



# **Student handbook**

# ALL SCHOOL INFORMATION

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# ALL SCHOOL INFORMATION

## 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 religion, 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.

## 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 contact information as needed through “Net Classroom” under *My Settings, Change Address*. The information on Net Classroom is used to contact parents for general school mailing, and in emergency situations.

## 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 repeated 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.

Use of email or any social network to make or participate in defamatory, rude, offensive or derogatory comments regarding the school or members of the school community will not be tolerated. We take very seriously the inappropriate use of any social network to publicly humiliate, criticize or campaign against the school or any member of The Independent School community.

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.

## CODE OF CONDUCT

The Independent School expects that every member of the TIS community—students, faculty, parents and visitors to our campus will:

- **Be honest in all matters.** Lying, cheating, stealing, plagiarism and deceit are violations of the school's Code of Conduct and Honor Code
- **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, 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 2-3.*
- **Behave appropriately.** 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.** 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.** Be prompt in your attendance at all scheduled classes and activities.
- **Refrain from using tobacco, alcohol, drugs or from abusing prescription medication or any other substance.**
- **Use common sense in your actions and consider individual safety and the safety of others.** Weapons, fireworks, explosives or incendiary devices of any kind are not permitted on school property or at school events.

## SAFE DRIVING

All volunteer and employee drivers must comply with the following requirements:

- Have a valid driver's license for the class of vehicle that the individual drives or seeks to drive.
- Immediately notify our Division Head and/or the Head of School if your driver's license has been suspended or revoked or has had limitations placed upon it.
- Observe all applicable federal, state and local motor vehicles laws, ordinances, and regulations.
- Observe all on-campus driving notices including following the proper direction of traffic and obeying the posted speed limit.
- Wear a seat belt at all times and ensure that all passengers do so as well.
- Ensure that the vehicle is in safe operating condition (note that it is the responsibility of the owner of the vehicle and the driver to ensure safe operations).
- Do not operate the vehicle if under the influence of alcohol or any legal substance that may cause impairment while operating a vehicle.
- Do not operate the vehicle with any illegal substance in your system.
- Do not operate a cell phone or other such electronic device while the vehicle is in motion. No text messaging while driving is permitted.

For purposes of this policy, "text messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped at a location off the roadway where it is safe and legal to park. For purposes of this policy, "driving" means

operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise. Violation of this policy may result in discipline up to and including termination.

For more information regarding the safety risks associated with text messaging while driving, please refer to the information provided on OSHA's Distracted Driving Page at <http://www.osha.gov/distracted-driving/index.html>.

## **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.

## HEALTH AND EMERGENCY INFORMATION

### Medical Information

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 if necessary. 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.

# 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. 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 or medical diagnosis, to receive a certain accommodation for a learning difference or medical issue which may impact a student in the classroom.

While being sensitive to these student's needs, The Independent School will review the professional's recommendations on a case by case basis. We reserve the right to limit recommendations by the diagnostician to those accommodations that allow us to stay true to our mission, but we also keep what is best for the student in mind. In order to qualify for any accommodations, a student must have been professionally diagnosed by a certified professional whose credentials are appropriate for the concern. All documentation for accommodations should be current (within three years), and on file in the school office.

Students and parents still bear the responsibility to take full advantage of extra help sessions offered by faculty, but not to expect individual tutoring in lieu of traditional classroom instruction. Students may use technology such as books on tape, or recording devices (smart-pens, ipads, etc.) to record teachers' lessons. The curriculum will not be modified for any student. Teachers are not required to provide their lecture notes to students. is important that the student takes responsibility of discussing their accommodation plan with their teachers,( i.e. arranging extended time, or when to have their test read to them, etc.) , it is important that a student finish a test the same day, which may mean a student needs to come in during lunch or after school to complete the task.

The first step in receiving approved accommodations is to contact the school counselor. Counselor will create a formal plan, and share the document with parents so that they are aware of which specific accommodations The Independent School will make for their individual student. The plan will then be shared with the student's teachers so they might better address the diagnosed concerns, and help the student achieve success in their classroom.

## **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 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 Independent School Parent Associations are governed by the Parent Association Bylaws.

**Parent Group:** The Parent Group supports numerous activities intended to enrich the school experience for the 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

## 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. 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.

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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 Independent S administration.

**LOWER SCHOOL**  
**8301 East Douglas**  
**Wichita, KS 67207**  
**316.686.0152 ext.100**  
[www.theindependentschool.com](http://www.theindependentschool.com)

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### **Absences/Late Arrivals**

Children may arrive for school as early as 7:30am for the convenience of those parents who must be at work by 8:00am. **We expect all children to be in their classrooms ready to learn by 8:10am.** Students arriving after 8:10am are considered tardy and must sign in at the office. Prompt arrival helps set a positive tone for the entire day of school. Parents are requested to call the Lower School by 8:45am if your child will be late or absent. 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 Independent School does not support extending vacation or non-school related endeavors so that children miss regularly scheduled school days.

Regular attendance by students is essential to the progress of every student. 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) in a semester, at the discretion of the Division Head.

### **Academic Information**

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 access the grade reports once they are posted to *Net Classroom* those dates are communicated to parents through the grade level newsletters.

### **Attire**

Simplicity, neatness and comfort are the criteria for Lower School dress. Flip-flop style sandals and complicated or fragile clothing are discouraged. Tops with thin straps or inappropriate messages are unacceptable. Shorts and skirts must be well below mid-thigh. Washable clothing is advised for playing outside and for working on projects. All children should wear sneakers on sports days. All clothing should be marked with the child's name. If a student is in violation of the dress code, parents will be called to bring appropriate attire.

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

### **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.

The office telephones may be used by students with permission.

For safety reasons, the use of cell phones while driving on campus is not allowed. If you need to make/answer a call or text, please park.

### **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 there is a concern.

### **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 must remain outside the main doors as the front reception area and gymnasium are 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 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/Panther Enrichment Program** 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

Panther Care and Panther Enrichment Program are an extension of the school day. Students enrolled in any after school program are accountable for their behavior and are expected to be respectful of each other and instructors.

### **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 (at least 3 days in advance of the trip) to undergo a background check and 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. Parents may not bring siblings or other children on TIS field trips.

### **Homework/Assignments**

Homework is an extension of the learning experience beyond the classroom. 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 and 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 what homework is necessary and, make arrangements to pick it up from the Lower School office. Students who are ill or otherwise absent have one day per absence 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.

- PK 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 at the east rear door of the Lower School. Periodically, all unclaimed items are donated to the Wichita Children's Home, 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). Checks should be made payable to The Independent School Lunch Program or payment may be made online. Questions, concerns, or financial problems regarding the lunch program should be directed to the business office at 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. A sandwich, a thermos of warm food, fruit, raw vegetables, crackers, juice or milk drink are considered appropriate. Soda and candy are not allowed at lunch. Please keep these regulations in mind when bringing in fast food lunches. If a student forgets lunch, one will be provided by the school and billed to your account. 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 message is received from each student's parents.

### **Messages**

To maintain a safe community, all visitors must 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.

### **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 treats to school to share with classmates and teachers. A child's teacher should be notified of any planned refreshments in advance.

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.

### **Standardized Testing**

During the spring of each year the school will administer the Comprehensive Testing Program (CTP-IV) published by the Educational Records Bureau (ERB). The ERB test is required for 3<sup>rd</sup>-5<sup>th</sup> grade students. This testing gives parents information about their child's academic potential and progress. The school uses this critical data to make important decisions about curriculum and instruction. Parents are asked not to schedule medical appointments or trips during this time.

### **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 and requests will not be accepted. Once the class lists are mailed to parents in August, no changes to class composition are permitted.

### **Toilet Training**

Children admitted to The Independent School are required to be toilet trained and independent in their toileting needs.

### **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 or other children (even older ones) be left at home for volunteer activities such as field trips 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. Children who are in attendance with volunteers and are disruptive to the school day will be asked to leave.

### **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.

**MIDDLE SCHOOL**  
**8333 East Douglas**  
**Wichita, KS 67207**  
**316.686.0152 ext.200**  
**[www.theindependentschool.com](http://www.theindependentschool.com)**

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## 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 marks of Excellent (E), Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U).

### Course Requirements

Each student is enrolled in a section of English, History, Math, Physical Education, Foreign Language (Spanish or Mandarin), and Science for the year. In addition, all students choose daily fine arts courses.

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. However, each case will be reviewed on an individual basis, and a student may receive Upper School credit for the class, in which case the credit would be calculated with the Upper School GPA.

### Course Changes for Elective Classes

Students are expected to remain in the course they select or are assigned. Periodically, teachers may request changes, so students should complete a Change of Schedule form after discussing the proposed change with the involved faculty member and the grade level team leader. The form must be signed by the appropriate faculty members and a parent and returned to the Middle School Office. All changes will be made at the discretion of the faculty and Head of Middle School.

### 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

### Grade Reports and Comments

The Independent School uses a computerized grade book called NetClassroom. Student grades can be accessed from the link at [www.theindependentschool.com](http://www.theindependentschool.com). Attendance, tardies, discipline, grades, interim reports and comments can be accessed from this system. Families new to the school will receive their passwords to access the grading program. Grades can be expected to be updated by faculty on a weekly basis. Comments and grades are posted periodically throughout the year, and parents will be informed of those dates.

### Advisement Time

Advisement Time is a designated period during the day when students review the day, hear announcements, and explore ways to grow as a community of learners.

### 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 consistently spending excessive time each night on homework in any class, please open a dialog with that classroom teacher. 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 will receive a deduction per day it is late. When students are absent, they should access their assignments online or by contact their teachers. Most resources and assignments can be found on a teacher's homework page, grade level pages, Google Classroom, and by emailing a teacher. 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 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.

### **Academic Recognition**

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

### **National Junior Honor Society**

During the spring of each year, 7th and 8th grade students who qualify in the areas of academics, service, character, leadership, and citizenship are inducted into the NJHS. Students must meet all of the criteria of the national organization and TIS and must be in good standing.

### **Standardized Testing**

During the spring of each year the school will administer the Comprehensive Testing Program (CTP-IV) published by the Educational Records Bureau (ERB). This testing gives parents information about their child's academic potential and progress. The school uses this critical data to make important decisions about curriculum and instruction. Parents are asked not to schedule medical appointments or trips during this time.

### **Community Service**

Each student is expected to contribute to the Independent School community and the community at large. The Middle School offers opportunities for service as part of the curriculum, and students will be involved in community service throughout the year.

## **ATHLETIC/ACTIVITIES PROGRAM**

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> grades may participate in any or all of the following sports: football, volleyball, cross country, cheer, basketball, wrestling, track, and tennis. 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, student 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: cheer squad, competitive sports, drama productions, vocal and instrumental music competitions and league academic competitions. All students who participate in athletics and cheer 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 or have a doctor's written excuse from an appointment 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 The Independent School. 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 a 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**

Middle School students will sign the following Honor Pledge each year:

*As a member of The Independent Middle School, I promise to act with honor and integrity by choosing not to lie, cheat, steal, or plagiarize. By upholding these expectations, I pledge to act in a manner in keeping with the mission of The Independent School.*

## **Code of Conduct**

The Independent School expects that every member of the The Independent School community-students, faculty, parents and visitors to our campus will:

- **Be honest in all matters.** Lying, cheating, stealing, plagiarism and deceit are violations of the school's Code of Conduct and Honor Code
- **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, 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 2-3.*
- **Behave appropriately.** 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.** 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.** Be prompt in your attendance at all scheduled classes and activities.
- **Refrain from using tobacco, alcohol, drugs or from abusing prescription medication or any other substance.**
- **Use common sense in your actions and consider individual safety and the safety of others.** Weapons, fireworks, explosives or incendiary devices 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 The Independent School.

In order to ensure a drug-free environment at school, The Independent School 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. The Independent School 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, Scholar's Bowl tournaments, CPMSL events).

### **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, failing to comply with a school rule, or inappropriate hallway or lunch room behavior may result in a discipline write-up. 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)
- 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

### **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**

The Independent School 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. Consequences for chronic absenteeism may include, but are not limited to probation, denial of credit, or even denial of reenrollment. Students may be required to attend after-school sessions or Tutorial/Quiet time and be placed on an Attendance Program to assist in making up assignments. The Independent School 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) in a semester, at the discretion of the Division Head.

When a student is absent, a parent must call or email the Middle School Office 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. 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/or Dean of Students and a parent conference. A physician note will be required for illnesses extending beyond 5 days.

Assignments should be accessed through grade level homework pages, Google Classrooms, and through emails with teachers. 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 nor attend after school activities or sports. Upon return, students should arrange a make-up schedule with their teacher/teachers. Students have one day per absence to submit missed assignments.

Parents should 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 enter the office and sign the student out. So that instructional time is not lost, students will not be released from class until the parent is in the office. The student may sign back in at the office upon returning to

school the same day. Students should avoid missing 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**

Most electronic devices that will be used for educational purposes are allowed on campus during class. However, cellular phones are not recognized as BYOD electronic devices in the Middle School. (Go to School Life Tab on the website and select TIS BYOD for more information) Cellular phones may not be used from 7:55—3:15 and must be turned off and stored in lockers as soon as possible upon entering the Middle School. In sum, our policy regarding cellular phones is - OFF AND AWAY ALL DAY. If a student misuses his/her cell phone or device privileges, the device will be submitted to the Head of School and must be retrieved by a parent accompanied by the student. If the behavior continues or there are other instances of misuse of a cell phone, the student risks disciplinary action in addition to losing the cell phone and/or device privilege. 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. For safety reasons, the use of cell phones while driving on campus is not allowed. If you need to make/answer a call or text, please park.

### **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, 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 daily.

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, sweats, or

sagging pants. 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. Blouses may not be worn off the shoulder, and undergarments must be covered at all times.
- 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.
- PE Clothing: Students will wear athletic shirts and shorts. Appropriate athletic shoes are also required.

### **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 3:30pm, 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.

### **Field Trips**

Parents/guardians volunteering to drive for a school field trip must 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

In addition volunteers must sign a waiver for a background check. 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.

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 and a \$3.00 processing fee is charged to the student. Checkout privileges are suspended until the book is returned or payment is received. End-of-the-year envelopes and transcripts will not be issued to students with overdue or lost materials. 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 them 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 have appropriate consequences.

### **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 or outside of a locker will be disposed of. LOCKS ARE RECOMMENDED for use by all students each day. Sports equipment, backpacks and bags that do not fit in a sports locker should be stored in the student's hall locker or home-base classroom, not on the locker room floor. Locker room privileges will be restricted or revoked if misused. The locks may 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. The school is not responsible for lost/stolen/damaged/misplaced items.

### **PE Clothing**

Students must wear athletic shorts, shirts, and proper athletic footwear each day during PE. 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. Periodically, 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 online. 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. We encourage students to bring reusable containers to support reducing waste. 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. If a student

forgets lunch, an IOU will be issued to the student.

If a parent chooses to take his/her 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. Students who leave school for lunch and return late will receive an unexcused tardy.

### **Messages**

To maintain a safe community, all visitors/parents must check in at the Middle School Office upon entering the building. 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**

During football games, 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 such as chewing gum and candy, and staff may restrict any item if they feel it impedes the learning process. Electronic game equipment may be 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 home-base teacher. Food items must be non-refrigerated. Please bring enough for the Homebase or grade level. Lockers may not be decorated inside or outside.

Students who are planning an out-of-school event and inviting the entire grade level, you may distribute invitations at school. Students who are planning a private, restricted event may NOT distribute invitations at 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 the Middle School office 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 teacher or the tardy is considered unexcused. Students who leave school for lunch and return late will receive an unexcused tardy. Tardies accrue; on the first three, we try to work with students to get to class on time. On the fourth tardy, detentions are given out. Excessive tardies to any class period, whether excused or unexcused, may result in disciplinary actions. Parents may check *My Backpack/Attendance* regularly to know about any absences or tardies a student has accrued.

### **Textbooks/Literature Books**

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

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, voicemail extension #405. Visitors should go 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 or other children (even older ones) be left at home for volunteer activities such as field trips 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. Children who are in attendance with volunteers and are disruptive to the school day will be asked to leave.

### **Weapons**

Weapons are not permitted on campus. Weapons include: any gun, any knife, (even a small pocket knife) butter knife or paring knife, martial arts items such as nunchucks, 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.

**UPPER SCHOOL**  
**8317 East Douglas**  
**Wichita, KS 67207**  
**316.686.0152 ext.300**  
**[www.theindependentschool.com](http://www.theindependentschool.com)**

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# 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 pass.
- 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 grade in the D range have tutorial summer work or repeat the course with a higher grade 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 drop a course any time after the drop/add period, but before the end of the semester, will receive a WP (Withdraw Passing) or WF (Withdraw Failing).
- Students who complete and pass a semester of a year-long course will still earn .5 credits even if they drop it at the conclusion of the first semester. 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 the first 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 for that semester. 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.

## Grade Reporting

Online grade updates are available throughout the year at [www.theindependentschool.com](http://www.theindependentschool.com) under NetClassroom. Grades are expected to be updated weekly by teachers. Official transcripts are available in NetClassroom.

## Grading System

Grades will be reported to parents and recorded on transcripts as percentage grades. The grading scale is uniform throughout The Independent School. 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

The Independent School 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

Student's grades will be evaluated every week by the Head of Upper School, Dean of Students, and Director of Academic Support. If a student is failing one or more classes he/she will be placed on Academic Warning until the following Monday. This week will serve as a grace period which will allow time to earn a passing grade. If, by the end of the week, the grade is still in the failing range or has not shown significant improvement the student will be ineligible to participate in all extracurricular activities for the next five school days. At the end of the five probationary days, it will be determined if he/she is eligible to return to their activities. 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 passing all classes or is showing adequate progress toward that goal. If extra help is needed, students must make every effort to schedule appointments during lunch or outside of the school day.

## Academic Probation

The Independent School is a college preparatory institution and expects that student will

attend college. For this reason, high standards must be maintained. Students are placed on Academic Probation according to policy. The administration formally 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. Situations will be dealt with individually by the Head of Upper 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. The retake grade will replace the old grade 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 could be asked to withdraw from the school.

#### **Invitation to Return**

The Independent School 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 Honor Code and 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 Dean of Students 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 standing in the course as of the date of withdrawal. A student must be enrolled in 7 credit hours in order to consider dropping a course.

#### **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. As a general rule, ten percent will be deducted from the grade each day until the assignment is turned in. If an assignment is over five days late, a zero will be entered in the grade book.

### **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 Director of Student Support, teacher, and Head of Upper School will approve the timeline in which the work must be completed.

### **Semester 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 proceeding 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.

### **Standardized Testing**

Students at The Independent School take the PSAT (Preliminary Scholastic Assessment Test) in October of their freshman, sophomore and junior years. The ACT Aspire Test is administered to all 7-10th graders in October. The SAT (Scholastic Assessment Test) and the ACT (American College Testing Program) are administered at off-campus sites. Students are provided registration information, advised accordingly, and are encouraged to take one or both tests at least twice no later than October their senior year. All colleges now accept either the SAT or ACT for admittance and scholarships. Kansas Regents schools may require the ACT for some institutional scholarships. 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 KSHSAA 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 and Weight Room**

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

### **Concussion Policy**

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth. Health care professionals may describe a concussion as a "mild" brain injury because concussions are usually not life threatening. Even so, their effects can be serious.

If upon evaluation a student exhibits symptoms The Independent School's training staff deems significant or warrants further medical attention,

### **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.

### **Return to Athletic Participation Protocol**

A student athlete determined to have concussion-like symptoms by medical personnel SHALL NOT return to athletic participation that day and will undergo concussion management/monitoring as outlined in the Concussion Management Protocol (available from The Independent School's training staff). A student athlete may only return to participation when:

- They have completed the return-to-play protocol (administered by The Independent School's training staff)
- The student has been cleared by a licensed health-care professional familiar with the evaluation and management of concussions
- Final approval is given by the Independent administration

## **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 TIS 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

### ***HONOR CODE***

To maintain a reputation built on meeting high academic and behavioral standards, upper school students at The Independent School are expected to conduct themselves in a trustworthy and honest manner in their interactions at school, both with faculty and peers, as well as being respectful of others' personal property and individual work. In short, students are to behave under the following Honor Pledge, whether in a signed document, verbal pledge or merely read in this written document, at all times:

**"As an Upper School student at The Independent School, I promise to act with honor and integrity by choosing not to lie, cheat, steal, plagiarize, or practice deception. By upholding these expectations, I pledge to act in a manner in keeping with the mission of The Independent School."**

## **HONOR COUNCIL**

The Upper School Code of Conduct outlines expectations for student behavior and discusses possible consequences when those expectations are not met. When a situation arises at school that involves lying, cheating, plagiarizing, and/or deception, the student may have to come before a faculty Honor Council, consisting of four faculty members appointed by the Head of the Upper School.

### **Procedures**

1. Reporting violations - When a suspected Honor Code violation has occurred, the faculty or staff member will first talk with the student(s) involved before referring the situation to the Dean of Students. If a student has reason to believe that an Honor Code violation has occurred, he or she may choose to report the incident to the Dean of Students, Head of Upper School, or appropriate faculty member; however, failure of a student to report a violation does not constitute an honor violation. The Dean or Head will initiate a preliminary fact-finding investigation, speaking with all parties involved, and will require a written account of the facts from all involved students. The Dean or Head will inform the students and parents of the possible violation and outline the process of an Honor Council hearing.
2. Honor Council hearing—If necessary and appropriate, at least two faculty members of the Honor Council will convene in a closed session in a timely manner to hear the evidence from all parties involved. The role of the Honor Council is to gather pertinent information, verify facts, assess the truthfulness of testimony, and formally determine if an action showed intent to break the Honor Code.
3. Recommendation of Consequences—If intent to violate the Honor Code is established, the Honor Council faculty and Dean of Students will recommend appropriate consequences to the Head of Upper School. The Head of Upper School will concur, amend, or deny the recommendation of the Honor Council. In all cases, the Head of Upper School makes the final decision. If no intent is established, the Honor Council has completed its work.
4. Communication of the Honor Council's decisions will be made first by the Head of Upper School to the offending student and then by letter to the student(s), their parent(s), and any teacher(s) involved. The letter will be signed by both the Dean of Students and the Head of Upper School. In extreme cases, the College Counselor may be notified of Honor Code violations (as determined by the Head of Upper School).

### **Responsibilities of the School Community**

For the Honor System to work, students, faculty, and administrators must share the responsibility for promoting the principles of honor and creating an atmosphere of trust. The success of the Honor System depends on the student body knowing the Honor Code and applying it in everyday life. Students are expected to abide by the Honor Code whether at school or at school functions, regardless of the location.

### **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 or possess 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, tobacco, 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. To keep TIS students safe and deter them from violating our Drug and Alcohol policy, the school reserves the right to bring contraband detecting canines on campus to conduct non-invasive searches for banned substances.

### **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.

## **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 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 8 a.m. 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 and may not remain on campus after school. 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 or Honor Code, 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 from school - 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 The Independent School**

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 express permission of 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

The Independent School has clear expectations for student attendance. Students should arrive to school on time each day and be on time to each scheduled class or school obligation. 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, whether they are excused or unexcused. These absences do not include school-related absences for athletic participation, extra-curricular activities, field trips, or approved college visits. In order to participate in extra-curricular activities, the student must attend every class on the day of the event in order to participate on that particular day.

The Independent School 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.**

### 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. **The Dean of Students will designate any absence as “excused” or “unexcused.”** All absences will be considered unexcused until a phone call or note from a parent is received explaining the nature of the absence. 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** of more than 1 day, such as surgery, religious observance, college visit, etc., must be excused in advance of the absence. 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. A Planned Absence form must be turned in at least one week prior to the absence. Failure to do so may result in an unexcused absence. Planned Absence forms are available from the Dean of Students for this purpose.

Please adhere to the following steps:

1. Parents are expected to call or send a note to the Dean of Students or Head of Upper School at least one week prior to the absence stating the reason for 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.

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

Various forms of excused absences include but are not limited to field trips and athletic contests, visits to college, college representative visits to The Independent School.

**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.** 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**

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. If an unplanned excused absence occurs, he/she should expect to submit all work missed within the same number of days he or she was absent. It is up to the student to be responsible for confirming assignments or requesting extra help from their teachers. Absences during semester exams can create serious academic problems. Any student who, for any reason, will not be present for a scheduled semester exam should contact the Dean of Students prior to the exam.

### **Unexcused Absences**

Any absence from class carries the inherent penalty of a missed opportunity to learn from one's teachers, one's classmates, and from group discussion. Additionally, subsequent disruption to learning occurs when teachers must divert their attention in order to reiterate instructions, collect late assignments, and communicate to absent students what work was missed. Students who miss class for more avoidable and/or non-emergency purposes may receive an Unexcused Absence, which means they are not entitled to request faculty assistance in reviewing or re-teaching missed material. Students who receive an unexcused absence are expected to be prepared for all academic work that takes place the day of their return. This includes tests, quizzes, papers and any homework assignments. Various forms of absences that may be considered non-emergency and/or avoidable include: entertainment events, social functions, hair appointments, and non-TIS competitions (club volleyball, club soccer).

### **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 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 skips, or is believed to have skipped, a class, may earn a zero for all missed work and may serve one or more days of in-school suspension. 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 or on the day of the suspension.

### **Medical Leave**

It is possible that a student might, occasionally, encounter a medical issue that is physical and/or emotional in nature and that interferes with his or her ability to function in the school setting. When such a situation arises, the student's family or the school administration may initiate a medical leave for the student. Given the unique nature of prolonged illnesses or injuries, the school will discuss and coordinate the conditions of the leave with each family individually. At the same time, the following minimal guidelines will apply:

- The Independent School reserves the right to determine the legitimacy of the issue after consultation with the health professionals involved and the appropriate school officials that may include, but are not limited to: School Counselor, Director of Academic Support, Dean of Students and Head of Upper School. The Head of Upper School and the Dean of Students will approve both the student's leave from and return to Independent. The terms for return will be clearly defined at the time of the leave. Leaves may be short-term (less than 10 class days) or long-term (more than 10 class days).
- During a short-term leave, students will be encouraged to complete as much work as possible while absent. The family may be encouraged to have an outside tutor work together with our teachers to determine how the student can best resume his or her place in the class, and the extent to which any other form of reasonable accommodation is required.
- During a long-term leave, a student will be made "inactive" in Independent classes and may be required to withdraw for the remainder of the semester or year depending upon individual circumstances. Within the context of the nature of the illness or injury, the family may determine whether the student will complete that semester's work somewhere else or wait until the following year to repeat the grade. Reenrollment status will be determined by the Head of Upper School and the Dean of Students in consultation with the Head of School, Director of Academic Support and department chairs.
- If the medical withdrawal is authorized at the end of a semester with the student's graded work completed, the transcript will reflect the final grades for the completed semester. It will also indicate the student's medical withdrawal from the school with the appropriate date.
- If the withdrawal takes place while the marking period is in progress, the transcript will indicate the last semester completed and their current grades will be reflected on a separate report card. The transcript will indicate the student's medical withdrawal from the school with the appropriate date. No credit will be received for courses in which a withdrawal is necessary.
- In all cases, the school reserves the right to determine whether we can support a student returning from a medical leave. In addition, documentation from a medical professional clearing the student to return to school activity may be required.

### **Late to School/Tardies**

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. In order for a student to participate in extracurricular activities, practices, and school performance events, the student must attend each class on the day of the event. Unacceptable reasons for repeated tardies to school include:

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

### **Tardies**

A student who is tardy to a class four times in a semester can expect to be assigned a detention. A student who is habitually tardy to class during the school day, or throughout the semester, will be referred to the Dean of Students and may be placed in the disciplinary process.

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. **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**

Only 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. Open Lunch Privilege may be revoked by a parent or the US Administration at any time. Prior to revocation, the student will have a meeting with the Dean of Students to address the issue resulting in the revocation.

### **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*. Students must not view the flexibility of the Dress Code as a means to push the limits of the dress code. 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:**

- Students may not wear cut-offs, gym shorts, stretch or nylon pants, sweatpants or sagging pants. 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. Blouses may not be worn off the shoulder, and undergarments must be covered at all times.

- 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.
- 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. Final say on violations of dress code will be with the Dean of Students or the Head of the Upper School. Students who repeatedly ignore the dress code will face detention or suspension.

## GENERAL INFORMATION

### **Automobiles on Campus**

Driving and parking on campus is a privilege, not a right. Students and parents 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. Violators will be ticketed by the Dean of Students. Repeat violators may be placed in the disciplinary process.
- 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.

*For safety reasons, the use of cell phones while driving on campus is not allowed. If you need to make/answer a call or text, please park*

### **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. Community Service hours are subject to approval by the Dean of Students.

### **Dance Regulations**

- Students must arrive within thirty minutes of the beginning time. Any student arriving thirty or more minutes late may 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.

### **Media Resource Center (MRC)**

The MRC resources from all divisions are available to all The Independent School 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).

### **Technology**

The Independent School is responsible for helping students develop appropriate skills and attitudes toward the use of various technologies in their learning. The school must also ensure that students' use of technology does not hinder their own learning or the learning of others.

### **Computer/Internet Policy**

Every student who uses a computer at school is expected to use it for school related purposes only. This means that prohibited activities include, but are not limited to, playing games, searching for inappropriate material on the Internet, engaging in online activities of any kind that are not appropriate for the School environment, copying programs to or from school computers, and altering equipment or programs. While the school's network and internet connection are closely monitored and regulated, it is the responsibility of the students to ensure that they do not attempt to engage in inappropriate activities of any kind. Therefore, all users and their parents/guardians must agree to comply with the school's Acceptable Use Policy for computers and the internet.

Violation of this policy may result in lost computer privileges, suspension or even separation from school.

Please refer to our Bring Your Own Device Policy for further information.

### **Mobile Electronic Devices**

Mobile electronic devices are an intrusion on the school environment, and it is expected that students limit the use of these devices during the school day. All students and their families are expected to establish routines for communication that attempt to avoid the use of mobile devices during the school day. Cell phones, headphones/earbuds, iPods, Mp3 players and other mobile electronic devices are not to be used in class, **without the express permission**

**of their teacher.** Outside of class, headphones must be used to avoid disturbing other students and the school environment. In NO circumstances, are mobile electronic devices (except standard calculators) to be used during tests and exams and violation of this will be considered a major breach of the Code of the Conduct.

Any student using their mobile electronic device excessively or disruptively (as deemed by any faculty or administrator) may have their device confiscated and given to the Dean of Students until the end of the day. Repeated confiscations will lead to further disciplinary actions

### **Weapons**

Weapons are not allowed on campus. Weapons include any gun, any knife, even a small pocketknife, butter knife, or paring knife; martial arts items such as nunchucks, metal stars, ropes, etc.; everyday items such as pens, pencils, compasses, exacto knives, scissors, or any item 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 at school is paramount at The Independent School.

### **Image Capture / Recording**

In order to protect the privacy of all members of the school community and to ensure that every member feels safe from the intrusive use of image technology, students are not permitted to use image capture or recording devices or applications at school without permission. Permission is granted when a student needs to take pictures for a school related purpose or when there is a special event that warrants the use of a camera. Violation of this policy may result in device confiscation, detention or other consequences as decided by the Dean of Students and the Head of the Upper School.

### **Social Media**

Students represent The Independent School all year, not just during the school year. As a result, The Independent School encourages safe and responsible student behavior with regard to social media. We highly recommend our students avoid inappropriate use of social media websites and applications such as Facebook, Twitter, Instagram, Snapchat, YouTube and any other similar website or applications. Students should approach the use of such applications and internet usage with the assumption one or more staff members may see information or images posted and behave appropriately.

### **Extracurricular Activities**

The Independent School 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.