. All school rules apply to dances.
4. Any student in possession of or under the influence of alcohol or any illegal drug upon arriving or during the dance will be detained and the parents will be called. Appropriate disciplinary action will then be taken against the student.

Library Usage

Library resources are available to all students at TIS. Students may check out a total of 3 books at a time for a two week period. When books are lost or damaged, the replacement cost of the book is charged to the student. If books are overdue, check-out privileges are suspended until books are returned or payment is received for lost or damaged books. Grade cards will not be issued to students at the end of the year until overdue books are returned or their replacement cost has been paid. The librarian reserves the right to deem library computer usage inappropriate.

Policies and Fines

It is important for students and parents to be aware that the regular check-out period for most books and magazines is three weeks with basically unlimited renewal. However, certain books such as reference books and books reserved by a teacher are ONLY checked out overnight. Fines accumulate at the rate of \$.25 per day on three-week material and \$1.00 per day for reference and reserve books. Student fines and IOU's must be cleared up by the last week of the quarter or grades will be held and exams cannot be taken. These fines and fees cannot be charged to the student's account but must be paid directly to the librarian.

Proper Library Behavior

In keeping with the purpose of maintaining the Library in good condition for many years to come and in preserving the library as a place of quiet study, the following rules will apply:

- No food or drinks of any kind in the Library
- No sitting or putting feet on tables, carrels, counter tops, bookshelves, etc.
- No talking above a whisper

Electronics

Cell phones must not be used during class periods. This includes speaking, texting or ringing. Teachers and administrators reserve the right to confiscate any electronic device deemed a distraction to the learning atmosphere created at TIS. CD player, IPod, and other devices may be used only with headphones during the lunch period of that student. TIS is not responsible for any device brought to school by students.

Guidelines for Cell Phone Usage on Campus

1. Students may not use cell phones on campus during the academic day. All student cell phones should be turned when they arrive on campus or from 7:30 a.m. until 3:25 p.m.
2. Should students need to call a parent, TIS makes school phones available for their use in the Receptionist's office. If parents need to contact a student immediately, they should call the school receptionist.
3. Violations will result in disciplinary action.

Computer/Internet Policy

All students are required to sign an internet contract. Students may not copy programs, either to or from computers owned by The Independent School. They may not alter equipment, alter programs, reconfigure hardware, or otherwise destroy or damage the computer systems. Students may save work to a flash drive. Work saved to hard drives will be deleted.

Students of The Independent School are provided with filtered access to electronic mail and the World Wide Web. Students are responsible for their behavior and communications over the network. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access inappropriate material. We have taken precautions to restrict access to controversial materials; however, it is impossible to completely regulate computer and Internet usage. Therefore, all users and their parents and/or guardians must agree to comply with this policy and the following guidelines. Students choosing to engage in inappropriate behavior may lose their computer privileges, be suspended, or be expelled.

Standardized Testing

Students at TIS take the PSAT (Preliminary Scholastic Assessment Test) in October of their freshman, sophomore and junior years. The SAT (Scholastic Assessment Test) and the ACT (American College Testing Program) are administered at off-campus sites. Students are provided registration information and are advised accordingly. Students are encouraged to sit for the SAT and/or ACT tests at least twice no later than March of their senior year. One recommended sequence would be to take the PSAT in the freshman, sophomore and junior years and the SAT and/or ACT in the junior and senior years. Juniors and seniors should determine which test (SAT or ACT) is required by the college(s) in which they are interested. Separate test fees are assessed for these nationally administered evaluations. Please visit the TIS website and navigate to the College Counseling link for the most current ACT and SAT dates. Our school code is **173185**.

Standardized Testing Schedule

Upper School students follow this testing schedule:

9 th	PSAT
10 th	State Math, Science Assessments, PSAT, and PLAN test (pre-ACT)
11 th	State Reading, Social Studies and Writing Assessments and PSAT, ACT and/or SAT
12 th	ACT and/or SAT

ACT and SAT test dates and Registration Deadlines
(Registration packets available in the College Counseling office)

Extracurricular Activities

TIS offers a wide range of extracurricular activities. These activities are intended to broaden the scope of a student's education and contribute to the spirit and morale of the entire school community. When strong student and faculty interest exists for a particular activity, the school administration will make every effort to accommodate the interest.

General Information

Communication

Faculty email addresses are posted on our web site. Parents and/or students are encouraged to use email to communicate directly with the faculty. All staff members have individual voice mail extensions and numbers which are published in the Student Directory. To leave a message for a teacher, call 686-0152 #extension#. If you do not know the extension, follow the instructions, or refer to the complete directory listing in the Student Directory. Faculty voice mail extensions are also available on the website at www.theindependentschool.com.

Parents should update their "My Backpack" information as needed. The information on My Backpack is used to contact parents for general school mailing and in emergency situations.

School Closing/Delayed Opening

In the event that school is closed early, the webpage will announce the closing time and it will also be posted on local radio stations and television networks. Every effort will be made to contact parents prior to an early dismissal.

Should hazardous conditions necessitate the closing or the delayed opening of school; an announcement to that effect will ordinarily be made between 6 a.m. and 8 a.m. over KFDI 101.3 radio station, all TV stations, the school's website (www.theindependentschool.com), and on the TIS telephone greeting. Please review with your child what to do or where to go in the event of an emergency closing during school hours. When school is closed because of hazardous conditions, extracurricular activities and meetings held at the school will be canceled.

Medical Information

Please do not send your child to school if she/he has not been fever-free (without medication) for 24 hours or if she/he has vomited within 12 hours. For the well being of the child and other children in the class, students are sent home if they have a temperature of 100.0 degrees Fahrenheit or above.

Ailments such as diabetes, epilepsy, asthma, and allergies are some of the conditions which should be noted on health records and discussed with the student's teacher. Parents are required to report to the office all cases of communicable diseases or conditions including but not limited to strep, pinkeye, and head lice. Students who have contracted chicken pox must remain at home until all pox are scabbed over. Students with strep throat or scarlet fever must be on medication 24 hours before returning to school. Pinkeye requires that the child stay away from school until there is no discharge from the eye. A child found with head lice will be sent home immediately. The child must be treated with a prescribed shampoo before re-admittance to school. Children will be re-examined before admission to the classroom and may be sent home if nits are found in the child's hair. Parents will be notified if there is a case in their child's class. When it is necessary for a student to take medicine (either prescription or over-the-counter) during school hours, the school is happy to cooperate with the family physician and the parents if the following requirements are met:

- The medicines must be retained by the school office.
- There must be written permission from the parents to administer the medicine to the child.
- There must be clear instructions for administering.
- All medicines must be clearly labeled with student name and teacher.
- All medicines should be picked up the last day of school.

No medications are to be kept in the classroom or administered by the teacher. All medications must be kept in the office. The exception to this policy is for those students who have inhalers. These will be kept in the classroom or with the student. The teacher may give the inhaler to the student on an as needed basis.

Student Injury

In the event of student accident or injury, a parent or emergency contact will be reached. If that is not possible, or causes undo delay, we will abide by the information recorded on the emergency card in the office and make all necessary contacts.

Statement of Non-Discrimination Policy

The Independent School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Please Note: The Independent school reserves the right to amend this handbook from time to time, by adding new statements and by deleting or modifying any present or future statements contained in it, and reserves the right to do so during any current enrollment period. Although this does not require prior notice to or consent from any student, his/her parent or guardian, we shall certainly endeavor to notify parents of such changes in a timely manner. Any such amendment shall become effective upon adoption as otherwise specified by the School. Upon becoming effective, such amendment shall automatically become part of the terms and provisions of student's enrollment contract with the school. Circumstances sometimes arise for which there is no specific existing policy. Decisions made to respond appropriately in these instances are the immediate jurisdiction of the TIS administration.