

Southwestern  
Jr. Sr. High School  
2026-2027 Student Handbook

*Building a Brighter Future*

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## HIGH SCHOOL SCHEDULES

<u>REGULAR SCHEDULE</u>		<u>2 HOUR DELAY SCHEDULE</u>	
1st Period	8:00-8:45	1st Period	10:00-10:25
2nd Period	8:50-9:35	2nd Period	10:30- 10:55
3rd Period	9:40-10:25	3rd Period	11:00-11:25
4th Period	10:30-11:15	5th Period	11:25-12:45
5th Period	11:20-12:40	Lunch A	11:25-11:55
Lunch A	11:15-11:45	Lunch B	11:55-12:15
Lunch B	11:40-12:10	Lunch C	12:15-12:45
Lunch C	12:10-12:40	4th Period	12:50-1:20
6th Period	12:45-1:30	6th Period	1:25-1:55
7th Period	1:35-2:20	7th Period	2:00-2:30
8th Period	2:25-3:10	8th Period	2:35-3:10

### E-LEARNING/VIRTUAL INSTRUCTIONAL SCHOOL DAYS

- For the 2026-2027 school year, Southwestern CSD of Shelby County does not have any scheduled eLearning Days. All eLearning days will involve live instruction from 9:00-12:55pm, then teachers will hold office hours until 3:00pm to help students individually in the afternoon.

### Spartan Virtual Learning Academy

Starting in the 2026-2027 school year, Southwestern CSD of Shelby County will be starting a Spartan Virtual Learning Academy. We will partner with Edmentum EdOptions Academy to provide an inclusive, online learning platform. Even though our district firmly believes that in-person instruction and learning is best for students, we also see the changing landscape in education and want to continue to provide students and families with options for learning through Southwestern CSD of Shelby County.

### FORWARD

This handbook has been designed to give students and patrons of Southwestern Jr. - Sr. High School a clearer picture of what is expected of them and to help establish a better understanding among students, teachers, administrators, parents, and community. Read this handbook carefully in order to know your school and its functions. It will make you aware of the regulations and practices that have been adopted in your school system. Education is the basis for the society of a free world and is the responsibility of every person who wants to remain free. Let your years at Southwestern High School be a challenge to always perform to the best of your ability and to absorb as much knowledge as possible, because your future depends on the education you obtain now.

### ADOPTION OF STUDENT HANDBOOK

This student-parent handbook and the inclusive policies and procedures have been presented to the Superintendent of Schools and the Board of School Trustees of Southwestern Consolidated Schools and validly adopted by the Board of School Trustees. This handbook was approved on **May 13, 2026**.

## DISCRIMINATION AND HARASSMENT STATEMENT

Southwestern Consolidated School District of Shelby County does not discriminate or permit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matters of employment or educational services as required by the Indiana Civil Rights Act; Public Law 218; Titles VI and VII (Civil Rights Act 1964); the Equal Pay Act of 1973; Title IX (1972 Educational Amendments); Public Law 94-142; and Public Law 93-112, Section 504. Harassment, whether verbal, physical, or visual, that is based on any of the above characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence. If you have experienced discrimination or harassment, written inquiries about procedures and for consideration of complaints alleging such discrimination/harassment should be directed to the Superintendent, Southwestern Consolidated Schools, 3406 W. 600 S., Shelbyville, IN 46176, Telephone 317-729-5746.

### PHILOSOPHY STATEMENT

1. An opportunity for the best possible secondary education is the right of every individual.  
In order that this end may be achieved, the community has the responsibility to provide suitable facilities, transportation, equipment and teachers consistent with the community's ability to pay for them.
2. The high cost of secondary education makes it mandatory that these facilities be properly cared for and be used to their fullest extent and that teachers be assigned to make maximum use of their time, energy, and skills.
3. Secondary education should provide opportunities to develop the highest ideals of citizenship and respect for the democratic principles of our society.
4. Secondary education should provide opportunities to develop an appreciation for the future of the environment and its inhabitants.
5. The secondary school should, by careful guidance, recognize and develop the students' talents and interests in order to help them decide their life's pursuits.
6. As a comprehensive secondary school, Southwestern should encourage students to explore courses from a range of academic, vocational, and fine arts subjects.
7. Secondary education should foster a feeling of civic and family concern and responsibility.
8. Teachers should recognize individual differences in abilities, interests, and needs and should provide learning experiences to meet those differences.
9. It is the responsibility of all parents, patrons, students, staff, and administration to work as a team to resolve problems and achieve these goals.

### Beliefs

We believe:

1. A school's purpose is to provide a nurturing environment in which each student will develop his/her thinking and the skills necessary to participate fully in life.
2. Each student can learn when presented with effective learning opportunities.
3. Learning opportunities are determined by the nature of the work students are assigned or encouraged to do. It is the responsibility of teachers and administrators to provide students with forms of work at which they can succeed and which will be of value to the student, community, and society. It is the responsibility of students to complete their work and be active participants in their own learning in the classroom.
4. It is the obligation of the family and community to guarantee each child the opportunities needed to be successful in school and in life.
5. Schools will provide knowledge work that encourages active learning by the students. "Knowledge work" is defined as the employing of ideas, concepts, symbols, and abstractions to solve problems, produce products, deliver services, or otherwise provide useful outcomes.
6. Students and their work will be the primary focus of the school.
7. Principals are encouraged to be leaders of leaders. Teachers, as leaders, are encouraged and empowered to design work that responds to the needs of their individual students. Both principals and teachers are accountable for the quality of work provided to the students and are committed to continuous improvement.
8. The mission of the school board and superintendent is to give direction and support for the work of the school.
9. A primary responsibility of the superintendent is to interact with state and local government officials, community, parents, teachers and staff to promote school programs and goals.
10. Parents, teachers, staff, students, and community will model behavior that demonstrates the strong value of education, social responsibility and lifelong learning.

## WELLNESS POLICY

Southwestern CSD of Shelby County's Wellness Policy can be found under [Corporation Policy A275](#)

## SOUTHWESTERN JR-SR HIGH SCHOOL GUIDELINES

1. Focus on Education
  - a. Come to class on time, prepared to participate, and with proper materials and completed assignments.
  - b. Be responsible and do your best, asking questions when you do not understand.
  - c. Follow directions and do your own work.
  - d. Respect others by cooperating and encouraging.
  - e. Expect to remain in the class during class time.
2. Maintain Atmosphere for learning
  - a. Show respect for authority and follow all school rules.
  - b. Follow directions.
  - c. Have a positive attitude, show respect for everyone, strive to do your best and encourage others to succeed.
  - d. Talk only when you have permission.
  - e. Be in your seat when the teacher is ready to begin and stay in your seat until dismissed.
3. Protect property from loss or damage
  - a. Respect the property of other students and school.
  - b. No theft of school or other students' property.
  - c. Take good care of school facilities.
4. Ensure Health and safety
  - a. No physical contact.
  - b. No verbal abuse or profanity.
  - c. Have respect for self and others.
  - d. No weapons.
  - e. No illegal substances.
  - f. Don't risk the safety of others

### EXPECTED OUTCOMES

The graduate of Southwestern High School

1. shows a basic understanding of world geography and cultures, current events, history, and the U.S. political process.
2. participates as a responsible member of society. This includes, but is not limited to, acting with honesty, loyalty, and integrity.
3. accepts constructive criticism and shows respect for authority and for the rights of others.
4. understands basic math and science concepts and can apply them in daily life.
5. uses critical-thinking skills and problem-solving skills, both individually and as a member of a cooperative group.
6. shows a basic understanding of the importance and use of calculators and computers at home and in the workplace.
7. uses good communication skills by writing effectively and legibly.
8. takes responsibility for and accepts the consequences of his/her actions and decisions.
9. possesses good listening skills and shows the ability to communicate orally.
10. has a background in literature and reads for facts and understanding, paying special attention to details and concepts.
11. maintains punctuality and good attendance.
12. demonstrates basic research skills needed to be a lifelong learner.
13. practices good personal hygiene, physical fitness, safety habits, and basic first-aid techniques.
14. follows directions and can fill out a variety of basic forms.

15. understands basic human systems and the dangers of substance abuse.

## STUDENT INVOLVEMENT IN THE LEARNING PROCESS

The main job of a high school staff is to create a stimulating learning environment for all students. The three essential factors involved in creating this are:

- (1) the active involvement of students in their education,
- (2) the development by students of an inquiring mind, and
- (3) a cooperative effort among the school staff, students, and parents.

It is of the greatest importance that students be actively involved in the learning process. Students are encouraged to participate in setting their own personal goals in each course they take and to research areas of personal interest related to these courses. Other ways they can be active in the learning process are by making the best use of their time in school, by contributing suggestions on ways to improve courses, and by looking for applications of these courses outside the formal structure of the classroom. It is important to have good study habits in order to complete high school successfully. There is no getting around the fact that the responsibility for learning rests with the learner. However, the teachers are committed to helping each student achieve his/her learning potential.

While studying, each student should be aware of what methods of studying work best for him/her. Each student should analyze where he/she seems to get the best quality work done. THE KEY IS TO LEARN HOW TO LEARN. EACH STUDENT SHOULD LEARN WHAT WORKS BEST FOR HIM/HER. This is what education is all about. These are study habit suggestions:

1. Begin promptly, be determined to learn.
2. Develop a time-and-place study habit by studying the same subject in the same place at the same time each day.
3. For study at home, have proper conditions and equipment, (i.e. quiet room, comfortable temperature, good light, a straight chair and table, the necessary books, pens/pencils, and paper.
4. Plan study time so as to study those subjects requiring the greatest mental effort first; those in which concentrating is easier, later.
5. Be sure that the details of each assignment are understood.
6. Before doing advanced work, review the previous assignment.
7. The student should keep in mind that he/she is working for himself/herself, and not the teacher.
8. The student should train himself/herself to distinguish the important from the unimportant. Form the habit of using **appropriate resources and research materials**. --- not indexes, dictionaries, encyclopedias, and original resource materials.

Some reasons why students do poorly are listed below. Often students can adjust their attitude or outlook, or identify reasons why they are doing worse than they should be doing.

1. Poor study habits
2. Chronic absenteeism
3. Careless and indifferent attitudes
4. Delay in preparing assignments
5. Improper school relations
6. Not having selected subjects of interest
7. Not following proper course of study
8. Poor health
9. Jr./Sr. work too difficult
10. Tardy to class

## CONCUSSIONS

The school will abide by all doctor's notes and restrictions concerning concussions. The school understands this can hinder the learning process. Students who are unable to complete assessments due to concussions will receive an "Incomplete" until all assessments are completed for that class. **Students that have limited computer or screen time will not be allowed cell phone use during school hours.** Credit and extracurricular eligibility will not be awarded until all assessments are completed and a grade is earned.

## HOMWORK PROCEDURES

Homework is an out-of-school assignment that contributes to the educational process of the student. It should be an extension of class work and should be related to the objectives of the curriculum presently studied. Homework may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject. But above all, homework gives teachers and students

responsibilities which must be met before assignments can be considered an extension of classroom instruction.

Homework should fulfill the following purposes or objectives:

1. to review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. to teach students responsibility and organizational skills;
3. to promote wise and orderly use of time; interests;
4. to encourage a carry-over of worthwhile school activities into permanent career and leisure;
5. to provide opportunities for broad enrichment activities.

Homework is one vehicle that can assist schools in emphasizing the partnership needed between home and school in the educational process of their children. Evidence indicates that before students will accept the responsibility for their education, they must first understand what is expected of them. However, the understanding goes beyond rules of conduct and consequential punishment. The student must be informed on a daily basis of methods, procedures, and techniques used by the teacher to obtain planned instructional outcomes.

## GRADING PROCEDURE

A uniform letter system of grading is used in all subject areas. Letter grades will be categorized as follows: Teachers will have grades updated in the gradebook each Monday for the week prior. **Students and Parents should contact the teacher directly if there are concerns with grading.**

<b>A</b>	90-100%	Indicates complete mastery and comprehension of standards, as well as astounding effort.
<b>B</b>	80-89%	Indicates slightly under complete mastery and comprehension of standards, but industrious and willing effort.
<b>C</b>	70-79%	Indicates average comprehension, progress, and work
<b>D</b>	60-69%	Indicates below average comprehension of standards and effort, but meeting the minimum requirements
<b>F</b>	50-59%	Indicates the student has not met the minimal expectations held for all students and has not mastered sufficient concepts to warrant credit for study in this subject.
<b>I</b>	Incomplete	Incomplete: Due to health or an emergency condition, the student has not yet completed sufficient work to make a final grade determination.
<b>WF</b>	Withdraw with Fail	Withdrawn-Failing: Student has been withdrawn from class for disciplinary reasons. No credit is given.
<b>P</b>	Passing	Student is passing. Grade is used only for specialized classes, such as non-credit courses, or if determined by an IEP

The average grade for the semester will be the grade which will appear on the permanent record. To determine the average grade, each of the two grades for the grading periods will count  $\frac{2}{5}$  (40%), and the semester examinations will count  $\frac{1}{5}$  (20%). To receive credit for a course, one must have at least  $\frac{4}{5}$  of a point with equivalents A=4, B=3, C=2, D=1, and F=0. All credits will be given on a semester basis. Students who are permanently removed from a class for disciplinary reasons shall receive a grade of "WF" for their final semester grade.

## GRADING SCALE

		Regular Index	Weighted Index
100-99	A+	4.33	5.33
98-93	A	4.00	5.00
92-90	A-	3.67	4.67
89-88	B+	3.33	4.33
87-83	B	3.00	4.00

82-80	B-	2.67	3.67
79-78	C+	2.33	3.33
77-73	C	2.00	3.00
72-70	C-	1.67	2.67
69-68	D+	1.33	2.33
67-63	D	1.00	2.00
62-60	D-	0.67	1.67
59-00	F	0.00	0.00

Weighted Courses: Dual Credit English 11, Dual Credit English 12, AP World History, Human Geography, Studio Art(dual credit with Ivy Tech), AP Biology II, AP/Dual Credit US History, Spanish IV, AP Calculus, Any newly added AP, ACP or Dual-Credit courses will be included.

## REPEATING A COURSE

A student who wishes to repeat a course must adhere to the following conditions:

1. They must submit a letter of request to the guidance director prior to May 1.
2. They must meet with the guidance director and the department in question, to explain why they want to repeat a course in the department.
3. The department shall make their recommendation to the principal who will make the final decision about repeating a course.
4. Classes can be repeated only to satisfy a prerequisite.
5. **Students who fail to earn credit in a class due to failing grades will be required to repeat the failed semester(s) the following year.**
6. Courses offered online or at another school may be used as a credit recovery option but MUST have prior approval from the guidance counselor and high school principal. Any fees associated with such programs will be paid by the students and/or parents.

## CHEATING

Performance on assignments, quizzes, projects, tests, and other classroom activities is expected to be that of each individual student, unless the teacher designates such work as a group activity. While a student may obtain assistance in understanding concepts through tutoring, all work submitted in fulfillment of course requirements **MUST** be that of the student. **FAILURE TO MEET THIS STANDARD WILL BE CONSIDERED CHEATING. Plagiarism is defined as literary theft, occurring when a writer duplicates another writer's language and/or ideas and then calls the work his or her own, including any work constructed through the use of Artificial Intelligence (AI). Plagiarism is also considered cheating.** Students who are caught cheating, in a class, will receive the following consideration when determining their final academic standing during a grading period or semester.

1. The classroom teacher shall be responsible for determining the weight or penalty towards the student's grade for the first incident of cheating involving classroom assignments. Parents will be notified by the teacher.
2. For the first incident of cheating on a major assessment or assignment, the student will automatically receive a "0" for the specific assignment. Student will complete the assignment again to display their mastery of the content originally assigned, but grade will remain a "0". Teacher will fill out an office referral to document the first instance of cheating. Administration will meet with parents and student to develop a plan to correct behavior.
3. For any offense of cheating following a parent meeting regarding cheating, the student shall automatically earn a grade of "F" for the semester in the course in which the third infraction occurs.


## GRADUATION REQUIREMENTS

The Indiana General Assembly has made completion of Core 40 a graduation requirement for all students. The legislation includes an opt-out provision for parents who determine that their student could benefit more from the General Diploma. The legislation also makes Core 40 a minimum college admission requirement for the state's public four-year universities beginning in fall 2011. To graduate from Southwestern High School, a student must meet the minimum graduation course requirements as outlined by the state of Indiana. Students must complete a minimum of forty (40) credits in several areas of study while in high school. Students must also meet the Graduation Qualifying Exam requirements set forth by the state of Indiana, along with any other state or local requirements.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent or guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent or guardian determines if the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career-academic sequence that the student will pursue is determined.

Starting with the Class of 2028, the Indiana Department of Education will transition to a new Diploma focused on three different paths; enrollment, enlistment, and employment. The new diploma requires 42 credits, contrary to the Core 40 diploma and requires students to specialize in one of the three paths, each containing specific requirements. Please see the graphic below representing the current Core 40 diploma and the new Indiana Diploma starting with Cohort 2028.

	CURRENT <b>INDIANA CORE 40</b>	FUTURE  <b>NEW INDIANA DIPLOMA</b>
<b>ENGLISH</b>	<b>8 CREDITS</b>	<b>8 CREDITS</b> <ul style="list-style-type: none"> <li>• 2 credits: English 9</li> <li>• 1 credit: Communications-focused course</li> <li>• 5 additional English credits</li> </ul>
<b>MATH</b>	<b>6 CREDITS</b> <ul style="list-style-type: none"> <li>• 2 credits: Algebra I</li> <li>• 2 credits: Geometry</li> <li>• 2 credits: Algebra II</li> </ul>	<b>7 CREDITS</b> <ul style="list-style-type: none"> <li>• 2 credits: Algebra I</li> <li>• 1 credit: Personal Finance</li> <li>• 4 additional math credits</li> </ul>
<b>SCIENCE, TECHNOLOGY, AND ENGINEERING</b>	<b>6 CREDITS</b> <ul style="list-style-type: none"> <li>• 2 credits: Biology I</li> <li>• 2 credits: Chemistry 1, Physics I, or Integrated Physics</li> <li>• 2 credits: Any Core 40 science course</li> </ul>	<b>7 CREDITS</b> <ul style="list-style-type: none"> <li>• 2 credits: Biology I</li> <li>• 1 credit: Computer Science</li> <li>• 2 additional science credits</li> <li>• 2 STEM-focused credits</li> </ul>
<b>SOCIAL STUDIES</b>	<b>6 CREDITS</b> <ul style="list-style-type: none"> <li>• 2 credits: U.S. History</li> <li>• 1 credit: U.S. Government</li> <li>• 1 credit: Economics</li> <li>• 2 credits: World History/Civilization or Geography/History of the World</li> </ul>	<b>5 CREDITS</b> <ul style="list-style-type: none"> <li>• 2 credits: U.S. History</li> <li>• 1 credit: U.S. Government</li> <li>• 2 credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses)</li> </ul>
<b>PE/HEALTH</b>	<b>3 CREDITS</b> <ul style="list-style-type: none"> <li>• 2 credits: Physical Education</li> <li>• 1 credit: Health &amp; Wellness</li> </ul>	<b>2 CREDITS</b> <ul style="list-style-type: none"> <li>• 1 credit: Physical Education</li> <li>• 1 credit: Health &amp; Wellness</li> </ul>
<b>DIRECTED ELECTIVES</b>	<b>5 CREDITS</b> Any combination of World Languages, Fine Arts, and/or Career & Technical Education	<b>N/A</b>
<b>PERSONALIZED ELECTIVES</b>	<b>6 CREDITS</b>	<b>12 CREDITS</b> Students are encouraged to utilize the new readiness-seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.
<b>COLLEGE &amp; CAREERS</b>	<b>N/A</b>	<b>1 CREDIT</b> <ul style="list-style-type: none"> <li>• 1 credit: Preparing for College &amp; Careers</li> </ul>
<b>TOTAL</b>	<b>40 CREDITS</b>	<b>42 CREDITS</b>



INDIANA  
DEPARTMENT of  
EDUCATION

## BLUEPRINT FOR SUCCESS: READINESS-SEALS

Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.



### ENROLLMENT



### EMPLOYMENT



### ENLISTMENT & SERVICE



## HONORS SEAL

- Complete at least 4 World Language and 6 Social Studies credits
- Complete at least 8 Math credits
  - Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study
- Complete at least 6 Science credits
  - Biology I plus Chemistry and Physics or any advanced lab science credits aligned to their course of study
- Earn a C or higher in all courses and earn a cumulative B average
- Complete one of the following:
  - Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
  - Earn 6 college credits
  - Score a 1250 on the SAT or a 26 on the ACT
  - Earn two of the following:
    - At least 3 college credits
    - 2 credits in AP courses and take corresponding exams
    - 2 credits in IB courses and take corresponding exams
    - 2 credits in Cambridge courses and take corresponding exams

- Complete one of the following:
  - A market-driven credential of value\* aligned to a specific occupation
  - 3 courses in a Career and Technology Education (CTE) pathway
  - An approved career preparation experience aligned to Indiana's CSA program, or
  - An approved, locally-created pathway
- Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal

- Complete one of the following:
  - Introduction to Public Service course or approved locally-created equivalent
    - Emphasis on developing an awareness of the physical standards and character required for service
  - One year of JROTC in high school
- Achieve a score of 31 on the ASVAB and complete one of the following:
  - All three components of the Career Exploration Program
  - A career exploration tool approved by IDOE
- Meet attendance goal
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
  - Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals



## HONORS PLUS SEAL

### Earn the Honors Enrollment Seal, plus:

- Earn a credential of value\* that may include, for example:
  - Associate degree;
  - Technical Certificate;
  - Indiana College Core;
  - AP Scholar with Distinction;
  - Cambridge AICE Diploma; or
  - IB Diploma
- Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic

### Earn the Honors Employment Seal, plus:

- Earn a market-driven credential of value\* that may include, for example:
  - Associate degree;
  - Technical Certificate;
  - Indiana College Core; or
  - Advanced industry certificate
- Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
  - Pre-Apprenticeship
  - Modern Youth Apprenticeship
- Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally

### Earn the Honors Enlistment Seal, plus:

- Complete one of the following:
  - Achieve a score of 50 or higher on the ASVAB
  - Enrollment in ROTC at the collegiate level
  - Acceptance to a service academy
- Demonstrate excellence in leadership through one of the following:
  - Completion of at least 100 hours of public service;
  - Holding a leadership role in a co/extracurricular activity;
  - Completion of two seasons of a team-based physical sport or activity

\*Note: the credential of value levels are currently being determined by business and industry.

Students in the Class of 2023 cohort and beyond have the following graduation requirements. Students must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options:

Graduation Requirements	Graduation Pathway Options (Students must complete at least one criterion from each bucket categories below)
<u>Bucket 1:</u> High School Diploma	Meet the statutorily defined diploma credit and curricular requirements. (Core 40, Core 40 with Academic Honors, Core 40 with Technical Honors, General)
<u>Bucket 2:</u> Learn and Demonstrate Employability Skills	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: <ul style="list-style-type: none"> <li>• Project-Based Learning Experience; OR</li> <li>• Service-Based Learning Experience; OR</li> <li>• Work-Based Learning Experience.</li> </ul>
<u>Bucket 3:</u> Postsecondary-Ready Competencies	<ul style="list-style-type: none"> <li>• Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li> <li>• ACT: College-ready benchmarks; OR</li> <li>• SAT: College-ready benchmarks; OR</li> <li>• ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li> <li>• State- and Industry-recognized Credential or Certification; OR</li> <li>• Federally-recognized Apprenticeship; OR</li> <li>• Career-Technical Education Concentrator: Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li> <li>• AP/IB/Dual Credit/Cambridge International courses or CLEP Exams: Must earn a C average or higher in at least three courses; OR</li> </ul>

For more information regarding graduation diploma requirements, please visit the [Indiana Graduation Pathways website](#).

Any time there is a question concerning requirements for graduation - be sure to see your school counselor. All graduation requirements must be completed PRIOR to commencement in order for a senior to participate in graduation ceremonies.

### MID-TERM PROGRESS REPORTS

Academic deficiency is defined as performing below the course standards to earn a grade of C, or performing at a level below a student's potential as determined by the instructor." The teacher will send notices of academic deficiency mid-way through the grading period. Parents are encouraged to make direct contact with the teacher to assist the teacher in planning strategies for improvement of performance. When a student receives academic deficiency reports from several teachers, the guidance director will arrange a group conference.

### PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled each fall. This is following the completion of the first grading period. This is done to discuss the progress of students early in the school year and to address problems that might be occurring. **ALL PARENTS ARE ENCOURAGED TO MEET WITH THE TEACHERS DURING THIS TIME TO DISCUSS THEIR CHILD'S PROGRESS.**

## EARLY GRADUATION OPTION

Students may apply to complete graduation requirements early or mid-year. If this is their desire, an early graduation application and letter of intent must be submitted to the high school principal prior to the year they intend to graduate. Students who wish to graduate early must meet the requirements for Graduation Pathways, meet the state 94% attendance rate, maintain a 2.0 GPA, and have a viable plan upon graduation either through post-secondary education, military enlistment, or pre-determined employment by the end of the junior year. Students who choose to graduate at the end of seven (7) semesters will not be eligible to attend Blue River Career Center during their senior year. Early/mid-year graduates are considered completed with their high school program and are no longer considered students. Early/mid-year graduates are not permitted to participate in any extracurricular activities (athletics, clubs, etc.). Early/mid-year graduates must get administrator approval and be in good standing in order to attend prom. Early/ mid-year graduates are permitted, and encouraged, to participate in the graduation commencement ceremony of the school year in which they complete graduation requirements. The principal will review the student's transcripts after a letter of intent is received. The student will be notified if the request is granted. Denials may be appealed to the School Board and must be made in writing. Students must complete a minimum of forty (40) credits in several areas of study while in grades 9-12. Students graduating from Southwestern High School must have proof of residency or meet the criteria established in the corporation's Student Transfer Procedure.

## DUAL CREDIT & ADVANCED PLACEMENT COURSES

Currently, SWHS has dual-credit agreements with Ivy Tech University and Indiana University ACP. They are listed as the following:

<b>English</b>	AP/DC Language and Composition AP/DC Literature and Composition AP/DC Rhetoric and Argument
<b>Math</b>	AP Calculus AB (after Pre-Calculus)
<b>Science</b>	Chem II AP/DC *Must pass math qualifying exam for DC Biology II AP
<b>Social Studies</b>	AP/DC U.S. History AP World History
<b>Art &amp; Music</b>	AP Studio Art Music Theory AP

Dual enrollment options will continue to be offered to Southwestern students in an effort to maximize their learning opportunities. Students who are interested in other options for dual enrollment or dual credit should speak with the school counselor or school administration.

## MILITARY RECRUITERS:

The student information for the purposes of the law is the student's name, address and telephone listing. Schools are required to give the same access to military recruiters with respect to student information as it does to higher education institutions representatives and prospective employers unless the student's parents opt out of this requirement: meaning the parent makes a request that their student's information not be given to military recruiters. The request must be made in writing to the school.

## VISITORS

Parents are always welcome. Individual conferences with teachers, school counselor, or administrators concerning any problems or questions are also encouraged. However, prior contact should be made to schedule an appointment at a convenient time for all persons involved. The education of today's youth is a cooperative venture between the home and the school. Please do not hesitate to let us know if you have a concern or suggestion. For various reasons, we cannot permit students from other schools to visit or spend the day with Southwestern students. Anyone visiting the school is required to register at the main office and receive clearance before proceeding into the building. Safety and security is Southwestern's top priority. In order to assist us in assuring your child's safety during our regularly designated lunch times, visitors wishing to eat lunch with students must pass a limited background check and have it on file with the school. This is the same limited background check that is required for volunteers and/or field trip chaperones. The school will provide a place for visitors to eat with the student. Visitors will not be allowed in the building during passing periods. Students will be disciplined for letting people in the building. All visitors will be buzzed in at door #1 or let in by a staff member.

## INDIANA STATE REQUIRED TESTING PROGRAMS

The Indiana legislature and the Indiana Department of Education establish mandates for participation in statewide testing programs. Southwestern High School participates fully in these programs, as law requires them. Students and parents will be notified of these requirements annually.

# ATHLETIC ELIGIBILITY & GUIDELINES

## ATHLETIC PHYSICALS

All student athletes must have an athletic physical and an emergency consent form on file in the main office. Students will not be allowed to practice or play without a pre-participation physical, consent form, concussion form, and a drug testing form on file in the office.

## GRADE ELIGIBILITY

The following are requirements that an athlete must abide by in order to be eligible for athletic participation:

a. The requirements set by the IHSAA for participation are:

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least 70% of the maximum number of full credit subjects that a student can take and must be currently enrolled in at least 70% of the maximum number of full credit subjects that a student can take. For Southwestern students, this would mean that they must be enrolled in at least 5 full credit subjects and must pass 5 full credit subjects. If an athlete fails to meet the IHSAA requirement, then they will be ineligible until the next report card is issued. \*The athlete will be allowed to practice with the team during this period of ineligibility.

\*If a student fails the last 9 weeks grading of the school year (May) then he/she will be ineligible for the following 9 weeks (August).

b. Additional requirements set forth by the Southwestern Jr-Sr High School Athletic Council and the Southwestern Consolidated School District of Shelby County:

The student with 2 F's on his or her report card is ineligible until the next 9 weeks or semester grades.

Incompletes in any course will be treated as a failing grade (F) until the grade has been recorded. Incomplete grades at the end of the semester may result in failure for the semester. Also, at the end of the 2nd and 4th grading periods, semester grades override the 9-weeks grade. Example: If a student earns a D on the nine weeks, but earns an F for the semester, the student is failing that class with regard to athletic eligibility.

## ATHLETIC HANDBOOK

Coaches will be responsible for providing a Southwestern Jr-Sr Athletic Handbook to their athletes. Handbooks will be distributed at the beginning of a sports season. Parents are expected to attend a parent meeting, read and sign a form that they have reviewed the handbook.

## NCAA CLEARINGHOUSE

Students who wish to participate in athletics at the college level need to meet all requirements through the NCAA Clearinghouse. More information is available at the clearinghouse website [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

# SCHOOL DAY INFORMATION

## DAILY INFORMATION

Students should plan to arrive between 7:45 and 8:00 a.m. Students who arrive prior to 7:45 a.m. need to report to the gymnasium and wait until the 7:50 a.m. bell. They shall refrain from using the academic hallways until 7:50 a.m.

## DISPLAY OF UNITED STATES FLAG & PLEDGE OF ALLEGIANCE

IC: 20-30-5-0.5 The governing body of each school corporation shall provide a daily opportunity for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- (1) the student chooses to not participate;
- (2) the student's parent chooses to have the student not participate.

## MOMENT OF SILENCE

In 2005, the state of Indiana established IC 20-30-5-4.5 establishing a daily observance of a moment of silence in each school in order to protect the right of every student to the free exercise of religion. During the moment of silence, "the classroom teacher shall ensure that all students remain seated or standing and silent making no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice." P.L. 78-2005, SEC.6.

## DAILY ANNOUNCEMENTS

Announcements will be read over the intercom each day. Announcements must be written on an approved announcement form, must be brief as possible, and must be signed by the sponsor of the activity. Morning announcements must be turned in to the office by 7:45 a.m. for broadcast. Special afternoon announcements will be broadcast over the public address system at 3:08 p.m. These announcements WILL NOT be broadcast daily. Announcements will not be read during ISTEP testing days or times when standardized tests are being administered.

## CAFETERIA SERVICES

Breakfast is available starting at 7:30 am each school day. Lunches will be served to students at a reasonable cost on a daily basis. Students may deposit money into their cafeteria account by cash or check. Money may also be deposited into their account via [www.ezschoolpay.com](http://www.ezschoolpay.com). Information for establishing an online account is available in the high school office. There is a \$3.50 fee per transaction; all fees are charged by ezschoolpay and are not established by Southwestern School District. Meal accounts can be set up as joint family accounts to make depositing fund easier. Students must enter their ID prior to leaving the cafeteria line. Cashiers will inform students of the balance in their accounts. Every effort will be made to provide good quality lunches at a minimum price. All food purchased in the cafeteria must be eaten in the cafeteria. Students who bring their lunch must eat in the cafeteria. Students are not allowed to use another student's lunch number/account. Students are responsible for the cleanliness of the cafeteria and the building, in general, during the lunch period.

1. Please clean up spills and messes created on the tables and the floors.
2. Return all trays and silverware to the proper receptacles.
3. Dispose of all trash, cans and glass containers in the cans provided.

Insufficient Meal Funds: When lunch account funds are insufficient, the student will be charged for their meal and still served the same meal that is offered to the other students. Their meal account will then have a negative balance. It is the responsibility of the guardian to keep a positive balance on each student's account to cover the cost of a meal and to pay off any debt that the student may have. We will only allow the charging of a reim-bursable meal. Students will not be allowed to charge ala carte items such as water or milk. For current lunch prices and menus, log on to [www.swshelby.k12.in.us](http://www.swshelby.k12.in.us) and visit the "Food Service" webpage.

Free/Reduced Lunches: In order to ensure that all students have the opportunity to eat a well-balanced school lunch, free or reduced price lunches are provided to families that qualify. Parents who wish to enroll in this government-supported program should file the required application. Particular details of this program are available from the office. An application form must be filed every year to remain eligible.

**The USDA is an equal opportunity provider and employer**

# ATTENDANCE PROCEDURES

The Southwestern Consolidated School Corporation believes that regular school attendance is essential to academic and personal growth for all students. The state of Indiana also places school attendance at the top of its priorities, as expressed in the Compulsory Attendance Statute I.C. 20-8.1-3-17. Per Indiana State Law, it is the responsibility of a parent or guardian to ensure students are in school each day. We do recognize that illness, family emergencies, and learning opportunities outside of school will occur from time to time. With these issues in mind, we have adopted the following guidelines regarding school attendance.

## ATTENDANCE GUIDELINES

1. **If your child is absent, please call the school (317-729-5122) by 9:00 AM each day they are absent.** If you are unable to make a phone call, please send a handwritten note upon their return to school explaining the absence.
2. If your child needs to be absent from school for a non-school sponsored state, multi-state or national competitions, or other extended period of time, please get approval from the school principal at least one (1) week in advance. Family vacations must be pre-arranged with administration and fill out the Pre-arranged Absence Form.
3. Students who accrue **ten (10) unexcused absences** for the school year are deemed as "habitually truant".
4. Following an excused absence, teachers will work with students to ensure missed work is made up. Parents can pick up work in the office for their child, if pre-arranged with the teacher. Students may not receive academic credit for work missed during an unexcused absence, but the work must be completed so students understand and are able to complete future assignments.
5. Please send a note with your student if you plan to pick your child up early for any reason.
6. Tardies are recorded when a child arrives late or leaves early from a class or from school.
7. If a student leaves school for the day, and it is before 2:00 pm, a half-day absence will be recorded.
8. If a student arrives before 9:00 AM, or leaves after 2:00 PM a tardy will be recorded.
9. If the corporation nurse sends your child home due to illness, the absence will be excused. If the corporation nurse deems

your child needs to stay home a subsequent day, it will also be excused.

10. If a student is absent from school, or is unable to complete the last half of a school day due to illness, they will not be permitted to participate in or attend **extracurricular activities** later in the same day.

### **EXCUSED ABSENCES**

Examples of an excused absence are as follows, but are not limited to the list:

1. Illness or injury **accompanied by a doctor's note**.
2. Illness or injury that results in the corporation nurse sending a student home.
3. Illness verified by a note from the parent
4. Death of a member of the household or immediate family.
5. Religious observations.
6. Military examinations and/or service.
7. Medical/Professional appointments during school hours.
  - Must be accompanied by a 'Notice of Appointment'.
  - Must contain: Name of student, date and time of appointment, return to school date, any limitations.
  - Must be in the original form from the agency/medical office.
  - If it is a recurring visit, i.e. weekly or monthly, please have the agency/medical office document that.
8. Prearranged personal absence- approved by building principal at least one (1) week in advance

### **UNEXCUSED ABSENCES**

Include, but are not limited to:

1. Illness *without* a doctor's note.
2. Over-sleeping (with or without Parent phone call)
3. Chores at home (any and all)
4. Driving violations (traffic stops)
5. Missed the bus, unable to find a ride, car trouble.
6. Other absences that the school deems reasonably unacceptable.
7. Family Vacations (if not pre-arranged with administration)
8. If a student calls or texts parent/guardian to be picked up because of illness without seeing the nurse and does not see the nurse beforehand
9. Truancy

### **TARDIES TO CLASS/SCHOOL**

A tardy will be assigned to a student if...

1. A student arrives at school after 8:00 am but before 9:00 am.
2. A student leaves school after 2:00 pm.
3. A student is not in his/her assigned seat when class begins.

### **EXCESSIVE UNEXCUSED ABSENCES**

**5 Unexcused Absences:** A courtesy call is made to parent/guardian.

**7 Unexcused Absences:** Parent/Guardian is notified with a certified warning letter and a parent meeting is scheduled

**10 Unexcused Absences:** Parent/Guardian is notified with a certified letter, DCS call is made, Referral to Shelby County Juvenile Prosecutor

**11+ Unexcused Absences:** Every absence from 11 on will result in a follow-up with the Shelby County Juvenile Prosecutor

**OUT-OF-DISTRICT STUDENT TRANSFER GUIDELINES**

Indiana Code 20-26-1-32 requires school districts to determine the capacity to accept out-of-district transfer students on an annual basis. To comply with this legislation, Southwestern Consolidated School District of Shelby County: We will accept an unlimited number of out-of-district transfer applications for students entering kindergarten through the Junior Cohort until the end of the day on the February count day; will continue to accept all applications from out-of-district transfer students entering any grade who were accepted and attended Southwestern during the previous school year, their siblings, and employees’ children, as permitted by law.

**LEGAL POLICIES AND GUIDELINES GIVEN TO SCHOOLS UNDER INDIANA LAW**

1. Each principal within the school or school function under his jurisdiction and/or the administrative staff with his approval, with respect to all schools, may make written rules and establish written standards governing student conduct, and take any action which is reasonably necessary to carry out, or to prevent interference with carrying out, an educational function.
2. It is unlawful for a parent to fail to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public school (In accordance with Indiana State Law)
3. Any person who violates any provision of this chapter is guilty of a misdemeanor and upon conviction thereof, shall be fined in any sum not to exceed one thousand dollars (\$1,000) to which may be added imprisonment for not more than six (6) months.

Attendance Action Plan	
The following steps outline a proactive attendance action plan that will encourage proper school attendance and also provide community support to help families fulfill the compulsory attendance law.	
5 Unexcused Absences	Attendance officer meets with the student, sends a letter home, and makes phone contact with the parent/guardian.
7 Unexcused Absences	Attendance officer sends letter home, makes phone contact with parent to set up a meeting with attendance office to discuss student’s attendance.
10 Unexcused Absences	After proactive meeting with parent/guardian and the failure of student to improve attendance, Attendance officer will file Truancy Affidavit and Referral Form to Shelby County Juvenile Prosecutor and contact the Department of Child Services for Educational Neglect.
11+ Unexcused Absences	For each unexcused absence following the filing of a truancy affidavit and educational neglect, the attendance officer will record truancy reports with the Shelby County Juvenile Prosecutor.

\*Administration may utilize the School Resource Officer to conduct wellness checks on students who are habitually absent.

Family Vacations: School Days in which students will be absent from school because of a family vacation will be counted as an **unexcused absence**, unless a Pre-arranged Absence Form has been completed and approved by administration. Any student wishing to go on a vacation or trip during the school year must present to the administration the completed Pre-arranged Absence Form, which must be presented and approved by administration prior to the first day of the absence. Upon review by administration, a student will obtain teacher signatures and should ask each teacher what school work needs to be made-up. It is the student’s responsibility to make the arrangements with the teachers. The criteria that will be reviewed by administration will consist of, but not limited to the following:

- A. Discipline
- B. Attendance
- C. Academics

**COLLEGE VISITATION**

Juniors and seniors may use up to two days to visit colleges if they have made prior appointments with the prospective colleges. **Students must complete a form, (available in the Assistant Principal’s office) and return the form no later than five (5) days prior to the absence.** Proof (signature of an admission counselor) may be requested to verify your visitation. See form for complete details. Students with an unsatisfactory academic or attendance status may be refused College Visitation privileges.

**ILLNESS AND EXTRA CURRICULAR ACTIVITIES**

Students may not attend or participate in any extracurricular activity on a day that they have been absent from school. A student, who is unable to complete the

last half of the school day because of **illness**, will also be unable to attend or participate in extracurricular activities later in the same day.

The IHSAA requires a student who participates in athletic events to be present for a minimum of four (4) entire periods on the day he/she will participate in an athletic event.

**TRUANCY**

- A. TRUANCY- Any student absent from school without any advanced knowledge and permission from his/her parent, guardian, AND/OR school official.
- B. **CONFIRMED TRUANTS:** Indiana Law - on petition or recommendation from the attendance officer and superintendent having jurisdiction, a child who habitually absents himself from school is in violation of this chapter and may be tried by the judge of any juvenile, circuit, or superior court. If the judge finds that the child is a confirmed truant, he/she may:
  - a. commit the child to the Indiana Boys' School or the Indiana Girls' school as appropriate.
  - b. commit the child to another custodial institution located in this state.
  - c. place the child in the care of a probation officer.
- C. If the student who is less than 18 years of age is determined to be a habitual truant, defined under Indiana State Law, the Bureau of Motor Vehicles shall upon notification by the student's principal, invalidate the student's driver's license or learner's permit **UNTIL THE PERSON BECOMES 18 YEARS OF AGE.**
- D. Habitual truant - an individual who is truant four (4) times in a semester and/or accumulates 10 unexcused absences in a semester
- E. Southwestern Jr. – Sr. High School, upon a student's 2nd Truancy may file a Truancy Report with Shelby County Probation and inform the Indiana Bureau of Motor Vehicles.
- F. A student who is found to be a Habitual Truant may be suspended pending an expulsion hearing.

Students are expected to be on time to every class, every day. The following procedures will be followed by staff to address student tardiness to all classed.

<b>Tardies 1-3</b>	<ol style="list-style-type: none"> <li>1. Warning, parent may be notified</li> <li>2. Warning, parent will be notified.</li> <li>3. Office Referral (detention), parent will be notified</li> </ol>
<b>Tardies 4-6</b>	<ol style="list-style-type: none"> <li>1. Office Referral, parent will be notified, Administration discretion: Discipline may include Detention, Friday Night School, In School Suspension, Temporary loss of driving privileges.</li> <li>2. Office Referral, parent will be notified, Administration discretion: Discipline may include Detention, Friday Night School, In School Suspension, Temporary loss of driving privileges.</li> <li>3. Office Referral, parent will be notified, Administration discretion: Discipline may include Detention, Friday Night School, In School Suspension, Temporary loss of driving privileges.</li> </ol>
<b>Tardies 7+</b>	<ol style="list-style-type: none"> <li>1. Office Referral, parent will be notified, Administration discretion: Discipline may include In School Suspension, Out of School Suspension, Sustained loss of driving privileges.</li> </ol>

Students are expected to be on time to school every day. The following procedures will be followed by administration staff to address tardiness to school.

<b>Tardies 1-3</b>	<ol style="list-style-type: none"> <li>1) Classroom Discipline Procedures, warning, parent may be notified</li> <li>2) Classroom Discipline Procedures, warning, parent shall be notified.</li> <li>3) Classroom Discipline Procedures, Office Referral (detention), parent shall be notified</li> </ol>
<b>Tardies 4-5</b>	<ol style="list-style-type: none"> <li>1) Classroom Discipline Procedures, parent shall be notified, teachers option of warning or Office Referral (detention)</li> <li>2) Classroom Discipline Procedures, parent shall be notified, teachers assigns Office Referral (detention)</li> </ol>
<b>Tardy 6</b>	<ol style="list-style-type: none"> <li>1) Classroom Discipline Procedures, parent shall be notified, teachers Office Referral (Friday Night School)</li> </ol>
<b>Tardies 7+</b>	<ol style="list-style-type: none"> <li>1) Tardies 7 and beyond will be the administration's discretion to meet individual needs of students.</li> </ol>

## DISCIPLINE

The most effective discipline is self-discipline. This takes effect when a student is responsible for his/her own actions and behaves so that he/she is in compliance with the discipline policies at Southwestern High School. When each student uses self-discipline, circumstances are such that all students may attend school in an atmosphere where learning can take place, safety is kept in mind, people can enjoy their time in school, and a positive relationship can exist between students, teachers and administrators. Self-discipline is not inherited; it must be learned. When students act in ways that are outlined as unacceptable at Southwestern High School, or at extracurricular events in which Southwestern High School is a participant, teachers and/or administrators must step in to help correct the unacceptable behavior. The following disciplinary techniques may include but are not limited to:

1. Verbal/written warnings and student conferences
2. Parental involvement
3. Lunch Detention
4. Detention: before/after the school day
5. Friday Night School
6. Restriction of driving privileges
7. Reduction of grades and loss of credit
8. Out-of-school suspension
9. Expulsion from school
10. Invalidation of driver's license
11. Restriction or suspension of extra-curricular privileges (i.e. dances, school picnic, open gyms, etc.)
12. School Community Service (i.e. cafeteria clean-up, etc.)
13. Suspension from commencement exercises
14. Notification of police/probation/Bureau of Motor Vehicles
15. Disciplinary removal from a course
16. Referral to Special Service Programs
17. Rearrangement of class schedule
  - a. Detentions are to be scheduled with the staff member who originated the reprimand. Failure to serve a staff assigned detention will result in additional disciplinary actions.
  - b. Friday Night School times are from 3:15-6:00 PM. Friday Night School could fall on a Thursday night in the event of a Friday half day or other circumstances.
  - c. Failure to attend a detention or Friday Night School without prior arrangements with administration will result in additional consequences including but not limited to additional detentions, Friday Night School, In-School Suspensions, Out-of-School Suspensions, or possible expulsion if a student consistently fails to serve assigned detentions or Friday Night Schools.

The following are expectations of student behavior during a detention:

1. No food or drinks
2. Students will sit at separate tables or desks.
3. No talking.
4. No use of cell phones, iPods, or any personal electronic device.
5. No sleeping or having one's head down.
6. Students must work to keep occupied during the detention time or a task may be assigned by the monitor.

Failure to follow the detention or Friday Night School guidelines may result in additional consequences including but not limited to additional detentions, Friday Night School, In-School Suspension, or Out-of-School Suspension.

Student Behavior Action Plan

Step(s)	Grade	Student	Disciplinary Offense	Teacher/Administrator	Contact of Parent
1 - Detention					
2 - Detention					
3 - Detention					
4 - Detention or ISS					
5 - Friday School or ISS					
6 - 2 Friday Schools or ISS					
7 - 1-10 days OSS					
8 - Expulsion					

Guidelines for student misconduct/disobedience will include the following but not limited to(cumulative over the entire school year):

If a student decides to misbehave, **HE/SHE MUST BE AWARE OF THE CONSEQUENCES OF THE UNACCEPTABLE BEHAVIOR.** Some of the areas of concern (listed alphabetically) which students should be aware of are:

1. **ABUSE OF A STAFF MEMBER:** Backtalk, name calling, disrespect, physical harm or other forms of abuse or harassment toward any staff member will not be tolerated....**whether written, oral, or electronic in nature.**

2. **ELECTRONIC DEVICES:**

- Use of personal cellular and electronic devices is strictly prohibited during the school day. Devices shall be turned off and safely stored in the students locker for the duration of the school day.
  - The start of the school day is one of the following, whichever occurs first for the student:
    - The student boards a Southwestern bus in the morning.
    - The student enters Southwestern Jr-Sr High School.
  - The end of the school day is one of the following:
    - If a student is riding a Southwestern bus home, the school day ends when they get off the bus at their bus dropoff.
    - If a student is staying after school for an extra-curricular activity, the end of the school day is at dismissal.
  - Extra-curricular Activities: School-based activities **after school** shall be deemed as outside of the normal school day, which permits use of electronic devices during such activities and transportation.
  - The only electronic device permitted to be used in the school building is the school-issued chromebook that is issued to each student. Students needing to make contact with a parent or guardian, must come to the office to request use of the telephone. When a violation of these procedures occurs, the electronic device shall be confiscated and the parent/guardian will have to retrieve the device from the main office. Continued violations of these procedures may result in the student being prohibited from having electronic devices within the building.
  - Improper use and/or distribution of video and photography of staff or student or other illegal actions is strictly prohibited: Violations may result in disciplinary action which may include, but is not limited to: detention/Friday Night School/In-School suspension, and Out of School Suspension possibly pending expulsion in extreme cases. Upon a third violation a student will not be allowed to have such electronic devices in the building.
  - **Any instance of a student who refuses to relinquish an electronic device including cell phones when asked by a staff member will be considered insubordination and will be suspended from school and disrupting the educational process.**
  - *Accessibility exceptions may be granted to students with certain required accommodations outlined in an Individualized Education Plan or 504 Plan.*

3. **DAMAGE TO SCHOOL PROPERTY:** Any student who willfully destroys school property is in violation of this provision. Liability for damages resulting from a child's acts to a maximum of \$5,000.

4. **DRUGS/ALCOHOL/Look Alike Drugs:** Possession, use, distribution, or consumption on the property or at any school function is not permitted.

5. **FIGHTING/ATTEMPTING TO CAUSE INJURY/INTIMIDATION:** Physical and verbal assaults and conflicts have no business in a school environment and disrupt the learning atmosphere.
6. **GANG-RELATED GROUPS/SYMBOLS:** Street gangs have no place at Southwestern Jr-Sr High School. Students who, individually, or as a group, act in such a way as to intimidate, threaten, coerce, or physically harm any other student will be subject to the penalties established for expulsions.  
The showing of gang-related symbols, colors, or clothing, which causes a disruption in the learning environment, and to school purposes, shall be grounds for suspension or expulsion.
7. **HORSEPLAY:** Irresponsible actions that could lead to physical harm or damage to other persons or property, including, but not limited to running, yelling, pushing, throwing objects, or making unnecessary noises.
8. **IN THE HALL WITHOUT A PASS:** Being in the hall during a class period without a valid pass from a teacher.
9. **INSUBORDINATION:** Failing to follow the directions of a member of the staff, including such things as completion of class assignments, projects, or homework.
10. **LANGUAGE/INTIMIDATION:** The use of vulgar, obscene, *lewd, and/or threatening* language *whether written, oral, or electronic in nature* is a violation and has no place at Southwestern. Vulgar/obscene/*threatening* will be defined by the classroom teacher or staff member.
11. **PARKING LOT/DRIVING PRIVILEGES:** Irresponsible driving behaviors such as squealing tires, excessive speed, and/or reckless driving will not be tolerated. **\*\* Different colored passes will be issued to students and faculty/staff. Parking spaces will be designated with signs for Student Parking and Faculty/Staff Parking.**
12. **ROMANTIC RELATIONSHIPS:** Students are to refrain from holding hands, embracing, kissing, or exhibiting public display of passionate affection.
13. **RUDE BEHAVIOR AT STUDENT ASSEMBLIES:** Students are expected to be attentive and show respect at all assemblies. Students may be removed from assemblies for inappropriate conduct.
14. **SEXUAL HARASSMENT:** Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; removal of another students clothing; rating students on sexual activity or performance; or circulating, showing, or creating e-mails or Web sites of a sexual nature.
15. **SEXUAL CONTENT:** Students are not to possess, transmit, use, or handle any mode of media or technology containing sexual content. *Students are not to engage in 'sexting' via written, oral, or electronic means nor pose for, transmit, or possess any images of a sexual nature or any images that can be considered sexual or sexually provocative in nature. Sexual, 'sexting', and sexually provocative will be defined by the classroom teacher or staff member.*
16. **SMOKING OR POSSESSION OF TOBACCO PRODUCTS OR PARAPHERNALIA/DRUGS / CBD Oils OR NARCOTICS:** Smoking is not permitted on school grounds by students during the school day or at any activity in which Southwestern High School participates. Students carrying these products are in violation of this provision. If a student is suspected of being under the influence of, or being in possession of tobacco or nicotine containing product/device of any kind or in any form and including vaping or any look alike drug, drugs/narcotics based on a Staff member's observation or other reasonable source of information, the suspected student may be brought to the office, vital statistics checked by School Nurse, Shelby County Sheriff Dept. called in, students' person may be searched by school administration, staff assigned by administration, and/or Police, locker searched, and vehicle searched. If contraband is found, appropriate action will be taken; including working with the SRO and local law enforcement.. This includes e-cigarettes and other vaping products.. See *Corp Policy C450 in reference to our drug testing policy and procedures.*
17. **WEAPONS:** The school environment is not a place for any type of weapon. The school will comply with Federal laws, requiring the expulsion of students who bring weapons on school property. Articles designed to inflict bodily harm, used to inflict bodily harm, or represented as a device, which could inflict bodily harm to another person, will be subject to this rule.
18. **EXTRA-CURRICULAR EVENTS:** Students attending extra-curricular events at Southwestern or at other locations that Southwestern is participating in (i.e. games, dances, County Tournaments, post-season tournaments, Prom, etc.) are to observe and follow the same school rules that are in effect during the "school day." Students that act in an inappropriate manner may face disciplinary action upon returning to school. **The exception to this rule is that students shall be able to utilize their personal electronic devices during after school extra-curricular activities.**
19. **CLASSROOM DISRUPTION:** Engaging in activities that interfere with carrying out school purposes or an educational function and are validly adopted in accordance with Indiana Law.
20. **Technology Disruption:** Engaging in activities that interfere with carrying out school purposes or an educational function.

#### Basic rules of conduct at Southwestern High School

1. When you arrive at school, you are not to leave the school for any cause without permission from the office.
2. Students must use the sign IN and OUT register located in the office if leaving school early or coming to school late.
3. You are assigned to a room every period of the day. Be in your assigned place and on time.
4. You must have a pass any time you are in the hall.
5. Do not run, push, wrestle, yell, or make unnecessary noises.
6. Go to every class with proper equipment. Bring nothing to school that is not to be used in your classes or in preparing lessons.
7. Do not leave class until dismissed by the teacher.

8. You should not sit or lean on the heating units, open windows, or turn lights off or on. The teacher is responsible for heat and light control.
9. Janitor rooms and boiler room are off limits.
10. There will be no snowballs thrown on the school grounds.
11. Students serving out-of-school suspension are not to be on school grounds during the time of the suspension.
12. Honesty: Honesty is a characteristic that is expected at Southwestern and dishonesty in any form whether written, oral, or electronic in nature has no place at Southwestern.
13. Sleeping during educational time is prohibited and subject to reprimand by Southwestern staff.
14. The fieldhouse, main gymnasium, and locker rooms are off limits to students during the school day unless supervised by an adult. Locker rooms will be open from 7:30-8:00 for athletes to put their items in their lockers and after 3:10 for students to utilize the locker room for their respective sport.

In accordance with Indiana State Law, the superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior in addition to the actions specifically provided in this chapter, reasonably, desirable or necessary to help any student to further school purposes, or to prevent an interference there with such action, including such matters as counseling with the student or group of students; conferences with a parent or group of parents; assigning students additional work; rearranging class schedules; requiring a student to remain in school after regular school hours to do additional school work or for counseling or restriction of extra-curricular activity. A student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

### Substitute Teacher Discipline Procedures

If a substitute teacher writes up a student for a Disciplinary Action, the student will be subject to the following actions:

1. 1st offense – student will receive an automatic Detention Assignment.
2. 2nd and 3rd offense – student will receive an automatic In School Suspension.
3. 4th or more – student will automatically receive a 1 day Out-of-School Suspension (OSS). THE REGULAR CLASSROOM TEACHER WILL BE GIVEN THE OPTION TO FILE THIS REFERRAL WITH THE OFFICE OR TO ALTER IT ACCORDINGLY.

### SUSPENSION AND/OR EXPULSION

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. Students that are suspended or expelled are not allowed on Southwestern's campus before, during or after school for any reason. This includes extra-curricular events (dances, athletic events, Prom, Graduation, performances, giving rides to other students, etc.) In this event and in accordance with the provisions of I.C. 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) periods if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this procedure, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. There is an exception to a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this procedure.

### GROUND FORS SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct or substantial disobedience as listed below as well as the examples and categories listed under Guidelines for student misconduct/disobedience and Basic rules of Conduct at Southwestern High School.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited:
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person or to oneself. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco **or nicotine containing product/device of any kind or in any form, vaping device or any look alike drug**, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. See *Corp. Policy C-450 for drug testing policy*.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. knowing possessing, using or transmitting **ANY SUBSTANCE WHICH IS REPRESENTED TO BE OR LOOKS LIKE** a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), energy drinks, or stimulants of any kind, be they available with or without a prescription.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
13. **POSSESSION OF A FIREARM**
  - a. No student shall possess, handle or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - Any weapon which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive.
    - The frame or receiver of any weapon described above.
    - Any firearm muffler or firearm silencer.
    - Any destructive devise which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
    - Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter.
    - Any combination of parts, either designated intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - c. The penalty for possession of a firearm: Ten days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. **BULLYING** - Southwestern Consolidated School District recognizes that bullying and intimidation have a negative effect on school climate. Those who are intimidated and fearful cannot give education the single-minded attention needed for success. Bullying can also lead to more serious violence. Everyone has the right to an education and to be safe in and around school. Bullying is a pattern of abuse over time and involves any person being "picked on." Bullying includes physical and/or psychological intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation and/or attacks on personal property. Southwestern Consolidated School District shall not tolerate any bullying on district grounds or at any school activity and/or school function on or off campus.
15. **CYBER-BULLYING** is the use of technology for social cruelty, which can include harassment, impersonation, denigration, trickery, exclusion and stalking. Cyber-bullying will not be tolerated at Southwestern Jr-Sr High School. School officials have the right to discipline students for cyber-bullying which occurs off campus if the impact of the bullying disrupts the learning environment of the school.
16. **SEXUAL HARASSMENT:** Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for

sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; removal of another students clothing; rating students on sexual activity or performance; or circulating, showing, or creating e-mails or Web sites of a sexual nature.

17. **SEXUAL CONTENT:** Students are not to possess, transmit, use, or handle any mode of media or technology containing sexual content. **Students are not to engage in 'sexting' via written, oral, or electronic means nor pose for, transmit, or possess any images of a sexual nature or any images that can be considered sexual or sexually provocative in nature. Sexual, 'sexting', and sexually provocative will be defined by the classroom teacher or staff member.**

The grounds for SUSPENSION or EXPULSION listed above apply when a student is:

- a. on school grounds immediately before, during and immediately after school hours; and at any other time when the school is being used by a school group;
- b. off school grounds at a school activity, function or event, or
- c. **TRAVELING TO OR FROM SCHOOL OR A SCHOOL ACTIVITY, FUNCTION, OR EVENT.**

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds. If the unlawful activity is considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holiday, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. A written or oral statement of the charges.
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspensions as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.
4. Multiple days of out-of school suspension may be assigned as consecutive days or may be assigned on an "every-other day" basis.

## BOYS SCOUTS ACCESS TO SCHOOLS

On January 8, 2002, President George W. Bush signed the No Child Left Behind Act of 2001. Part of No Child Left Behind is the [Boy Scouts of America Equal Access Act](#), Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by Section 901 of the No Child Left Behind Act of 2001 (the Boy Scouts Act), which applies to public elementary and secondary schools, local educational agencies (LEAs), and State educational agencies (SEAs) that receive Federal funds made available through the Department of Education. Under the Boy Scouts Act, no such public school, LEA or SEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in [Title 36](#) of the United States Code as a patriotic society, that wishes to meet at the school.

## EDUCATION RIGHTS OF HOMELESS STUDENTS

The [McKinney-Vento Homeless Assistance Act](#) requires that all school districts make special accommodations to ensure access to school for children whose families are "homeless."

1. The **definition of "homeless"** includes not only the classical notions of living in a tent or car, but also families that lack a regular abode (e.g. in a refugee type settlement, or placed in a motel/hotel by FEMA or other agency) or who are temporarily doubled up with another family.
2. homeless child must be promptly enrolled, provided full access to classes, be afforded transportation if needed and cannot be discriminated against, or placed in a segregated school, based on their status.

## DISCLOSURE OF STUDENT LISTS TO COMMERCIAL AND/OR POLITICAL ENTITIES

The Board of School Trustees of the Southwestern Consolidated School Corporation in order to maintain the privacy of its students prohibits the disclosure of any

student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names, addresses and/or e-mail addresses of any or all students currently or formerly enrolled in the school corporation. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit.

#### NOTICE/CONSENT/OPT-OUT FOR SPECIFIC EDUCATION ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), requires Southwestern to notify a parent and obtain consent or allow the parent to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"): 1. Political affiliations or beliefs of the student or student's parent; 2. Mental or psychological problems of the student or student's family; 3. Sex behavior or attitudes; 4. Illegal, antisocial, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.

#### PARENTAL RIGHT TO INSPECT EVALUATIONS, EXAMINATIONS AND SURVEYS

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

#### PARENTAL INVOLVEMENT

Southwestern Consolidated Schools will involve parents in regular, two-way meaningful communication addressing student achievement and ensuring that parents play an integral role in assisting their child's learning that parents are encouraged to be actively involved in their child's education that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child. Staff and parents shall use ParentSquare as the main platform for two-way communication concerning their student's academic progress. Email and telephone are other acceptable ways for parents and staff to communicate regarding student academic progress.

#### ABSENCE BY SUSPENSION

In order to allow the student the opportunity to continue to receive an education without major disruption, students who are suspended shall make up major quizzes, tests, and projects when they return from the suspension. The student's work will be checked for completeness and accuracy and the student will receive credit that is earned. This will allow the student to receive information and credit that is required to complete the course effectively.

#### EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
6. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.
7. The decision of the governing body may be appealed in accordance to Indiana State Law as stated below:
  - a. A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of the notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, the notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting, is effectively given at the time when the requestor notice is delivered personally, or sent by certified mail to a student and the student's parent.

- b. The governing body may vote not to hear appeals of actions taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken, a student or parent may appeal only under section 15.

## DRESS AND APPEARANCE

The courts have ruled that the school can make reasonable rules regulating dress and appearance as they affect the educational process, concern health and safety and decency. The following limitations are intended to help students make choices in regards to dress for school. Clothing that disrupts education or endangers the student's own safety or that of others is considered inappropriate and will not be permitted to be worn in school. The appearance of our students' influences, to a large degree, the impression the community and general public have of our student body. The responsible dress of the students reflects the community standards for appearance. If a staff member considers the clothing to be questionable, the staff member may send the student to the office to make adjustments. **Appropriate action will be taken to cover unacceptable dress before contacting parents. If students do not have a jacket or a change of clothing, they will remain in the office with class work being sent to them.** Because we believe that a student's most effective learning opportunity is with the teacher, students may be asked to contact a parent to bring different clothing to school.

Students are expected to adhere to the following guidelines.

1. Dress should reflect personal pride - Clothing worn by students should be in good taste, in good repair and clean (no pajamas or tank tops). It should not be revealing, distracting, suggestive, or disruptive to the educational process. Dress should reflect respect for others - Clothing that advertises tobacco, alcohol and/or drugs, clothing that is lurid, vulgar, profane or sexually suggestive or clothing that is demeaning to race, religion or sex is not permitted. If there is a question as to whether or not you should wear it---DON'T!
  - **Examples of revealing, distracting, or sexually suggestive clothing that would be in violation of the dress code include clothing that exposes:**
    - Breasts
    - Cleavage
    - Buttocks
    - Underwear or undergarments
    - Stomach (Torso)
2. Dress should reflect pride in the school facility - Generally, any article of clothing that may cause damage to school property may not be worn (Example: cleats on boots or shoes; long, heavy chains; and spiked apparel) Dress should reflect concern for safety - Appropriate footwear (Example: shoes, sandals, etc.) must be worn at all times. Dress should reflect a sense of what is socially proper - Sunglasses, hats, caps, hoods, etc. are not to be worn during the school day and, if brought to school, are to be placed in the student's locker.
3. **A student who wears inappropriate clothing to school will be sent to the office and the clothing problem will be corrected before the student returns to class. A student will be issued a warning for the first dress code violation and parents/guardians may be contacted. If the problem persists further, the penalty will escalate.**

## STUDENT DRIVING AND PARKING PRIVILEGES

All students who drive any type of motorized vehicle are to complete Drug Testing Consent form and a Student Driver Registration form in the main office and purchase a parking permit. Parking permits are an annual cost of \$15 per student. Fees associated with parking cover the cost of parking tags, paperwork, and maintenance. Any money that is leftover after these costs will be used in the student activities fund. Students must park in white marked parking spaces. The school makes parking spaces available for students, but that does not diminish the school's sole ownership, control, and authority over the parking facilities.

The following regulations will be enforced:

1. All vehicles must be registered in the office within 2 weeks of the start of school and pay the dues associated with the parking permit. When new drivers/new students begin driving to school, they are to register any vehicle they will drive within 2 weeks. Failure to properly register may result in the student's driving privileges being revoked. Upon further violations, the vehicle may be towed at the owner's expense after proper notification.
2. Vehicles must be parked properly in the parking spaces (inside the white lines). Vehicles are not to park at an angle or take up more than one space necessary to park. Vehicles that are longer than the available space should take extra room in the parallel space and not extend into the driving lane.
3. Teachers are to park near the Maintenance area, and near the cafeteria. The single lane of parking east of the building is for Cafeteria employees and for Administrative Staff. At no time are vehicles to be parked in front of the school.
4. The student and/or parents are liable for accidents or damage caused by the driver on school grounds.
5. Returning to a vehicle during school hours, whether for window adjustments, needed items, or any other reason will not be permitted without permission from the office.
6. Students may not leave the parking lot, unless they are scheduled to do so, during the school day.
7. Each student driver will leave the school grounds by using the WEST driveway (near the athletic fields). Students are not to move to or exit from the east side of campus until all the buses have exited the campus.
8. Reckless driving will not be tolerated. Students may receive disciplinary action including loss of driving privileges.
9. Students are expected to follow the instructions of the supervisor on the West side of the building.

10. Students entering the building prior to 7:50 a.m. are to report directly to the gym or cafeteria. No hallway access without permission.
11. All vehicles are to be parked as soon as possible upon entering school property, and all occupants are immediately to enter the building.

**LOCKERS**

Each student is assigned a locker for the storage of academic supplies and materials . Students should plan ahead and avoid needing to go to their locker after each period. Keep your locker neat and clean. Your locker is the property of the school and is merely loaned to you. Do not deface it. Keep it locked and tell no one your combination. Students are prohibited from carrying a bag or backpack with them to their classes. These items will need to be kept in the student's locker.

**FOR THE PROTECTION OF STUDENT BELONGINGS:**

1. Each student will obtain a school owned combination lock for their hall locker. The student is solely responsible for locking the locker to prevent theft or vandalism to the locker.
2. Do not store items of value in the locker. The office will hold these items for you if necessary.

Any materials, books, or equipment issued to the student by the school is the responsibility of the student until their proper return. Any damage to, or loss of such items, will be charged to the student. While every attempt is made to insure the security of a student's locker, valuable property should not be stored in this area. The school is not responsible for any items that may be stolen.

Problems with the locker or lock are to be reported by the student in writing to the office immediately. The office maintains a list of all locker combinations in case a student forgets his/her combination. The office will not give out combinations to other students for any reason.

According to law, the student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect student lockers if needed. The school corporation retains the right to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

**LOST AND FOUND**

The lost-and-found area is located in the main office. Students who have misplaced something should check with the secretaries and/or the custodial staff. Students are encouraged to bring found articles to the main office. Students are strongly encouraged not to bring large sums of money or valuables to school. **Southwestern High School will not be responsible for articles that are lost or stolen.**

**FIRE DRILLS, DISASTER/TORNADO DRILLS, ACTIVE SHOOTER DRILLS, EMERGENCY CLOSING**

1. Fire drills are conducted each month of the school year, including cold weather periods.
2. Disaster drills are conducted twice during each semester.
3. Active shooter drills are conducted once a semester.
3. Each student should be familiar with exactly where to go when assigned to rooms in the building.
4. Students are expected to be quiet during fire drills/tornado drills/active shooter drills. This is especially important should an exit or area be locked, resulting in verbal instructions being needed to change the original exit or place of safety that is posted in each room. Students may talk quietly after the designated safety area has been reached.
5. Always remember that the signals may indicate an actual emergency and not just a drill. Think and act as if it were the real thing.
6. For school closing and delays DO NOT call the school. Listen to the designated stations.

Radio Stations	TV Channels	
WSVX RADIO (1520 AM – 96.5 FM)	WXIN (59)	WRTV (6)
WKKG RADIO (101.5 FM)	WISH (8)	WTHR (13)

The school district has also implemented the use of the School Messenger system which will use the computer system to contact each family in the district. It is vital that families inform the school office of any changes in their contact information so that records can be accurately maintained.

**STUDENT SERVICES**

**GUIDANCE OFFICE**

The guidance office will be open during the entire school day. There is a trained counselor available to help you with any problems you may have. Information given to guidance counselors may be confidential, and you are assured that it will be kept that way. Counselors can help you with personal problems, problems with your classes, or planning your future by providing you with information concerning trade schools, vocational schools, and colleges. Make use of this service; counselors are here to help you.Registration for classes presents a fine opportunity for parent involvement in guidance activities. Interested parents are very helpful to both students and counselors during appointments to select subjects to be taken during the following year. Students and parents have the opportunity to

meet with the school counselor during the spring of each school year to plan coursework for the coming school year and to ensure that academic requirements are being met. Students will have the opportunity to review their schedule prior to the start of the school year in August. Students may request schedule changes during the registration process prior to the start of school and through the first 10 days of classes. Students may request a schedule change for second semester prior to the start of the second semester. Scheduling restrictions, a student's academic needs, class prerequisites or course availability may determine whether or not a change request may be honored. Students will not be allowed to change courses after 10 days into a semester.

Information regarding SAT, ACT, PSAT, scholarships, financial aid services (including the FAFSA), college applications and post-secondary options are available in the guidance office.

## HEALTH SERVICE

The services of a registered nurse are available to all students. The nurse's office is located in the main office.

Teachers who have students with serious injuries or illness should contact the office immediately. Depending on the injury or illness, the student may remain in the immediate area. When possible, however, the student will be sent directly to the office for immediate attention. In the event of an emergency concerning a student, we will contact parents immediately. Alternate emergency numbers, such as work numbers, must be listed and kept current.

Students who become ill at school will receive first aid and care administered by the school nurse or other personnel, according to the complaint or injury, and the parents will be notified when school personnel feel notification is necessary. Students will not be sent home unless a parent is notified, and permission is received to send the student home. Students who do not follow this process when feeling ill may be subject to disciplinary action. Students are not to use classroom phones or cell phones to contact a parent prior to coming to the nurse's office.

## ADMINISTRATION OF MEDICATION

School personnel give medication prescribed or ordered by a doctor or over-the-counter drugs accompanied by a parental permission slip. The parental permission should include the name of the medicine, when it is to be given, and how much is to be given.

- A. Medication must be in the original container telling the drug's name, dose, and frequency of administration, child's name, doctor's name and date. At the time a prescription is filled, ask the pharmacist for a duplicate container, properly labeled, explaining that the medication will be given at school and at home.
- B. Parent permission notes should indicate what time of the day medication is to be given at school as determined by the times the child receives the medication at home. Approximate length of time it will be necessary for medication to be given should be listed.
- C. No medication may be carried by a child or kept in the classroom or locker except emergency medications such as inhalers and epipens.
- D. Short-term prescriptions and over-the-counter medications for illnesses such as colds, coughs, ear infections, etc., should be sent in sufficient quantity for that illness only. The time interval should be approximately 7-10 days only.
- E. Long-term prescriptions and medications for conditions such as allergies or asthma can be kept until the end of the school year or until discontinued. New parental permission slips are required each year.
- F. Please do not ask school personnel to send medication home daily unless it is absolutely necessary.
- G. Students who need medication for headaches, cramps, upset stomachs, and minor colds must have parent bring medication to school with parent note and sign school parental permission slip before any medication can be given.

## STATE REQUIRED SCREENING

Southwestern High School screens for vision and hearing as required by state law. Parents who do not wish their child to participate for religious reasons must file a written objection with the school corporation.

## BOOKS AND EQUIPMENT

It is necessary and important that you have all the books required for your classes. Do not go to any class without the proper materials, including books, paper, and pencils or pens. Plan ahead and be prepared to do your best in every class. Computers and electronic equipment that is school owned will have a replacement cost, if any student damages this equipment. In physical education classes, you are required to wear the prescribed uniform and be in uniform and ready to participate for every class meeting. Only a physician is qualified to determine whether or not you are physically unable to participate. Unless you have a doctor's written statement excusing you from the activities, you are expected to participate.

## RELEASE OF DIRECTORY INFORMATION

The Family Rights and Privacy Act of 1974 provides certain safeguards to the privacy of our patrons and students. Parents have certain rights under this act until such time as their student is 18 years of age or is enrolled in a post-high school institution, after which the student may exercise those rights. The parents have the right to examine their children's record and request corrections if records are inaccurate, misleading or are otherwise in violation of the privacy or other rights of students. If there is a disagreement on this matter between the parents and the school, parents may request and receive a formal hearing. Even if the results of the hearing support the school, parents may place additional comments or a dissenting opinion in their child's permanent record. The school is obliged to keep records which show an intrusion into a child's permanent record, indicating who examined the record, the date it was examined, and the purpose of the examination. School officials with a legitimate educational interest are exempted. Other exemptions include officials from schools where a transfer is made and

certain representatives of state and federal government. Any other person may receive records with the written consent of the parents. The school will also respond to a court order or subpoena, but parents will be given advanced notice. **Certain directory information including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and other similar information may be released without parental consent unless the parents notify the high school guidance department prior to September 30 of the current school year, that they do not want certain designated directory information released without prior consent.**

#### PERMANENT RECORDS & TRANSCRIPTS

A permanent record is maintained on each student, which follows the student each year of his/her education. Contained in this record are courses taken and grades earned, standardized test scores, days present and days absent, health records, and other pertinent information. Transcripts of this record are prepared upon written request of the student (18 or older, or the parent, if the student is less than 18) to provide prospective employers and college or technical school officials a thorough picture of a student's educational progress. Normally transcripts are sent directly to the employer, college, or school, and are not given to the student to deliver.

#### DANCES, SOCIAL EVENTS

Dances and other social events will be held throughout the school year by various organizations. The following guidelines should be employed when planning any type of dance or social activity:

1. During the week all activities will end by 10:00 p.m. and on weekends by 11:00 p.m. The after-prom is an exception.
2. All dances will be chaperoned by the organization's sponsor, additional faculty members, and security personnel.
3. School attire will be worn unless otherwise specified, and proper conduct will be expected at these functions.
4. Attendance at these activities is reserved for students of Southwestern High School and their dates. Guests from outside the high school must be registered in the office prior to the event. **ADMISSION WILL NOT BE GRANTED TO STUDENTS WHO HAVE QUIT SCHOOL.**
5. **ONCE STUDENTS HAVE BEEN ADMITTED, ANY STUDENT WHO LEAVES WILL NOT BE RE-ADMITTED EXCEPT IN CASE OF EMERGENCY WHERE PRIOR APPROVAL HAS BEEN GRANTED BY THE FACULTY SPONSOR.**
6. If a student is bringing a guest that is 18 or older from another high school that guest will need to have a limited history background check on file.

#### FUNDRAISING

No student, group of students, class, club, or organization will be allowed to purchase or sell materials unless authorized by the high school principal and approved by the school board. There is to be no solicitation of funds in the building or in the community unless authorized by the high school principal and school board. Fundraising activities are submitted to the school board for approval in April and October of each school year. Organizations are urged to keep fundraising projects to a minimum. The sale of items during class time is expressly prohibited.

#### SCHOOL BUS RULES FOR PUPILS

1. Each pupil shall be located immediately upon entering the bus in a place assigned by the driver.
2. No pupils shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, trip, scuffle, hold, hit, throw, or use their hands, feet or body in any other objectionable manner. Keep hands and feet off other students' belongings.
5. No windows or doors will be opened or closed except by permission of the driver.
6. No pupils shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his/her station, the bus driver is not required to wait after the scheduled time for arrival at the pupil station. If the school bus driver is already three minutes late, he/she need not wait at all.
8. Upon the recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or ladylike manner on the bus.
9. **No student shall ride a bus other than the one assigned, unless a note of permission has been submitted to the driver from the parent and/or the school administration.**

From the time you get on the bus in the morning until the bus returns you to your home, you are under school supervision and authority. If you come to school on the bus you are to go home on the bus. You are not to get off the bus except at your home unless your parents have made arrangements with the school for you to do differently. Your bus driver is responsible for your safe delivery to and from school.

#### CLASS ORGANIZATION

The value of an efficient and workable class organization cannot be overestimated. Functioning as a group with unity of purpose and unity of action, much can be contributed by the class to the welfare of the entire school and student body. Class officers are elected in the **Fall** for the following school year. An organization is no stronger than its leadership. As a member of the class, it is your duty to use great care in the selection of your class officers. You are placing a heavy

responsibility in the hands of a selected few who will guide the destiny of the group for a full year. The people selected should possess the qualities necessary to perform their duties capable and efficiently. In 1978, the student council, which governs these elections, established these guidelines for eligibility:

- No one with a suspension from school for any reason during the present school year may run. Anyone elected who is suspended after that will be removed from office immediately. The remaining class officers will fill any vacancy that exists.
- Only those maintaining a "C" average overall are eligible for office. Any student who drops below this average will be suspended from his office and will be ineligible for office the following year.

## STUDENT COUNCIL

The student council is composed of representatives from each class. The purpose of the council is to assist in planning student activities and aid in the general improvement of your school. The council will meet regularly. Student council members must take the responsibility to be at the meetings. If a member misses more than four meetings, (except for absence from school) the member will be removed from student council. **The student council then has the option to fill the vacancy.** The student council will then fill the vacancy. Each school club is permitted to send a representative to the council meetings, and any student desiring to make a proposal may get permission to attend the meeting.

## CHILD ABUSE

The stated purpose of the Indiana Child Abuse Statute is "to encourage effective reporting of suspected or known incidents of child abuse or neglect, to provide in each county an effective child protective service to quickly investigate reports of child abuse or neglect, and to provide rehabilitative services for such a child and his/her parent, guardian or custodian." Any individual who has reason to believe that a child is a victim of child abuse or neglect is required by law to report the suspected abuse or neglect to the local child protective service law enforcement agency. Failure to report suspected abuse or neglect when known is a crime punishable by up to 6 months imprisonment. Reports of suspected abuse or neglect are frequently made by neighbors of the child, by family members, by medical practitioners and by school personnel. They are made anonymously. AN INDIVIDUAL MAKING SUCH A REPORT IN GOOD FAITH IS IMMUNE FROM ANY CIVIL OR CRIMINAL LIABILITY THAT MIGHT OTHERWISE BE IMPOSED BECAUSE OF SUCH ACTION. THE INDIVIDUAL MAKING THE REPORT IS PRESUMED BY LAW TO HAVE ACTED IN GOOD FAITH.

## CIVIL RIGHTS NON DISCRIMINATION GRIEVANCE PROCEDURE

This non discrimination grievance procedure applies to civil rights' regulatory TITLE VI (race, color, national origin including limited English proficiency), TITLE IX (sex/gender), SECTION 504 of the REHABILITATION ACT of 1973 (handicapping condition), and the Americans With Disabilities Act. Interested parties include school corporation officers, employees, students and patrons. The non discrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping condition, and national origin including limited English proficiency. The civil rights regulations require the identification and notification of employees, students, and patrons of the corporation's Civil Rights Coordinator(s).

1. The building principal or designee serves as the compliance coordinator for allegations of building level violations affecting students, employees, or building patrons.
2. The superintendent or designee serves as the compliance coordinator for violations at the corporate level such as policy or practice.

## NON-DISCRIMINATION GRIEVANCE PROCEDURE

### Level One

1. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described above (building level or corporation level). The complaint shall stipulate the specific act or omission, the date of same, and the parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.

### Level Two

1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all materials and schedule a meeting within seven (7) calendar days of the receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties. If the alleged violation, interpretation or application is of a corporate nature such as a written rule, regulation, or

policy, then Level Two is initiated immediately.

**Notice of Restriction to Release Student Directory Information to  
Military Representatives**

State law requires release of Student Directory Information by the high school recruiting representative of the various military services and academies. (IC 20-10.1-29-3)

A parent or a student has the right to restrict the release of such information to the military recruiting representative if the parent or the student signs a written request by the end of the student's sophomore year in high school.

**Denial of Permission to Release Student Directory Information to Recruiting**

**Representatives of the Military Services and Military Academies**

Dear Parent and Student:

Student directory information, as defined below, must be released to any recruiting representative of any military service or academy who request it unless the parent or student provides a written request stating no student directory information is to be given to a military recruiting representative.

Student Directory Information is defined as follows:

Name of student

Address

Telephone number(s), if listed or published

The release of Student Directory Information to all military recruiting representatives is denied.

**This form must be completed and returned to the school principal before the end of the student's sophomore year.**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

# Southwestern Consolidated School Corporation of Shelby County

## Technology Acceptable Use Agreement

Guidelines for all staff members and students

The Southwestern Consolidated School Corporation of Shelby County is pleased to provide appropriate, reliable and accessible tools that enhance student achievement and increase staff productivity through the integration of technology. Our goal in providing this service to teachers and students is to promote educational excellence in our schools through the facilitation of resource sharing, communication and the use of technology as a learning tool. Internet usage is a required element of curriculum and is expected of every student.

### Internet Usage

The Internet connects thousands of computers and millions of users all over the world. Through the Internet, students and teachers have access to a vast volume of curriculum related resources. Freedom of expression is a right guaranteed by the Constitution of the United States. It includes the right to freedom of speech and the right to receive information. These rights extend to all members of our society including students, teachers, and administrators. Southwestern Consolidated School Corporation of Shelby County in acting as a facilitator helps all members of our school community to access information regardless of format or technology. This access to information is a fundamental right of citizenship. In making decisions regarding student access to the internet, Southwestern Consolidated School Corporation of Shelby County considers its own stated educational goals and objectives. While preparing our students for their roles as citizens and future employees, we realize that electronic information research skills are now fundamental to the educational process. In giving students access to the internet we enable them to explore thousands of resources around the world. This same access also allows contact with people from around the world. The school district expects that teachers will integrate the use of the internet throughout the curriculum. This use will follow and include proper guidance and instruction to students in its correct use. Teachers and administrators are to ensure that access from school to internet resources be structured in ways which have students use only those resources that have been evaluated prior to use. While students will be able to move beyond those resources to those that may not have been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Teachers and administration will make every reasonable effort to ensure that students are accessing appropriate information. When students access the internet outside the school environment, families bear the responsibility for the same guidance of internet use as they exercise with information sources such as television, radio, movies and other potentially offensive media.

**Students who use district provided internet access must have the permission of and must be supervised by our schools' professional staff.** Students utilizing school provided internet access are responsible for civilized behavior online just as they would be in the classroom or other campus areas. The same behavior that is expected in the classroom will be required when using internet resources. When using school provided access, students and staff should remember that access is a privilege, not a right. Use of the internet entails responsibility. The sole purpose of school provided access is to facilitate research and the meeting of educational objectives. To remain users of internet services, students and staff must support these educational objectives. Failure to do so may result in loss of Internet access privileges. Students should expect that files stored on school computers may not be private. Such files will be treated like school lockers and will be subject to review by school administrators and faculty to ensure that **school objectives and behavioral expectations are being met. Failure to comply may result in loss of privileges. Likewise, the district reserves the right to inspect any staff members files that are stored on school owned computers, servers, disks or other equipment.**

The following uses are not permitted:

1. Accessing, uploading, downloading, distributing or printing of pornographic, obscene or sexually explicit material. Transmitting or printing obscene, abusive or sexually explicit language
2. Violating any local, state or federal statute
3. Vandalizing, damaging or disabling the property of another individual or corporation
4. Accessing another individual's information or files without permission
5. Violating copyrights or otherwise using the intellectual property of another individual or organization
6. Purchasing goods or services via the school corporation account on the internet except as specifically permitted by the school district treasurer.
8. **Using or attempting to use a proxy server to bypass the content filter.**

Any violation of Southwestern Consolidated School District of Shelby County's policy and rules will result in the loss of district provided access to the internet and network. Additional disciplinary action may be taken at the building level. If local, state, or federal statutes have been violated, the proper authorities will be notified for further action.

## Disclaimer

The Southwestern Consolidated School District of Shelby County makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The district will not be responsible for:

1. any damages users may suffer due to loss of data or interruption of service.
2. the accuracy, nature or quality of information stored on school media
3. the accuracy nature or quality of information gained through the internet
4. personal property used to access school provided internet access
5. unauthorized financial obligations resulting from school provided internet access.

## Security

Security on any computer system is a high priority, especially when networked with many users. If you feel you can identify any security issue, you must notify the technology coordinator or school administrator. Do not demonstrate the problem to other users. Never log on with another person's identity. Any user identified as a security risk or having a history of problems with computers may be denied access to the network.

## Vandalism

Vandalism will result in cancellation of all computer privileges and possible legal action. Vandalism is defined as any malicious attempt to harm or destroy data of other users, organizations, schools, or networks. This includes but is not limited to the creation and/or introduction of worms, viruses etc.

## Student Specific Policies

The Southwestern Consolidated School Corporation reserves the right to revoke a student's technology privileges within the school setting at any time for misuse and/or misconduct with consequences resulting in but not limited to:

1. Revoked privileges for as long as the teacher, principal and/or technology coordinator deem appropriate
2. Suspension and/or expulsion from school
3. Removal of student from technology course with an incomplete as a final grade
4. Financial restitution for damage to school hardware or software misuse and/or misconduct may include but is not limited to:
  - a. Any violation of local, state or federal law
  - b. Copyright infringement, specifically the copying, installation or use of illegal or improperly licensed software or files
  - c. Alteration, tampering, or vandalizing of hardware or software.
  - d. Use of personal disks, CDs, removable drives, MP3 players or other portable devices (iPods, netbooks, cell phones etc.) unless specified by the supervising teacher
  - e. Game playing. Teachers may allow educational games and game sites as they apply to curriculum.
  - f. Use of commands or programs that may alter the appearance, performance or operation of the computer hardware or software
  - g. **Use of food and/or beverages near a computer or the use of gum in any computer lab**
  - h. Saving files on the hard drive unless directed by the teacher. Such files may be erased without notice.
  - i. Use of non-school provided email during school hours, including e-mail and instant messaging with the exception of e-mail designated for classroom purposes.
  - j. Logging into the network as another user
  - k. Allowing another user to use your password or using another's password
  - l. Modifying files, programs, or data belonging to others. Disrupting the operation of the computer through abuse of hardware or software
  - m. Misrepresenting other students through the use of technology
  - n. Malicious use of the computer to transmit mail, harassment, obscene, profane, vulgar or sexually explicit statements or materials and/or discriminatory remarks.

## Pest/Weed Control Notification

Southwestern Consolidated School Corporation is committed to providing students a safe environment for learning. Pest/weed control practices may involve a variety of chemical and non-chemical methods. In accordance with 357 I.A.C 1-16, we will notify all families who have requested notification of chemical pesticide application when required at least two school days prior to application. If you would like to receive this notification, please contact the facility manager, Mr. John Fix at 317-729-5746 x2004.

## Gang Activity

The School Corporation adopts this procedure pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

### Definitions

- A. "Criminal gang," as used in this rule, means a group with at least three (3) members that specifically:
- a. either:
    - i. promotes, sponsors, or assists in, or
    - ii. participates in, or
    - iii. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
- A. "Criminal gang activity," as used in regards to this rule, means to:
1. actively participate in a criminal gang;
  2. knowingly or intentionally commit an act;
  3. knowingly or intentionally solicit, recruit, entice, or intimidate another;
  4. threaten another person because the other person:
    - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
    - b. for the purpose of increasing the person's own standing or position within a criminal gang;
    - c. person to join a criminal gang or remain in a criminal gang;
    - d. refuses to join a criminal gang;
    - e. has withdrawn from a criminal gang; or
    - f. wishes to withdraw from a criminal gang; when engaged in by a student who attends a Corporation school.

### Procedures for Reporting and Investigating Suspected Criminal Gang Activity

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this rule and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions. Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than two (2) instructional days of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than five (5) instructional days from the date of the report of the alleged incident. The principal or designee shall submit the report to the Superintendent within ten (10) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a regular basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials. Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct.

Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local

law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

#### **Annual Reporting of Investigations to the State**

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 15 each year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with

I.C. 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

#### **Establishment of Education Programs**

In its efforts to address criminal gang activity, the Board establishes the following educational programs:

- A. An evidence-based educational criminal gang awareness program for students, Corporation employees and parents; and
- B. A Corporation employee development program to provide training to Corporation employees in the implementation of this rule.

#### **Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Gang Activity**

The Superintendent shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal gang activity and their families. Support services may include one or more of the following:

- A. gang awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in gang and gang-like activity;
- B. culturally and/or linguistically appropriate services/supports for parents and families;
- C. counseling coupled with mentoring for students and their families;