

## **TABLE OF CONTENTS**

Mission, Philosophy, School Song	2
Business Office Information	3
Communication	4
Health and Emergency Information	5
School Closing/Delayed Opening	6
Statement of Non-Discrimination Policy	6
Statement of Roles and Responsibilities	7
Statement on Bullying	11
Lower School	Section L
Middle School	Section M
Upper School	Section U

## **THE INDEPENDENT SCHOOL 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.

## **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 online 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, 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.

## **COMMUNICATION**

Faculty email addresses are posted on our website. 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 and the extension number. If you do not know the extension, follow the phone 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](http://www.theindependentschool.com).

## 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 the medication
- All medicines must be clearly labeled with the student's name
- All medicines should be picked up the last day of school

No medications are to be kept in the classroom, in the student's possession, or administered by the teacher. All medications must be kept in the office. The exception to this policy is for those students who have an inhaler or an EpiPen. These will be kept in the classroom or with the student. The teacher may give the inhaler or EpiPen 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 undue delay, the school will abide by the information recorded on the emergency card in the office and make all necessary contacts.

## **SCHOOL CLOSING/DELAYED OPENING**

We encourage every parent and student with a cell phone, or email to sign up for our texting/email service, TIS ALERTS. This system will send emergency information and notices about school closings and early dismissals via email and/or a text message directly to your mobile phone, wireless PDA, or pager. Please complete the entry form and follow the site directions at: <http://my.textcaster.com/ServePopup.aspx?id=1649>. 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. on KFDI 101.3 radio, all TV stations, the school's website ([www.theindependentschool.com](http://www.theindependentschool.com)), and on the TIS telephone greeting at 316.686.0152. 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 also be canceled.

## **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.

**STATEMENT OF ROLES AND RESPONSIBILITIES:  
BOARD OF TRUSTEES  
HEAD OF SCHOOL  
PARENT ASSOCIATIONS**

The Board of Trustees, Head of School and Parent Associations work in collaboration to advance the mission of The Independent School. Each has a distinct and important function critical to the success of the school. The purpose of this document is to identify the roles and responsibilities of each group or individual.

**A. Board of Trustees**

The role of the Board of Trustees is one of governance. Governance areas where the Board exercises oversight and responsibility, include:

**The Mission of the School:** One of the Board’s fundamental responsibilities is to establish the mission of the school, review the mission periodically and revise when necessary.

**Establishment of the School’s Direction and Major Goals:** Periodically, the Board engages in a formal strategic planning process, setting goals for what the school will seek to accomplish.

**Approving and Monitoring the School’s Programs and Services:** The Board is responsible for monitoring and evaluating the effectiveness and quality of programs to ensure that they support the mission of the school. Monitoring keeps track of progress toward goals established through strategic, annual planning. Evaluation measures the effectiveness and quality of the school’s programs.

**Ensuring Adequate Financial Resources:** The Board is actively involved in raising funds through various forms of solicitations and grant requests. Organizational responsibility is delegated to the Head of School but the Board is involved both in developing fundraising strategy and its implementation.

**Providing Effective Fiscal Oversight:** The Board is responsible for preserving the school’s resources and assets and ensuring that income is managed wisely. The Board establishes budget guidelines and approves an annual operating budget, then monitors the school’s adherence to the budget throughout the year. The Board requires a yearly audit by an independent accountant to verify that the school is accurately reporting the sources and uses of its funds. The Board also ensures that the school funds are responsibly invested in order to safeguard the school’s future.

**Ensuring Sound Risk-Management Policies:** To reduce the liability risk of the school, the Board ensures the proper kinds and levels of insurance are secured to offer protection to the school and that adequate crisis management plans and other appropriate school policies are in place.

**Selecting and Supporting the Head of School:** The Head of School is the Board's sole employee. The Board supports the Head of School by providing frequent and constructive feedback, and by conducting an annual evaluation to help the Head of School strengthen his/her performance. The Board is responsible for drafting a clear job description that outlines the duties of the Head of School, and will undertake a carefully planned search process whenever the position is available.

**Enhancing the School's Public Image:** Together with the Head of School, Board members act as ambassadors for the school in the greater community. The Board helps to develop a school's image by ensuring the development of marketing and public relations strategy.

**Selection and Orientation of New Board Members:** The Board has a plan to identify and recruit new board members based on the school's needs pertaining to identified skills, experience, perspective, wisdom, time and other resources. The Board provides a thorough orientation for new trustees, including a review of this document, expectations of conduct and confidentiality, focus on broad, long-range issues, and the Board mission to hold the school in trust for future generations.

**Maintaining Board Structure:** The Board ensures productive board meetings that address relevant issues and needs of the school supported by appropriate materials and current bylaws. The Board is responsible for all major school policies. The Board operates effectively through committees and task forces, supported by written statements of purpose and concise goals. The Board also assesses its own performance on an annual basis, setting goals and measuring progress, both individually and as a whole.

Given this role of governance, the Board of Trustees does not play the role of "final arbiter" in conflict resolution for faculty, staff, students or parents. If a member of the school community seeks the aid of a particular Trustee, the Trustee will clearly state either that (1) the individual seeking help should share the concern directly with the appropriate faculty member, staff member, administrator or Head of School, or (2) the Trustee will share the matter with the Head of School and/or the Board Chair, but will not take up the individual's cause. The preferred contact is the Head of School, but if the concern is about the Head, the Board Chair should be the **only** one contacted. The role of

any Trustee in this kind of problem-solving process is to bring it to the attention of the Head or the Board Chair and not to deal with the situation individually.

Parents are worthy of the utmost respect. Parents are critical supporters of the school's mission, entrust their child(ren) to the school, spend considerable amounts of their time and financial resources in support of the school and care deeply about the school's ability to serve their individual child(ren). Nevertheless, it is not the role of the Board or of individual Trustees to become involved in the issues or concerns of individual parents or students, and Trustees must not represent any individual constituency of the school.

#### **Head of School-Board Partnership**

The Head of School and the Board work together as partners in a collaborative relationship. Each arm of leadership draws upon its own unique strengths and abilities. The Head of School and the Board have joint responsibility for developing and maintaining a strong and open working relationship and a system for sharing information. The Head of School supports a clearly defined working relationship between the Board and staff with a goal of addressing organizational issues in a spirit of strong and open collaboration.

#### **B. Head of School**

The primary responsibility of the Head of School (HOS) is to carry out the school's stated mission. The Head of School serves as the school's first and most respected voice and notable presence with the school's community and the community at large. The HOS has accountability and responsibility for all operations of the school. Therefore, in virtually all instances, the Head of School has responsibility to hear issues and discuss them appropriately with parents and has the ultimate authority regarding resolution.

The Head of School is responsible for:

##### **Strategic and Operational Components of Vision, Mission and**

**Strategies:** Working with the Board, the Head of School develops a shared vision for the future of the school, builds understanding around the current mission, and develops appropriate goals and strategies to advance that mission.

**Accomplishment of Management Goals:** Working with the Board, the Head of School establishes annual operational goals that support the strategic plan. The Head of School is responsible for leading staff in the implementation of the strategic plan and any annual operating plan.

**Program Management:** The Head of School demonstrates oversight of

specific programs and services through appropriate delegation of responsibilities, which requires a thorough knowledge of the school's mission areas as well as an understanding of technical, operational, and ethical issues. Specific areas include academic curriculum and co-curricular programs, admissions, financial aid, student code of conduct, discipline and grading systems. The Head of School oversees the selection, development and evaluation of school personnel.

**Effectiveness in Fundraising and Resource Development:** The Head of School provides leadership by clearly articulating the school's needs. The Head of School and the Board use their combined strengths, knowledge, and relationships to help the school achieve its objectives.

**Fiscal Management:** The Head of School ensures that solid planning and budgeting systems are in place, based on the school's goals and strategic plan and that qualified staff are hired to accurately monitor, assess, and manage the financial health of the school.

**Operations Management:** The Head of School is responsible for day-to-day management of the school, working with staff to develop, maintain, and use the systems and resources that facilitate the effective operation of the school (administrative procedures, maintenance of physical plant, information systems, staffing, compensation, etc.) The Head of School is also responsible for timely and appropriate delegation of responsibilities, as well as annual performance review for all key personnel.

**Constituent Relations and Public Image:** The Head of School and the Board work to establish and maintain positive relationships with the many constituencies that support the work of the school. The Head of School serves as the school's chief spokesperson and public ambassador.

### **C. The Independent School Parent Associations: Parent Group, Friends of Fine Arts, Booster Club**

Parent Group, Friends of Fine Arts (FOFA) and Booster Club are three organizations of parent volunteers who work to support the mission of the school while fostering a positive and welcoming climate for all parents. The organizations are coordinated by the Parent Executive Committee (PEC), comprised of leadership from each organization and representatives from each school division, including a President appointed by the Head of School, and an elected Vice Chair, Secretary and Treasurer. The TIS Parent Associations are governed by the TIS Parent Association Bylaws.

#### **Parent Group:**

The Parent Group supports numerous activities intended to enrich the

school experience for students, faculty, staff and families at The Independent School. These include:

- Social activities: festivals, luncheons, parent and child events and dances
- Special projects: fundraising activities, teacher appreciation activities, classroom support, and organization of class parties or events
- Sponsors visiting speakers in support of faculty development, community awareness and child development

**Friends of Fine Arts (FOFA):**

The Friends of Fine Arts support numerous activities intended to increase awareness of and attendance at all visual and performing arts events and activities at The Independent School. These include:

- Support for the Arts “production teams” for all plays and “curators” who change the artwork displays/mounting exhibitions
- Sponsorship of arts related fundraising activities
- Providing refreshments/hosting receptions for music and band programs

**Booster Club:**

The Booster Club supports numerous activities intended to promote athletics at The Independent School. These include:

- Game day cookouts (at-home football games)
- Concession stand and merchandise sales
- Fundraising through membership promotion
- Providing financial support to the athletic department assisting with athletic equipment, supplies and facility improvements

## **STATEMENT ON BULLYING**

The Independent School is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying of any of its students, faculty or staff.

Bullying is aggressive, intentional and deliberately hostile behavior, which can include, but is not limited to, intimidations such as name calling or threatening harm, social alienation such as shunning or spreading rumors, cyber bullying, or physical aggression such as assaults or attacks on property.

The Independent School takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying. Where it is determined that inappropriate conduct has occurred at school or at a school-sponsored event, the Independent School will act promptly to eliminate the conduct and will impose corrective action as necessary, which may range from requiring the offender to work with school personnel on better behavior, the recommendation for the provision of counseling and/or disciplinary action where appropriate, up to and including suspension or expulsion.

*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 an amendment shall automatically become part of the terms and provisions of a 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

## LOWER SCHOOL

8301 East Douglas

Wichita, KS 67207

316.686.0152 ext.100

[www.theindependentschool.com](http://www.theindependentschool.com)

### TABLE OF CONTENTS

Absences/Late Arrivals.....	L-2
Academic Information .....	L-2
Attire .....	L-2
Behavior Expectations .....	L-2
Cell Phone and Telephone Usage .....	L-3
Computer/Internet Policy.....	L-3
Conferences .....	L-3
Crisis Management .....	L-4
Dismissal.....	L-4
Extended Day/Panther Care.....	L-4
Facilities Use .....	L-4
Field Trips.....	L-5
Homework Assignments.....	L-5
Items From Home .....	L-5
Library .....	L-6
Lost and Found .....	L-6
Lunch .....	L-6
Messages.....	L-7
Playground.....	L-7
Snacks .....	L-7
Special Events.....	L-7
Student Injury .....	L-7
Student Placement.....	L-8
Tutoring Policy .....	L-8
Visitors.....	L-8
Volunteers.....	L-8
Weapons .....	L-9

**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. We expect all children to be in their classrooms ready to learn by 8:10 am. Prompt arrival helps set a positive tone for the entire day of school. 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 from the link on the home page at [www.theindependentschool.com](http://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 Lower School a safe and enjoyable learning environment. Profanity, defamatory, or disrespectful language is not accepted. The Head of the Lower School will meet with a student when a serious infraction such as teasing or hurting others occurs.

Children will be sent to meet with the Head of Lower School when acts of bullying are noted. Bullying is physical, emotional, or social behavior that is intentional and controlling. Physical Bullying: Harm to someone's body or property. Emotional Bullying: Harm to someone's self-esteem or feeling of safety. Social Bullying: Harm to someone's group acceptance. Cyber-bullying: Use of technology to harass, intimidate or bully.

#### **Cell Phones, Electronic Devices, and Telephone Usage**

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.

Electronic games are not permitted. Only G-rated movies may be shown in the Lower School.

The office telephones may be used by students with permission.

#### **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.

#### **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.

### **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.

### **Dismissal**

School ends at 3:10 p.m. There are 2 groups of students who are dismissed during this time; under the bell students and carpool students. Dismissal procedures for each group are mailed before the beginning of the school year and are available in the Lower School office. Parents and caregivers waiting for under the bell students remain outside the main doors as the front reception area is used actively for dismissal.

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.

Students will be released only to those persons authorized by parents. Anyone planning to take a large group of children at dismissal must make special arrangements the day before the dismissal date by calling the Lower School office. Any children remaining 1/2 hour beyond dismissal will be escorted to Panther Care and a charge will be incurred. Students may not walk on campus unattended.

### **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.

### **Facilities Use**

A facilities request form must be completed and submitted to the Head of the Lower School for use of the Lower School. All requests need to be approved to manage the Lower School spaces in a safe and secure manner.

**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 students rests entirely upon the registered owner of the vehicle. The parent or guardian understands that the school's liability insurance does not cover their vehicle or vehicle occupants.

**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.

**Items From Home**

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.

Children may bring something of special interest to share with the class from time to time. Please arrange the visit of a pet with the teacher prior to the visit. Toys that look like weapons are not to be brought to school.

### **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.

- Junior 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.

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 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 do not need to be heated. If a student forgets lunch, the student should contact the office and will be given a meal voucher to be paid at a later time. We encourage students to bring reusable containers to support reducing waste. Special dietary needs (i.e. allergies, religious diets, and holidays) will be accommodated if parents notify the Lower School office.

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.

### **Playground**

The playground will be off limits during the second half of football games. Parents will be responsible for supervision at that time.

### **Snacks**

Parents help provide healthy and nutritious snacks that are served throughout the day. Snacks may include a fruit, vegetable, bread, crackers, cereal, fruit or vegetable juice.

### **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 choose to donate a book to add to the Lower School Library collection. The child's name is entered on a special birthday bookplate in his/her honor. Please contact the librarian for a list of books from which to choose.

### **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.

**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.

**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. Prior to tutoring, all teachers and tutors must first receive authorization from the Head of the Lower School. 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.

# THE INDEPENDENT SCHOOL

## MIDDLE SCHOOL

8333 East Douglas

Wichita, KS 67207

316.686.0152 ext.200

[www.theindependentschool.com](http://www.theindependentschool.com)

## TABLE OF CONTENTS

Academic Information .....	M-2
Athletics and Activities Information.....	M-5
Student Expectations/Code of Conduct .....	M-7
General Information.....	M-12

## **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**

Each student is enrolled in a section of English, History, Math, Music/Band, Physical Education, Science, and Spanish for the year. In addition each student is enrolled in a semester of Art and a semester of Technology Education. Students also choose between a variety of quarter-long elective classes. 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. The student may receive Upper School credit for the class and will be calculated with their Upper School GPA.

### **Course Changes for Elective Classes**

The student should complete a Change of Schedule form after discussing the proposed change with the involved faculty and the grade level team leader. The form must be signed by the appropriate faculty members and a parent and returned to the grade level team leader. All changes should be made within the first week of the quarter or at the discretion of the faculty.

### **Grading Policies**

Grades are based on a percentage scale, which is:

A+ = 100 - 97	B+ = 89 - 87	C+ = 79 - 77	D+ = 69 - 67
A = 96 - 93	B = 86 - 83	C = 76 - 73	D = 66 - 63
A- = 92 - 90	B- = 82 - 80	C- = 72 - 70	D- = 62 - 60

F = Below 60

The Independent School uses a computerized grade book. Student grades can be accessed from the link on the home page at [www.theindependentschool.com](http://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.

### **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.

### **Homebase**

Homebase meets daily. During homebase, students review the day and their

homework assignments. They also receive general information. The homebase teachers arrange special events and special conferences. Students receive daily news announcements in homebase and parents receive a weekly grade level bulletin on Friday afternoon. The homebase teacher serves as a student advisor.

### **Homework/Assignments**

Homework in the Middle School serves as an extension of the classroom academic experience. In addition, homework provides a chance to review learned skills, develop good time management techniques, practice skills that have been taught, and give students an understanding of the importance of being prepared for class each day. Generally, there should be no more than 20-30 minutes of homework per night **for each subject area**. This does not include completion of unfinished work. If your child is spending more than 20-30 minutes a night on homework in any class, please make the classroom teacher aware. It is expected that all students complete their own work. Academic honesty is essential to our mission statement.

Students are expected to complete and submit all assignments on time. All assignments are due at the beginning of the period unless otherwise specified by the teacher. Any student submitting an assignment late without prior arrangement is subject to a grade penalty as determined by the teacher.

If a student is absent, they should 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 for each day absent 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, special trips, or sports events are expected to turn in assignments for the missed classes prior to leaving unless prior arrangements have been made with individual teachers.

### **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 elective class. If a student falls below a C- in any class, the student and parent 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, attendance, 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 safe, healthy, and cooperative community of scholars and to abide by the school's expectations.

### **Students With Learning Differences**

The Independent School is a college preparatory school whose mission includes providing students with the curriculum and skills necessary for success in college. Admission is selective, and students who enroll are expected to meet the academic demands of the program. Occasionally, a student qualifies, through professional evaluation *that includes a DSM (Diagnostic and Statistical Manual) classification*, to receive a certain accommodation or accommodations for a learning difference or differences. While being sensitive to these student's needs, The Independent School reserves the right to limit the diagnostician or psychologist's specified recommendations to the following:

- Extended time on tests and in-class timed writing exercises
- A computer for written work on unit tests and final exams
- A reader to read tests to the student

Students who qualify for these accommodations should use them consistently in their major classroom assignments to be eligible for the same accommodations on standardized tests. Once accommodations are granted, the student will be required to use them. Only a parent can waive, in writing, the use of these accommodations. To qualify for these accommodations, a student must have been professionally diagnosed by a certified professional whose credentials are appropriate to the learning difference. If testing is new or updated, an appointment must be made with the Academic Dean, Counselor, or Division Head for a parent-teacher conference. Each year, as the student is placed with new teachers, parents and the school must ensure the teachers are acquainted with the student's approved accommodation(s). All documentation for accommodations should be current (within the past three years), and on file in the school office. The file will:

- State the specific learning differences as diagnosed
- Describe the presenting problem(s) and relevant (educational and medical) developmental history
- Describe the comprehensive assessments (neuropsychological or psycho-educational evaluations), including evaluation dates, used to arrive at the diagnosis
- Describe the functional limitations resulting from the disability, as supported by the test results
- Describe specific recommended accommodations and provide a rationale explaining how these accommodations address the functional limitations
- Establish the professional credentials of the evaluator, including information about licensure or certification, education, and area of specialization

Students and parents still bear responsibilities, including the following:

- To behave in accordance with the recommendations specified in the professional evaluation

- To take full advantage of extra help sessions offered by faculty but not to expect individual tutoring in lieu of traditional classroom instruction
- To use books on tape/CD, when available and to record teachers' lessons (Teachers are not required to provide their lecture notes to students)
- To take responsibility for the reading of/and responding to tests and written instructions
- To have access to only that portion of the test to be taken within one period
- To complete the test within the day the test is given (This may mean that a student will need to come to school outside of class time)
- To be responsible for communicating recommendations and updated testing to the teacher and Division Head.

### **Academic Recognition**

Students receiving grades of all B's or above and above plus Satisfactory or Excellent in non-graded classes in a given quarter will receive honor recognition. Students receiving all A's and above plus Satisfactory or Excellent in non-graded classes will receive high-honor recognition.

### **Community Service**

Each student is expected to contribute to the Independent School community and the community at large. The Middle School offers opportunities for community service as part of our curriculum. In addition to on-campus opportunities, students are expected to complete 10 hours of community service per year. Community service documentation forms are in the Middle School office.

## **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/Activities Eligibility**

Students in the 7<sup>th</sup> and 8<sup>th</sup> grade may participate in all Middle School Sports. Sixth grade students may participate in Tennis, Cross Country, and Track.

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) rule 13-15), they must pass at least five (5) for-credit courses each semester. If the class meets quarterly, a student may not fail more than one required class each quarter or two required classes in one quarter.

Students at risk of failing a class will be expected to attend a meeting including the teacher, coach, and parents to create a success plan for academic improvement. Furthermore, students must also maintain their good standing with the school through high standards of behavior. Activities governed by this policy include, but are not limited to: pep squad, competitive sports, drama productions, vocal and instrumental music competitions and league academic competitions. All students who participate in athletics and pep squad must have a KSHSAA 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. Parents with students in sports must attend a parent meeting prior to the sporting season and may be required to attend a parent meeting for other extracurricular activities.

### **Team Trips**

Students 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 or faculty member who is responsible for them and, ultimately, the Division Head. All students making trips with their team on a bus will be expected to return with the team on the bus. If a student's parent speaks directly to the coach to request permission for the student to return home with them, this privilege will usually be granted.

### **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, not TIS, are responsible for their own children during extra-curricular activities. If student behavior is inappropriate, the student will be asked to leave the event.

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. 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!

- Be courteous to all -- participants, coaches, officials, staff and fans.
- Know the rules, abide by and respect the official's decision.
- Win with character and lose with dignity.
- Display appreciation for a good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team and school.
- 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.

## **Student Expectations**

### **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 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.
- **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 and could be subject to suspension.
- **Meet all commitments and obligations.** All students are expected to be prompt in their attendance at all scheduled classes and activities.

Skipping class is considered a serious breach of the school's behavior policy.

- **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.

### **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.

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, TIS students may also be subject to drug testing. The administration may periodically consult with local law enforcement and will, on occasion, bring contraband detecting canines to campus. 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 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. TIS also has the right to perform physical searches of students to determine whether they pose a threat to themselves or others. The Head of School 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 other contraband that constitutes a threat to the health, safety and welfare of any person or persons on school property. Contraband includes all substances or materials prohibited by school policy or state or federal law including, but not limited to, controlled substances, drugs, alcohol, tobacco products, guns, knives, multi-purpose tools (a.k.a. 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 Head of School or the Head of School's designate, and may also be subject to legal impoundment.

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

### **Off-campus Illegal Activities**

If the school receives information that a student has been charged with illegal activities for off-campus behavior, the student will be subject to suspension or separation from The Independent School based on the severity of the charges and the impact of their actions on the image of the school. The Division Head, Dean of Students, and Head of School will collect the necessary information and make the determination of the consequence.

If the school receives information that a student participated in illegal activity while off-campus and has not been charged, the school will investigate the implications and notify the parents of the students involved. Based on the severity of the illegal activity and the reliability of the information gathered, the school reserves the right to take disciplinary action against the student for off-campus illegal activity. If the level of severity of the alleged illegal activities and reliability of information gathered is significant, the school may also have the responsibility of notifying the proper authorities regarding the illegal activity.

Information gathered during the investigation of an off-campus illegal activity can also be used to determine consequences related to participation in extra-curricular activities defined as any event not related to direct classroom instruction, but sponsored by the school (examples: sports, fine arts performances, Mock Trial, Debate).

**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. Depending on the behavior, detentions may be served at lunch or after school and may result in students missing 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.
- Behavior contrary to the Behavior Expectations outlined earlier in this document.

**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.
- Any physical altercation, 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**

### **Attendance**

TIS has clear expectations for student attendance. Students should arrive at school on time each day and be on time to each scheduled class or school obligation. Not only is regular attendance important for the individual student, but the individual's participation is also important for the group as a whole. In conjunction with fulfilling the academic requirements, attendance is essential to earn credit for each class. Consequences for chronic absenteeism may include, but are not limited to probation, denial of credit, or even denial of reenrollment. TIS reserves the right to deny credit or reenrollment to any student who accrues eighteen (18) non-school related absences in a year, or nine (9), at the discretion of the Division Head.

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 and a parent conference. A physician note will be required for illnesses extending beyond 5 days.

Assignments should be accessed through faculty websites. Books and papers can be picked up after 3:10 near the grade level team leader's door. For the well being of all our students, students who did not attend school due to an illness should not enter the building to pick up their assignments. 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. Assignments should be completed in advance unless prior arrangements have been made with the teacher. 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.

### **Arrival and Dismissal**

Students should be dropped off and picked up at the back of the building (Commons entrance) along the sidewalk side of the drive. To help ensure smooth traffic flow, pull as close to the Panther sculpture as possible. Do not double-park along the south drive. Do not drop off or pick up your child on the driveway between the Swim Club and the Middle School.

### **Cell Phones, Telephone Usage, and Electronic Devices**

While electronic devices may enhance communication between students, their families, and friends, students who make use of them during the school day often lose valuable time that should be used for study, reflection, and face-to-face interaction with faculty, peers, and campus guests which is a hallmark of our school. The Independent School continues to examine community norms to balance evolving technology applications with traditional school norms. To that end, the school reserves the right to revise its electronic devices policy at any time. Currently, electronic audio and video devices such as cellular phones, headphones/earbuds, iPods, MP3 players, video games and pagers may not be used from 7:30 – 3:10 and must be turned off and stored in lockers as soon as possible upon entering the building. Using these devices during extracurricular activities is at the discretion of the supervisor. Bringing electronic audio and video devices into tests and exams will result in disciplinary consequences and can be considered a major behavior violation. In sum, our policy regarding electronic devices is **—OFF AND AWAY ALL DAY**. The exceptions to this policy: students may use the aforementioned devices with specific teacher permission inside a classroom if it is in conjunction with an academic lesson. 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. 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.

### **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. Mandatory team conferences are held in the fall and optional conferences are held in the 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, stretch pants/yoga pants, or sweats. Shorts, skirts, skorts, and dresses should fit appropriately and be at least mid-thigh in length including when worn over leggings.
- Tops must have sleeves. Necklines must be modest and not reveal undergarments or cleavage. A shell or camisole must be worn under sheer tops.
- 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.
- Students will be asked to change clothes if they are out of dress code. Students who repeatedly ignore the dress code will face detention or suspension.

### **Extended Day/After School Care**

We strongly encourage parents to communicate an after school pick-up plan with their child each day. 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. After school care is not available the day before major school breaks. There is a fee associated with this service.

Students are expected to be supervised at all times while on campus. Therefore, if your child is attending or participating in an extracurricular event, he/she should be supervised by an adult. Students are welcome to enroll in After School Company (until 6:00p.m.) if there is a gap between school closing and practice start times. We highly discourage and do not take responsibility for students leaving campus without adult supervision and returning for a scheduled event.

### **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 students rests entirely upon the registered owner 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, backpacks and bags that do not fit in a sports locker should be stored in the student's hall locker or homebase classroom, not on the locker room floor. Larger items found on the floor will be taken to the office. Locker room privileges will be restricted or revoked if misused. 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 and T-shirts must have sleeves. 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. All clothing should be labeled with the student's name.

### **Lost and Found**

Lost clothing items are placed in bins in the Middle School Commons or the locker room. 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, an IOU will be issued to the student. We encourage students to bring reusable containers to support reducing waste.

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. Teachers are expected to return calls and/or emails within a 24 hour period.

### **Playground**

The playground will be off limits during the second half of football games. Parents will be responsible for supervision at that time.

### **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. 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 and 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/Literature Books**

We offer a literature based Language Arts program. Students are expected to have a personal copy of each literature book. Parents may purchase the literature books at a greatly reduced price through the school.

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 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.

# THE INDEPENDENT SCHOOL

## UPPER SCHOOL

8317 East Douglas

Wichita, KS 67207

316.686.0152 ext.300

[www.theindependentschool.com](http://www.theindependentschool.com)

## TABLE OF CONTENTS

Academic Information .....	U-2
Athletic Information.....	U-7
Student Life:	
Code of Conduct .....	U-9
Drug and Alcohol Policy .....	U-10
Disciplinary Responses .....	U-13
Attendance .....	U-15
Dress Code .....	U-19
General Information.....	U-20

## **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 be enrolled in seven courses each semester, at least six of which must count for credit. Please refer to the Course Catalog to see this explained in more detail.

### **Graduation Requirements**

To graduate from TIS, a student must accumulate a minimum of 25 credits in grades 9 – 12, while also meeting the specific graduation requirements as stipulated in the Course Catalog. Please refer to the Course Catalog for a more detailed breakdown of credits required for each academic discipline.

In addition to course credit requirements for graduation, each TIS student is responsible for completing at least fifty (50) hours of administration-approved community service.

### **Awarding of Credit**

- Students receive .5 credits per course for each semester they complete pass.
- Beginning in the 2011-2012 school year, TIS will no longer assign a Final, or year-end, grade for year-long courses. Instead, each semester of a course will stand alone.
- 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 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 Head of Upper School if TIS credit is desired.
- Students who complete and pass a semester of a year-long course will still earn .5 credits even if they drop it at semester's end. This .5 will be considered "elective" credit and may not count toward completion of a graduation requirement (for instance, a student may not count 1 semester of Physics and 1 semester of Anatomy & Physiology as fulfilling one science credit toward graduation).
- Students who complete and pass a semester of a year-long course, but who drop it for second semester, will not have a WP on their transcript.
- Students who complete, but fail, a semester of a year-long course will receive an F on their transcript, and will not receive credit. Department policy (and individual circumstances) will determine if they can continue the course during second semester. If the failing

student is not allowed to continue into 2nd semester, they *will not receive a WF* on their transcript.

- Students who drop a course anytime after the drop/add period, but before the end of the semester, will receive a WP (Withdraw Passing) or WF (Withdraw Failing).
- Summer Programs - All non-TIS summer courses must be approved by the Department Head and Head of Upper School prior to enrollment if the student wishes to receive credit toward TIS graduation. Beginning with the 2010-2011 academic year, credits earned from institutions other than TIS will be displayed on a separate transcript and will not be factored into a student's TIS g.p.a. Application forms for summer course approval are available in the Upper School 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](http://www.theindependentschool.com) under the My Backpack link. Grades are expected to be 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 - 97	B+ = 89 - 87	C+ = 79 - 77	D+ = 69 - 67
A = 96 - 93	B = 86 - 83	C = 76 - 73	D = 66 - 63
A- = 92 - 90	B- = 82 - 80	C- = 72 - 70	D- = 62 - 60

F = Below 60

### **Computing Grade Point Average**

A student's cumulative grade point average will be calculated at the end of each semester based on the following system:

A+, A, A-	4 points
B+	3.5 points
B, B-	3 points
C+	2.5 points
C, 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, in addition to the standard community service hour requirement for TIS students, during each school year of their membership in National Honor Society.

**Academic Support**

A student with a “D” or “F” after the first four weeks of a semester will meet with the Learning Specialist to establish an individual academic progress plan. For some students, academic progress plans may be developed prior to the first quarter of a semester. At any point in a semester, study halls, meetings with teachers for tutorial work, and/or additional conferences may be required until the student produces evidence that he/she is above a D average in the course or is showing adequate progress toward that goal.

**Academic Probation**

Students are placed on Academic Probation according to policy. The administration reviews the student’s progress in December and again in May to determine whether or not returning to The Independent School would be in the best interest of the student. Reenrollment can be issued under Academic Probation. If during the remainder of the year the student does not improve, the student may be asked to withdraw. The Independent School is a college preparatory institution and it is the expectation of the school that students will attend college. For this reason, there is an expectation that high standards will be maintained. Situations will be dealt with individually by the Head of Upper School, but ordinarily students are afforded only one semester of Academic Probation while at The Independent School.

**Criteria For Being Placed On Academic Probation:**

*First or second semester course grades of one or more “F’s”* - The student will most likely retake the entire course. A determination will be made at the end of the semester. Each department in the Upper School establishes the requirements for repeating courses. If the course is retaken, the initial grade will appear on the transcript, but will not be counted for credit nor factored into the Grade Point Average. The retake grade will appear on the official transcript and be factored into the grade point average.

*First or second semester grades of two or more “D’s” within the academic school year* - It is difficult to gain admission into quality colleges with an inordinate number of D’s; therefore, the student will be placed on Academic Probation. If the student finishes a subsequent semester with more than one D

or below, he or she will likely be asked to withdraw from the school.

### **Invitation to Return**

TIS considers several factors when deciding whether or not to invite students to return for the following academic year. Some factors considered include, but are not limited to: contributions to the school, attitude and manner, tolerance and charity towards others, and willingness to cooperate with the school. TIS feels justified in inviting back on a consistent basis only those students who show an effort and desire to make TIS a happy, healthy, and cooperative community of scholars, and who consistently abide by the school's Code of Conduct.

### **Course Changes**

The Add/Drop period concludes on the eighth day of class for the fall semester and on the fifth day of class for the spring semester. Students may obtain a Schedule Change form from the Upper School office and must return it to the Academic Dean complete with teacher and parent signatures. No schedule change will take effect until the student receives a new schedule from the Dean of Students.

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 withdrawal.

### **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 average, successful students can expect to spend between two and three hours per day outside of classes on 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 unless otherwise specified. Any student submitting an assignment late without prior arrangement with the teacher is subject to a grade penalty as determined by departmental policy. Assignments not submitted within ten days of the due date or earlier, at the discretion of the department, may be given a grade of 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 during 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.

### **Students With Learning Differences**

The Independent School is a college preparatory school whose mission includes providing students with the curriculum and skills necessary for success in college. Admission is selective, and students who enroll are expected to meet the academic demands of the program. Occasionally, a student qualifies, through professional evaluation *that includes a DSM (Diagnostic and Statistical Manual) classification*, to receive a certain accommodation or accommodations for a learning difference or differences. While being sensitive to these student's needs, The Independent School reserves the right to limit the diagnostician's or psychologist's specified recommendations to the following:

- Extended time on tests and in-class timed writing exercises
- A computer for written work on unit tests and final exams
- A reader to read tests to the student

Students who qualify for these accommodations should use them consistently in their major classroom assignments to be eligible for the same accommodations on standardized tests. Once accommodations are granted, the student will be required to use them. Only a parent can waive, in writing, the use of these accommodations. To qualify for these accommodations, a student must have been professionally diagnosed by a certified professional whose credentials are appropriate to the learning difference. If testing is new or updated, an appointment must be made with the Learning Specialist, Counselor, or Division Head for a parent-teacher conference. Each year, as the student is placed with new teachers, parents and the school must ensure the teachers are acquainted with the student's approved accommodation(s). All documentation for accommodations should be current (within the past three years), and on file in the school office. The file will:

- State the specific learning differences as diagnosed
- Describe the presenting problem(s) and relevant (educational and medical) developmental history
- Describe the comprehensive assessments (neuropsychological or psycho-educational evaluations), including evaluation dates, used to arrive at the diagnosis

- Describe the functional limitations resulting from the learning difference, as supported by the test results
- Describe specific recommended accommodations and provide a rationale explaining how these accommodations address the functional limitations
- Establish the professional credentials of the evaluator, including information about licensure or certification, education, and area of specialization

Students and parents still bear responsibilities, including the following:

- To behave in accordance with the recommendations specified in the professional evaluation
- To take full advantage of extra help sessions offered by faculty but not to expect individual tutoring in lieu of traditional classroom instruction
- To use books on tape/CD, when available and to record teachers' lessons (Teachers are not required to provide their lecture notes to students)
- To take responsibility for the reading of/and responding to tests and written instructions
- To have access to only that portion of the test to be taken within one period
- To complete the test within the day the test is given (This may mean that a student will need to come to school outside of class time)
- To be responsible for communicating recommendations and updated testing to the teacher and Division Head.

### **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 at least twice for the SAT and/or ACT tests by 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**.

## **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

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.

#### **Athletic and Co-Curricular 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 or excused absences approved by the Dean of Students.

#### **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 coach who is responsible for them. Athletes will be held accountable for their actions according to the school's expectations for behavior.

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 a 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 breaks, or at lunch without a faculty member supervising play or practice. Inappropriate behavior will not be tolerated.

### **Student Life**

The development of personal integrity and excellence of character are primary goals of The Independent School. While TIS believes that parents have the primary responsibility for the conduct and behavior of their children, the school reserves the right to notify parents of student conduct off campus when, in its judgment, the conduct threatens the safety or welfare of students or employees, interferes with or obstructs the missions or operations of The Independent School, or threatens the reputation of the school, its students, or employees.

#### **Code of Conduct**

The Independent School expects that every student will:

- **Be honest in all matters.** Lying, cheating, stealing, plagiarism and deceit are violations of the school's Code of Conduct.
- **Respect 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 Statement on Bullying on page 12.*
- **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.
- **Take pride in the campus.** Students should dispose of all trash and help keep lockers and common spaces neat and clean. Any form of vandalism, graffiti, property damage, or other malicious mischief is unacceptable.
- **Meet all commitments and obligations.** Students are expected to be prompt in their attendance at all scheduled classes and activities.
- **Refrain from using tobacco, alcohol, drugs or from abusing prescription medication or any other substance.** *Please refer to*

*the drug and alcohol policy further down.*

- **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.

### **Cheating**

Students are expected to conduct themselves honestly and with integrity in their work. 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 who use cheat sheets, circumvent this process. In such cases, both the student receiving the information and the student providing it will be held accountable for the act of dishonesty.

Plagiarism is a form of cheating involving 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. 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 an assignment, test, or quiz
- using any other method to get/give answers from an assignment, test, or quiz
- taking a test or quiz in part or in whole to use or give to others
- copying information from a source without proper attribution
- wholesale taking of 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 the assignment/retaking the 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 maintaining a drug and alcohol free environment, to providing appropriate drug and alcohol education for students, and to treating student involvement with drugs and/or alcohol as both a health and disciplinary issue. Alcohol and drug involvement are violations of the laws of the State of

Kansas and are incompatible with the school's mission and daily operation. In order to ensure a drug-free environment at school, the administration may periodically consult with local law enforcement and will, on occasion, bring contraband detecting canines to campus.

### **Prohibition from Campus and School Sponsored Events**

TIS expects that every student will not use alcohol, tobacco, other 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, purchasing, procuring, possessing, distributing, selling or sharing alcohol and other drugs, or their paraphernalia, is strictly prohibited. Any violation of this policy will result in disciplinary action, and could result in 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 other 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 to 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 chemical dependence will not be subject to disciplinary action for that request. Instead, TIS will make every reasonable effort to facilitate the student's continued enrollment in the school while they work with health professionals to permanently end their dependence. During such a time, the student's family will give authorization to the treatment counselor to communicate with the school regarding diagnosis, recommended plans for academic study during rehabilitation, and regular progress reports including any drug testing.

Should a student request assistance with chemical dependence and then not actively and willingly participate in the accepted plan of action, TIS reserves the right to revoke the student's contract. Similarly, should a student require long-term or in-patient treatment for their recovery which prevents steady academic progress at TIS, the school may insist upon a Medical Withdrawal while the student seeks the acute treatment they need. However, upon

successful completion of a treatment program, such students would be welcome to apply for readmission to TIS.

#### **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, at the parents' expense, whichever drug-screening test the school deems appropriate to the situation. 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.

Any student who shares, sells, or in any other way distributes his or her prescribed medication with another TIS community member, or who seeks to procure medication from anyone in the TIS community, will be subject to disciplinary action up to and including separation from school.

#### **Search and Seizure Policy**

To maintain overall school safety and security on school property and at school-related events, and to protect the 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 Head of School 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 other contraband that constitutes a threat to the health, safety and welfare of any person or persons on school property. Contraband is defined as all substances or materials prohibited by school policy or state or federal law including, but not limited to, controlled substances, drugs, alcohol, tobacco products, guns, knives, multi-purpose tools (a.k.a. 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 Head of School or the Head of School's designate, and may also be subject to legal impoundment.

Students are at all times responsible for the contents of their locker, desk, vehicle, pockets, purse, backpack, book bag, gym bag, cell phone, laptop, and any and all electronic devices. Any contraband seized may 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 Head of School serves as the final appeal for disciplinary action. Appeals must be made in writing to the Head of School 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, such as colleges, when necessary.

Common 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 by 8am and will spend the entire school day separated from the student body. Students serving In-School Suspension may not participate in extracurricular activities on the day of the suspension. All school work will be due at the end of the school day and is eligible to receive full credit.
  - *Out-of-School* - This suspension occurs only for serious offenses because TIS does not desire for students to miss academic class time. Students may not come on campus or participate in extracurricular activities during an out-of-school suspension. Assignments are due upon return to school and will receive a grade no higher than 70. An exception to this grade policy is allowed if the student is suspended pending an investigation and the investigation exonerates the student. In addition, students should expect

that there may be further disciplinary action.

- **Conduct 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 while on Conduct Probation could result in separation from the school. Conduct Probation means that should a student commit any infraction of the Code of Conduct, violate our standards of academic integrity, or behave in a manner that is unbecoming of a TIS student, disciplinary consequences including separation from school will likely result. Essentially, Conduct Probation is a strong statement of warning and caution as a student continues his or her academic pursuits. Additionally, because Conduct Probation is considered to be serious disciplinary action, The Independent School may report this on any college application that requests this information.
- **Separation** - A student may be separated from the school for a violation of a school expectation, an accumulation of violations, or recurring unacceptable behavior. This is an immediate removal from the school, but the student may apply for readmission after a specified period of time and good behavior.
- **Expulsion** - A student may be expelled from the school for a major violation of a school expectation, an accumulation of violations, or recurring unacceptable behavior. Expelled students will not be considered for readmission at any time.

#### **Separation/Expulsion from TIS**

Any student who is separated or expelled from TIS pending any disciplinary action will neither be permitted on the TIS campus nor allowed to attend any TIS-sponsored function without the expressed permission from the school's administration.

#### **Seniors and College Admissions**

Any senior student who experiences a change in disciplinary status or who leaves TIS for any reason should notify the admissions offices at the colleges and universities to which he or she has applied within ten (10) days of the status change. In most cases, the College Counselor also has a professional obligation to make this notification. If the student will remain at TIS through graduation, the College Counselor will assist in handling communication of a status change.

#### **Off-campus Illegal Activities**

If the school receives information that a student has been charged with illegal activities for off-campus behavior, the student may be subject to suspension or separation from The Independent School based on the severity of the charges and the impact of their actions on the image of the school. The Division Head,

Dean of Students, and Head of School will collect the necessary information and make the determination of the consequence.

If the school receives information that a student participated in illegal activity while off-campus, the school may investigate the implications and notify the parents of the students involved. Based on the severity of the illegal activity and the reliability of the information gathered, the school reserves the right to take disciplinary action against the student for off-campus illegal activity. If the level of severity of the alleged illegal activities and reliability of information gathered is significant, the school may also have the legal responsibility of notifying the proper authorities regarding the illegal activity.

Information gathered during the investigation of an off-campus illegal activity can also be used to determine consequences related to participation in extra-curricular activities defined as any event not related to direct classroom instruction, but sponsored by the school (examples: sports, fine arts performances, Mock Trial, Scholars Bowl, Debate).

### **Attendance**

TIS has clear expectations for student attendance. Students should arrive at school on time each day and be on time to each scheduled class or school obligation. Not only is regular attendance important for the individual student, the individual's participation is also important for the group as a whole. In conjunction with fulfilling the academic requirements, attendance is essential to earn credit for each class. Consequences for chronic absenteeism may include, but are not limited to, Attendance Probation, denial of credit, or even denial of reenrollment. TIS reserves the right to deny credit and/or reenrollment to any student who accrues eighteen (18) *non*-school related absences in a year-long course, or nine (9) in a semester course, regardless whether they are excused or unexcused. These absences do not include school-related absences for athletic participation, field trips, or college visits.

The TIS calendar provides ample time off for students at strategic points of the academic year. Absences from classes on days immediately preceding or following a school holiday are discouraged because they are disruptive to the activities of those who are present as required. **There should be no student departures before the scheduled dismissal time on the day of school before a vacation period or weekend.**

#### **Reporting Absences from School**

- All absences must be reported by a parent to the Upper School Office before 8:30 a.m. If not, parents should expect a phone call from the school either at home or at work.
- All absences will be considered unexcused until a phone call or a note from a parent is received explaining the nature of the absence. The Dean of Students will designate any absence as “excused” or

“unexcused.”

- Every effort should be made to schedule routine appointments (i.e. general medical, dental, orthodontic) during vacations and non-school hours.

### **Excused Absences**

**Planned excused absences**, such as a field trip, athletic contest, surgery, religious observance, college visit, etc., must be excused in advance of the absence. Planned Absence forms are available in the Upper School office for this purpose. This form must be filled out for non-school related absences that will be more than one day in length.

**Unplanned excused absences**, such as sudden illness or other family emergency, must be excused as soon as possible (usually on the day when the absence occurs).

#### **Procedure for Planned Absences:**

1. Parents are expected to call or send a note stating the reason for the absence to the Dean of Students or Head of Upper School at least one week prior to the absence .
2. The student must then pick up a Planned Absence Form signed by the Dean of Students or Head of Upper School stating whether the absence is excused or unexcused.
3. The student must have all teachers fill in assignments and expected due dates on the form for the days the student will be absent. The 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 a planned absence being deemed “unexcused” and may also result in disciplinary action.

#### **Guidelines for the various forms of excused absences:**

1. **Field Trips and Athletic Contests:** Students are informed well in advance of field trips and athletic contests. It is the responsibility of the student to inform every teacher of the planned absence and to negotiate with the teacher when any missed material is due. *Ordinarily, assignments, including tests, are due before the student departs.*
2. **Visits to College:** 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 often 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. A Planned Absence form must be turned in at least one week before the college visit. Failure to do so may result in an unexcused absence.
3. **College representative visits to TIS:** When a college representative visits the TIS campus, all Junior and Senior 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 prior permission from the classroom teacher to miss class time to speak with the representative. In order to attend, students must pick up an Early Dismissal slip from the College Counselor and have it signed by the classroom teacher 2-3 days before the scheduled visit. These slips should then be given to the College Counselor at the time of the college representative's visit. Freshmen and sophomores are welcome to attend any college representative meeting only if they have a Study Hall period.

4. **Unplanned excused absences:** Absences due to sudden illness or other family emergency must be reported as soon as possible, preferably on the day the absence occurs. Students should contact their teachers as soon as possible after a family emergency to determine requirements and due dates for missed work. In the case of a long-term emergency, the Upper School administrative team will work with families to assist, if possible, in keeping the student current with his or her studies.

**In the case of an absence on an announced test day, students should expect to take the announced test on the day they return to school.** This expectation is waived if the student or parent contacts the teacher prior to the student's return (via e-mail or phone call) in order to explain why the student will not be prepared to take the test upon his/her return. **Personal responsibility** on behalf of the student and **flexibility** on behalf of the teacher will be important when a student must make up a missed test.

#### **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. 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. For anticipated absences, the student is responsible for submitting all work missed based on the arrangements stated on the Planned Absence Form. Failure to submit work owed may result in the student receiving zeros on any or all incomplete assignments. Missed tests must be completed by the date designated by the teacher. Absences during semester and year-end final exams can create serious academic problems. Any student who, for any reason, will not be present for a scheduled final exam should contact the Upper School Office prior to the exam.

#### **Unexcused Absences**

The penalty for any missed class is inherent in the absence from class. Students with an unexcused absence are not entitled to request faculty

assistance in reviewing or re-teaching missed material. Examples of absences that may be considered unexcused are: Family trips or vacations, participation in non-TIS competitions (club volleyball, soccer, etc.), and attending an entertainment event or social function. Students are expected to be prepared for all academic work that takes place the day of their return from an unexcused absence. This includes tests, quizzes, papers and any homework assignments. Consequences for Unexcused Absences:

- 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. Failure to submit work owed may result in the student receiving zeros on any or all incomplete assignments.
- A student who receives an unexcused absence may be placed in the disciplinary process.
- A student who receives an unexcused absence may not participate in any athletic or extra curricular activities that afternoon or evening.

#### **Attendance Probation**

The school realizes that students can miss school for a variety of reasons, but regular school attendance is essential. When a student accumulates nine (9) non-school-related absences in a class, the student is placed on Attendance Probation. This is an official designation meaning that the student's lack of school attendance will be reviewed and that a determination will be made concerning course credit and/or continuance at TIS. Violation of the agreed-upon stipulations of an Attendance Probation contract may result in denial of credit and separation from school.

#### **Truancy**

A student who intentionally, inadvertently, or is believed to have skipped a class will earn a zero for all missed work and may serve one day of in-school suspension for each class skipped. Furthermore, students will not be allowed to participate in extracurricular/athletic activities for that day or over the weekend if the skipped class is on a Friday.

#### **Tardies**

Students should arrive at school on time each day and be on time to each scheduled class or school obligation. 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 Upper School 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.

Unacceptable reasons for 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

Please note, 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.

Consequences for Tardies:

- A student who accumulates four (4) tardies in a semester (tardy to school or tardy to class during the school day) will serve a detention at the earliest convenience of the Dean of Students. Each additional tardy that semester will result in an additional detention. **Detentions may include work detail or Saturday work detail.**

### **Student Sign-In /Out**

NOTE: Unless the reason for checking out complies with the 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. Students who must leave school for any reason other than school sponsored events must sign out with the Upper School Office and present a note from a parent. Otherwise, the Upper School Administrative Assistant or the Dean of Students must speak with a parent before allowing the student to leave school before the end of the school day. Failure to do so could result in an unexcused absence from class.

### **Open Lunch Privilege**

Juniors and seniors who have signed permission forms are permitted to leave campus for trips to local food establishments without signing out at lunch. Signing out is required if juniors and seniors are leaving school and not returning. If a junior or senior is signing out sick, TIS must hear from a parent before releasing the student.

### **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 and should note that modern fashion does not always have a place at school.

The Dress Code is managed at the discretion of the Dean of Students and the Head of Upper School, who have the final say in all dress code matters.

**Prohibited dress code aspects include:**

- Short skirts, shorts, and/or revealing clothing (all shorts and skirts must reach below mid-thigh)
- Exposed waistlines or midriffs
- Hats
- Excessively baggy or tight pants
- Pajama pants
- Sleeveless tops
- Clothing with inappropriate slogans or pictures

## **General Information**

### **Automobiles on Campus**

Driving and parking on campus is a privilege, not a right. Students and parents of drivers should be aware that:

- Every student driver must complete a Student Driving and Transportation form, which may be found in the Upper School office.
- The speed limit on all campus roads is 10 MPH.
- Students may park only in the student parking area.
- Cars should be locked when parked on campus.
- Cars on campus are subject to the Search and Seizure Policy of TIS.
- During school hours, 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.
- Juniors and Seniors have privileges to leave campus during lunch with a signed Parent Permission Form on file in the Upper School Office.
- Students may not use their cars during the school day unless they have an authorized excuse from a parent/guardian.

### **Guests on Campus**

Student visitors are generally welcome only during lunch, not class time.

Guests on campus must be approved by the Dean of Students prior to their arrival on campus. Upon arrival, guests must check in with the Upper School office. Students are responsible for their guest's behavior at all times.

**Community Service**

TIS students are expected to accrue a minimum of 12.5 hours of community service per year, totaling fifty hours (50) by the time of graduation if enrolled for four (4) years. Each year, all community service hours must be submitted to the Upper School office on the community service form, also found in the Upper School Office, by the last day of the school year.

**Dance Regulations**

- 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.
- Students must remain at the dance until thirty minutes before the scheduled end of the dance.
- The Upper School reserves the right to administer a breathalyzer test for admission and exit. This is for the safety of our students and others in the community.
- Any student in possession of, or under the influence of, alcohol or any illegal drug upon arrival or during a dance will be detained and the parent/guardian will be called. Appropriate disciplinary action will also be taken against the student according to school policy.

**Library**

Library resources from all divisions are available to all TIS students. The regular check-out period for most materials is two weeks with unlimited renewal. If a title has been requested by another student after it has been checked out to a student for more than a two week period, the student will be contacted to return the material.

When books are lost or damaged, the replacement cost of the book is charged to the student along with a \$3.00 cataloguing and processing fee. Check-out privileges are suspended until books are returned or payment is received for lost or damaged books. Grade reports and transcripts will not be issued to students at the end of the year until overdue books are returned or the replacement cost has been paid.

Students are asked to respect others studying in the library. The librarian may dismiss students not behaving appropriately or remove computer privileges if the material or behavior of the student is determined as inappropriate (Please see the Computer/Internet Policy for further details).

**Electronics**

While electronic devices may enhance communication between students, their families, and friends, students who make use of them during the school day often lose valuable time that should be used for study, reflection, and face-to-face interaction with faculty, peers, and campus guests, which is a hallmark of our school. The Independent School continues to examine community norms

to balance evolving technology applications with traditional school norms. To that end, the school reserves the right to revise its electronic devices policy at any time.

Currently, students may not use electronic audio and video devices such as cell phones, headphones/earbuds, iPods, MP3 players, and video games while in class, except with the express permission of their teacher. Use of these devices is allowed outside of class, but headphones must be used in order to avoid disturbing other students and the school environment. To underline the importance of adhering to this policy, violations will result in detention for a first offense and potential suspension for excessive violations. Bringing electronic audio and video devices into tests and exams will result in disciplinary consequences and can be considered a major violation of the TIS Code of Conduct.

#### **Computer/Internet Policy**

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 the school's Acceptable Use Policy for computers and the Internet.

Students choosing to engage in inappropriate behavior such as copying programs from or to computers owned by The Independent School, altering equipment or programs, reconfiguring, hacking, or otherwise damaging the school's computer systems may lose their computer privileges, be suspended, or even possibly separated from school.

Students should save work to a disk or flash drive because any work saved to a hard drive will be deleted.

#### **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.



