

SCHOOL BOARD POLICIES

FOR THE

TIPPECANOE VALLEY SCHOOL CORPORATION

REVISED JULY 1, 1969

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FORWARD STATEMENT

Although somewhat difficult to epitomize, it is deemed not only appropriate, but highly desirable that the Board of School Trustees establish a goal for the Tippecanoe Valley Schools, and to make such a goal a part of this manual.

To say that it is desirable for the Tippecanoe Valley Schools to become the best schools in the state may be an unattainable goal; however, it is the belief of this Board that it is a realistic goal for which to strive.

With this as our objective, particular emphasis has been, and will continue to be placed on a school that serves the needs of the entire community.

To provide good facilities, to establish and maintain a sound curriculum, to employ well trained teachers, to pay adequate salaries and to promote harmony throughout the entire community shall be the objectives of the board.

We can only hope that future Board Members will share this conviction.

BOARD OF SCHOOL TRUSTEES
TIPPECANOE VALLEY SCHOOLS

Ralph Davis, President
Orville McFadden, Vice-President
Donald J. Van Gilder, Secretary
David Burkett
Richard Goshert

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TIPPECANOE VALLEY SCHOOLS

Edith Davis, President
Dorothy McFarland, Vice-President
Dorothy L. Van Gilder, Secretary
David L. ...
Richard S. ...

INTRODUCTION

This Policy Manual is prepared so that the teaching staff, Board Members and other interested persons may know the accepted practices and procedures of the Tippecanoe Valley Schools.

These policies have been developed over the years by school personnel, and are intended to serve as a guide to the practices and procedures of the local schools.

It is intended that staff members become familiar with the policies, and it is hoped that this understanding will tend to make the work of each of these persons easier and more effective.

From time to time the policies will be re-evaluated and changed as circumstances may dictate. Suggestions from teachers relative to policies are welcome at any time.

Robert M. Forbes
Superintendent of Schools

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As indicated by the constitution, education in Indiana is a function of the State. The responsibility for the administration of the schools, however, is largely delegated to the local community.

The School Board is the agency of the state responsible to both the state and to the local community for observing state school laws and carrying out the wishes of the people in the area which they serve.

The Tippecanoe Valley Board of School Trustees is composed of five members.

Members are elected at large and terms are staggered so there will be an experienced member on the Board continuously. The members of the present Board are as follows:

David Burkett
Ralph Davis
Richard Goshert
Orville McFadden
Donald J. Van Gilder

The Board holds regular meetings on the third Monday of each month at 8:00 P.M., CDST. Meetings can be called or cancelled as the President or Superintendent deems necessary.

One of the chief responsibilities of the School Board is the establishment of policies under which the Superintendent and staff can administer the functions of the school.

The pages of this handbook are concerned with the policies and the statements which the Board believes represents the best interest of the Tippecanoe Valley Community.

TIPPECANOE VALLEY SCHOOL CORPORATION

A CODE OF ETHICS

FOR SCHOOL BOARD MEMBERS

THE INDIANA SCHOOL BOARD'S ASSOCIATION

Because of the vital and important role which the public schools of our state play in providing the basic foundation for democratic living and for sustaining the American way of life, and because, therefore, School Board membership represents such a challenging responsibility, this Code of Ethics is recommended by the Indiana School Board's Association as a guide to its' members as they strive to render effective and efficient service to their respective communities.

A School Board Member should honor the high responsibility which his membership demands:

By thinking always in terms of "children first."

By understanding that the basic function of the school board member is "policy making" and not "administrative," and by accepting the responsibility of learning to discriminate intelligently between these two functions.

By accepting the responsibility, along with his fellow board members, of seeing that the maximum of facilities and resources is provided for the proper functioning of schools.

By refusing to "play politics" in either the traditional partisan or in any petty sense.

By representing at all times the entire school community.

By accepting the responsibility of becoming well informed concerning the duties of board members, and the proper function of public schools.

By recognizing responsibility as a state official to seek the improvement of education throughout the state.

A School Board Member should respect his relationships with other members of the Board

- By recognizing that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meeting.
- By recognizing the integrity of his predecessors and associates, and the merit of their work.
- By refusing to make statements or promises as to how he will vote on any matter which should properly come before the Board as a whole.
- By making decisions only after all facts bearing on a question have been presented and discussed.
- By respecting the opinion of others and by graciously conforming to the principles of "majority rule."
- By refusing to participate in irregular meetings such as "secret" or "star chamber" meetings, which all members do not have the opportunity to attend.

A School Board Member should maintain desirable relations with the Superintendent of Schools and his staff:

- By striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.
- By giving the Superintendent full administrative authority for properly discharging his professional duties, and also holding him responsible for acceptable results.
- By acting upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel.
- By having the Superintendent present at all meetings of the Board except when his contract and salary are under consideration.
- By referring all complaints to the proper administrative office and by discussing them only at a regular meeting after failure of administrative action.

By striving to provide safeguards around the Superintendent and other staff members to the end that they can live comfortably and happily in the community and discharge their educational function on a thoroughly professional basis.

By presenting personal criticisms of any employee directly to the Superintendent.

A School Board Member should meet his responsibility to his community:

By attempting to appraise fairly both the present and future educational needs of the community.

By regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools to the community.

By insisting that all school business transactions be on an open, ethical, and above-board basis.

By vigorously seeking adequate financial support for the schools.

By refusing to use his position on a school board in any way whatsoever for personal gain or personal prestige.

By refusing to discuss personnel matters or any other confidential business of the Board in his home, on the street, or in his office.

By winning the community's confidence that all is being done in the best interest of school children.

POLICIES RELATING TO THE BOARD OF EDUCATION

A. Composition of the Board

- (1) The Board of Education shall consist of five members as provided by law.
- (2) A quorum shall consist of three members.

B. Officers

- (1) The Board of School Trustees shall within five days after the first day of July each year elect a president, vice-president and secretary,
- (2) If for any reason the office of president becomes vacant, a new president shall be elected on or before the second regular meeting following the vacancy.

C. Functions

- (1) The primary function of the Board is legislative; that is, it shall establish the policies which govern the administration of the schools. The function of the Superintendent of Schools is executive, and he shall, to the best of his ability, carry out the policies established by the Board.
- (2) No action taken, or agreement entered into, by members of the Board will be binding unless such action is taken, or agreement is entered into, at a regular or special meeting of the Board at which time a quorum is present.
- (3) The Board shall serve as final authority within the school system to settle any controversial issue which cannot be resolved through the regularly constituted administrative channels. However, no teacher or employee shall appear before the Board without first notifying the Superintendent of Schools.

D. Procedures

- (1) The third Monday of the month, unless it be a legal holiday, shall be the time for the regular monthly meeting of the Board. Special meetings may be called by the President or Superintendent as may be necessary.
- (2) The minutes of Board meetings shall be kept complete and intelligible and shall normally be read and approved at each meeting.
- (3) The written policies of the Board may be amended by a majority vote at any time, and shall be reviewed and re-adopted at the first July meeting each year.
- (4) Board meetings shall be open to the public. Should the Board decide that all or any part of a meeting not be open to the public, they may go into executive session.
- (5) The order of business at Board meetings should be as follows:
 - (a) Reading of minutes of previous meeting.
 - (b) Audience.
 - (c) Approval of claims.
 - (d) Financial Report.
 - (e) General Business.
 - (f) Old Business.
 - (g) New Business.

E. Code of Ethics

- (1) The Board subscribed to the Code of Ethics developed by the Indiana School Board's Association. This code is reproduced in the front of this policy manual.

POLICIES RELATING TO ADMINISTRATION

A. Superintendent of Schools

- (l) The duties and authority of the Superintendent of Schools are delegated to him by the Board of Education. His duties include the following:
 - (a) Recruit the personnel and make recommendations to the Board concerning their employment, with the exception of principals, and in this case the Superintendent shall recruit and the Board shall interview and make decisions without recommendations.
 - (b) Assign personnel within the school system.
 - (c) Formulate the recommended annual budget and administer the finances of the schools.
 - (d) Delegate such authority in the administration of the schools as is consistent with good administrative practices.
 - (e) Supervise and administer the educational program.
 - (f) Provide space, equipment and supplies such that the best possible educational program is the result, in-so-far as the finances of the school system permit.
 - (g) Maintain a file on all instructional personnel.
 - (h) Maintain favorable public relations.
 - (i) Recommend the review, revision, and addition of Board Policies whenever necessary.
 - (j) Act as professional advisor to the Board.

B. Principals

(i) Principals are directly responsible to the Superintendent of Schools. The major duties of Principals are as follows:

- (a) Make such reports to the Superintendent and Board as shall be required.
- (b) Supervise and administer the educational program.
- (c) Appraise and evaluate the work of teachers.
- (d) Continually work to improve the curriculum.
- (e) Maintain favorable public relations.
- (f) Make recommendations regarding the purchase of equipment and supplies, and building maintenance and improvement.
- (g) Aid in the selection of new personnel.

C. Department Heads

(i) Department Heads are directly responsible to the Principal and Superintendent. Major responsibilities of Department Heads are:

- (a) To Correlate work of department.
- (b) To bring to attention of department teachers, the new materials and procedures in their field.
- (c) To hold regular department meetings.
- (d) To work toward continuity of program in their field.

POLICIES RELATING TO INSTRUCTIONAL PERSONNEL

A. Selection

- (1) The Superintendent shall attempt to find the best instructional personnel available when vacancies occur within the school system. He shall then make recommendations to the Board concerning their employment. Whenever possible, the building Principal should be consulted in the employment of teaching personnel.

B. Placement

- (1) The Superintendent has authority to assign personnel within the school system. All cases involving assignment of administrators shall be approved by the Board.
- (2) In all cases involving suspension or dismissal, such suspension or dismissal shall be approved by the Board before any action is taken.
- (3) In April of each year, the Superintendent shall recommend to the Board those personnel who, in his opinion, should be re-employed for the following year, and also those, who in his opinion should be replaced. Teachers who are not to be re-employed shall be notified by May 1 each year.

C. Salary

- (1) A single salary schedule subject to annual revision shall be used in determining the salary of instructional personnel.
- (2) The Board shall determine the salaries of Principals and special teachers as they deem best without regard to the salary schedule.
- (3) Salary payments for regular teachers are to be made over twelve (12) months and distributed monthly, unless otherwise specified by the Board.
- (4) The salary schedule shall cover 180 days in the school year to be determined by the Board.

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D. Professional Training

- (1) Whenever possible, only teachers with Indiana licenses and at least a Bachelor's Degree shall be employed. In cases of emergency, teachers without degrees or without licenses, but eligible for emergency permits, may be employed.

E. Professional Experience

- (1) Instructional personnel who have taught in other school systems may be given credit for this experience on the salary schedule. The exact amount of credit shall be determined by the Superintendent.
- (2) Only full school years will be counted in determining teaching experience.
- (3) Military experience is recognized in accordance with Rule T-4 of the Commission on General Education.
- (4) One year of teaching experience shall be allowed for each nine (9) months in Peace Corp Service, up to a total of four (4) years.

F. Absence from Duty

Each teacher shall be entitled to be absent from work without loss of compensation as follows:

- (1) Because of illness or quarantine for seven days of each year. (New teachers, 10 days first year.)
- (2) If in any one school year the teacher shall be absent or quarantined for less than seven days, the remaining days, up to a total of seven, shall be accumulative to a total of ninety (90) days. (State Law)
- (3) After first year in Tippecanoe Valley School Corporation, 3 additional days per year may be added from accumulated leave from previous school. Proof must be on file in the Superintendent's office.

Delete

(4) For death in the immediate family, a period extending not more than five days beyond such death. By ruling of the Board of School Trustees, "death in the immediate family" shall be interpreted to mean- father, mother, brother, spouse, sister or sibling. For death of either grandparent, one day of leave shall be allowed.

(5) In June, 1957, the State Board of Accounts ruled that hereafter when a teacher has exhausted his sick leave, the school is forbidden to pay the regular teacher the difference between the salary of the regular teacher and the substitute teacher.

whether either two

(6) Leave of absence with pay may be granted to teachers or principals for attendance at educational meetings or visits to other schools, wither of which must be approved in advance by the Superintendent.

(7) Teachers absent from duty other than for sick leave or personal leave or for unusual extenuating circumstances shall have a full day pay deducted for each day absent. Extension of vacation periods shall not be construed as extenuating.

(8) By Board action, pay for substitute teachers should be \$25 per day.

G. Tenure

(1) The Board recognizes and accepts the features of the Indiana Teacher's Tenure Law, which provides that any teacher accepting a sixth (6) contract becomes a tenure teacher.

H. Teacher Rating

(1) Each teacher shall be rated by the respective building principal, the Superintendent and the Assistant Superintendent according to the rating scale adopted by the School Board.

POLICIES RELATING TO NON-INSTRUCTIONAL PERSONNEL

A. Selection

- (1) The Board shall review the qualifications of non-instructional personnel prior to appointment.

B. Placement

- (1) The Superintendent shall have authority to assign, suspend, or dismiss non-instructional personnel.

C. Salary

- (1) The salary of all non-instructional personnel shall be determined by the Board.

D. Employment of Additional Temporary Personnel

- (1) The Superintendent shall have authority to employ additional temporary non-instructional personnel as is needed, limited by budget appropriations.

E. Vacations

- (1) Full time custodians shall receive one week vacation each year with pay after the first year and two weeks after two years of employment. The time of these vacations shall be determined by the Superintendent.

F. Sickleave

- (1) Custodians shall be eligible for six (6) days of sick leave each year with pay. Such sick leave shall be accumulative to thirty (30) days.
- (2) Additional days may be granted for death in the immediate family by the Superintendent.
- (3) Pay shall be deducted for days missed in excess of the foregoing.
- (4) Clerks and Teacher Aids shall be eligible for five (5) days of sick leave with pay. Such sick leave shall be accumulative to ten (10) days.

G. Federal Program

- (1) Participation in Federal reimbursement and surplus commodity program by all schools is endorsed by the School Board.

H. Health

- (1) The Board authorizes Workman's Compensation Insurance for Instructional and Non-Instructional Personnel.
- (2) A group insurance plan for all employees of the Corporation. The Corporation to contribute \$100 per year per employee toward this program of major medical insurance. Effective July 1, 1964.
- (3) Bonus Plan - Effective July 1, 1967. \$50 bonus at the end of school year for all teachers who have perfect attendance other than from sickness or educational meetings which are requested by the Superintendent. \$25 bonus at the end of the school year for all teachers who have missed only one day of school other than sickness or educational meetings requested by the Superintendent of Schools.

I. Retirement

- (1) Custodians shall not be re-employed full time after reaching the seventieth (70) birthday.
- (2) Terminal Leave - All teachers upon termination from the Tippecanoe Valley School Corporation will receive one-half of the accumulated sick leave based on contracts since 1964-65 at the rate of pay described in their contract. Previous sick leave days accumulated can be considered as being used up first in case of sickness so that days accumulated for terminal leave can be calculated on the best contracts since 1964-65. (No terminal leave is considered unless included in teacher's contract.)

J. Transportation Personnel

- (1) Bus Drivers shall be hired on a one year basis.
- (2) Bus Drivers are subject to State Laws and also Board regulations as stated in the School Board's School Bus Policy Manual.

POLICIES RELATING TO INSTRUCTION

A. Supervision of Instruction

- (1) The Board feels that one of the most important duties of Principals is the supervision and improvement of instruction.
- (2) The Board encourages new teaching methods and experimentation on the part of teachers.

B. Textbook Adoptions

- (1) The adoption of textbooks shall be in accordance with the laws of the state. The Superintendent is responsible for directing such selection locally.
- (2) The Board subscribes to rental of textbooks in grades K thru 8.

C. Extension of Education

- (1) The Board encourages the extension of education in the following areas whenever funds and facilities are available:

- (a) Kindergarten
- (b) Special Education
- (c) Modern Foreign Language
- (d) Guidance
- (e) Remedial Reading
- (f) Speech & Hearing
- (g) Building Trades

D. Field Trips

- (1) When groups of pupils are to be taken out of town, approval of the building Principal should be secured before trip is arranged or discussed with pupils. The Principal is charged with responsibility for arranging transportation and chaperons. Parent permit slips are required for each pupil who makes out of town trips.
- (2) Board action prohibits the senior trip and door to door selling as a method for raising money.
- (3) Coke and candy machines during the school day are prohibited.

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- (2) Board action prohibits the senior trip and door to door calling as a method for raising money.
- (3) Cake and candy activities during the school day are prohibited.

E. Bus Trips

- (1) All trips where school buses are to be used shall have the approval of the building principal. The respective principal shall make all arrangements for the buses.
- (2) At conclusion of trip, a check shall be made out to the driver as per schedule: \$1.50 per hour and 5¢ per mile for extra-curricular trips. Time and mileage figures from school or point of loading to destination and return to school or point of unloading.

F. Equipment and Supplies

- (1) Persons wishing to purchase equipment or supplies must have approval for purchase by the Superintendent.
- (2) Supplies and equipment will be purchased, within budget limitations, in sufficient quantity to insure a good educational program.
- (3) Purchases should be made locally provided prices and quality are consistent with price and quality available elsewhere.

POLICIES RELATING TO PUPILS

A. School Districts

- (1) A child of school age normally shall attend school in the school district in which his parents or legal guardian reside.
- (2) *delete* The establishment of school districts is the responsibility of the Superintendent with School Board approval.
- (3) Pupils moving from one school district to another within the school corporation during the school year, may complete the year at their original school if parents so desire. If transportation is required it is the responsibility of the parent.

B. Transfer

- (1) Transfers from other school corporations or by private individuals may be accepted so long as facilities permit. The Board reserves the right to refuse transfer pupils.

(2) Transfers to other school corporations by Tippecanoe Valley School Corporation will normally be made only on proof of the following:

- (a) State regulations
- (b) Students graduating in 1967 or 1968 who are already attending another school
- (c) After 1968-no more transfers to students, except as required by law.

C. Entrance Age

- (1) To be eligible to enter Kindergarten, a child shall be five years of age on or before August 1 of entrance year. (Effective 1966-67)
- (2) To be eligible to enter the first grade, a child shall be six years of age on or before August 1 of entrance year. (Effective 1967-68)
- (3) Birth certificated or other acceptable evidence of age should be provided by parents on or before enrollment.

D. Discipline

- (1) The Board approves the maintenance of good order and discipline in all grades.
- (2) Corporal punishment should be resorted to when other disciplinary measures fail.
- (3) Children above the compulsory attendance age may be suspended by the principal. Permanent expulsion, however, is the responsibility of the School Board.
- (4) Any unwed girl enrolled in the Tippecanoe Valley School Corporation who is known to be pregnant shall withdraw from school during the term of pregnancy and the boy named, if proved responsible, shall also withdraw from school until married or following term of pregnancy.
- (5) Married students may attend school, but shall not participate in extra-curricular activities.
- (6) Students convicted in Juvenile Court or placed on probation shall not be eligible for any extra-curricular activities while on probation or for at least a period of six months. The school further requires good citizenship as a pre-requisite to participate in extra-curricular activities.

E. Supervision of Pupils

- (1) Children shall not be released from school to adults other than parents unless such adults are personally know by the teacher or principal.
- (2) Errands by pupils off the school grounds are discouraged. Such errands if necessary, shall have the prior approval of the building principal.
- (3) Playgrounds shall be supervised during recess periods by school personnel.

F. Selling

- (1) There shall be no selling of any item by organizations or individuals representing the school without administrative approval. Principals and organization sponsors should clear all promotions prior to public announcement.

G. Solicitations

- (1) No solicitations of funds through the school by any person or groups shall be permitted without administrative approval. No person is to be permitted to distribute items to pupils or to solicit for sale of any article on school premises during school hours except where principal gives permission.

H. Promotion

- (1) Children who, in the opinion of principal and teacher, are too immature to be promoted into the next grade, or who are doing an unacceptable quality of work, may be retained. It is recommended that elementary pupils not be kept in the same grade for more than two years.

I. Automobiles

- (1) Administrators should discourage circumstances where students would be sent on errands where they will need to use automobiles. Use by students of automobiles in school program or activities should be kept to an absolute minimum.

E. Supervision of Pupils

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- (1) There shall be no selling of any item by organization or individuals representing the school without administrative approval. Principals and organization sponsors should effect all promotions prior to public announcement.

G. Solicitation

- (1) The solicitation of funds through the school by any person or group shall be permitted without administrative approval. No person is to be permitted to distribute items to pupils or to solicit for sale of any article on school premises during school hours except where principal gives permission.

H. Promotion

- (1) Children who, in the opinion of principal and teacher, are too immature to be promoted into the next grade, or who are doing an unacceptable quality of work, may be retained. It is recommended that elementary pupils not be kept in the same grade for more than two years.

I. Automobiles

- (1) Administrators should discourage circumstances where students would be sent on errands when they will need to use automobiles. Use by students of automobiles in school program or activities should be kept to an absolute minimum.

POLICIES RELATING TO BUILDING, GROUNDS, EQUIPMENT, TRANSPORTATION
& FINANCE

A. Administration

- (1) The administration of maintenance of buildings and grounds, equipment, purchasing, and school finance shall be under the supervision of the Superintendent. Such duties may be delegated in these areas as he may desire.

B. Fire Drills

- (1) The first week of school, teachers should make sure that students understand exactly what to do in case the fire alarm is sounded. Drills should be conducted at least once a month.

- (a) Have teacher appointed in each building to check on every room to make sure all pupils are out of building.

- (b) Have children walk-not run.

- (c) Teachers should take class books with them when alarm sounds for emergency check.

- (D) Instruct students what to do in case and exit is blocked.

C. Jurisdiction Over Building

- (1) The building principal shall have jurisdiction over his building except when building is assigned to an outside group. Outside groups may use building under following policy:

- (a) School functions receive first preference.

- (b) Payment of janitor.

- (c) Reasonable care taken of school property.

- (2) The building principal shall supervise and direct custodians in his building.

FOURTH GRADE READING INDEPENDENT STUDY

1. Introduction

(1) The purpose of this study is to determine the effect of independent reading on the reading ability of fourth grade students. The study will be conducted over a period of six weeks. The results of the study will be reported in a final report.

2. Objectives

(2) The objectives of this study are to determine the effect of independent reading on the reading ability of fourth grade students. The study will be conducted over a period of six weeks. The results of the study will be reported in a final report.

(3) The study will be conducted over a period of six weeks. The results of the study will be reported in a final report.

(4) The study will be conducted over a period of six weeks.

(5) The study will be conducted over a period of six weeks. The results of the study will be reported in a final report.

(6) The study will be conducted over a period of six weeks. The results of the study will be reported in a final report.

3. Methodology

(7) The methodology of this study is to determine the effect of independent reading on the reading ability of fourth grade students. The study will be conducted over a period of six weeks. The results of the study will be reported in a final report.

(8) The study will be conducted over a period of six weeks. The results of the study will be reported in a final report.

(9) The study will be conducted over a period of six weeks.

(10) The study will be conducted over a period of six weeks. The results of the study will be reported in a final report.

(11) The study will be conducted over a period of six weeks. The results of the study will be reported in a final report.

- (3) Non-school, out of community groups desiring to use school facilities, shall obtain approval of the Superintendent.
- (4) Use of building where a program is of controversial nature such as boxing, wrestling, or public dancing, school facilities shall not be rented to non-school organizations.

D. Transportation

- (1) Kindergarten transportation one way shall be the responsibility of the parents.

GENERAL

A. Names for Schools

- (1) Akron High School
- (2) Akron Elementary School
- (3) Burket Elementary School
- (4) Mentone School
- (5) Talma Jr. High School

B. Sunday Observances

- (1) Practice by athletic teams, vocal, band, or dramatic groups, or other groups representing the school, should not be held on Sunday. Baccalaureate and intra-township church programs will be considered an exception to the rule.
- (2) It is recommended that principals keep Thursday evenings and Passion Week as free from activities as possible.

(3) Non-school, out of community groups desiring to use school facilities, shall obtain approval of the Superintendent.

(4) Use of building where program is of controversial nature such as boxing, wrestling, or public dancing, school facilities shall not be rented to non-school organizations.

D. Transportation
(1) Kindergarten transportation one way shall be the responsibility of the parents.

GENERAL

A. Names for Schools

- (1) Akron High School
- (2) Akron Elementary School
- (3) Buker Elementary School
- (4) Mantona School
- (5) Talmi Jr. High School

B. Sunday Observance

(1) Practice by athletic teams, vocal, band, or dramatic groups, or other groups representing the school, should not be held on Sunday. Book accounts and inter-school church programs will be considered an exception to the rule.

(2) It is recommended that principals keep Tuesday evenings and Pardon Week as free from activities as possible.