

# Southwestern

Jr. Sr. High School

2020-21 Student Planner

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Shelbyville, IN 46176

[www.swshelby.k12.in.us](http://www.swshelby.k12.in.us)

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## HIGH SCHOOL SCHEDULES

### REGULAR SCHEDULE

1st PERIOD 8:00 - 8:45

2<sup>nd</sup> PERIOD 8:50 - 9:35

### 2 HOUR DELAY SCHEDULE

1st PERIOD 10:00 – 10:31

2nd PERIOD 10:36 – 11:05

3 <sup>rd</sup> PERIOD	9:40 – 10:25	5 <sup>th</sup> PERIOD	11:10 – 12:30
4 <sup>th</sup> PERIOD	10:30 – 11:15	LUNCH A	11:10 – 11:30
5 <sup>th</sup> PERIOD	11:20 – 12:45	LUNCH B	11:35 – 12:00
LUNCH A	11:20 – 11:45	LUNCH C	12:05 – 12:30
LUNCH B	11:50 – 12:15	3 <sup>rd</sup> PERIOD	12:35 – 1:10
LUNCH C	12:20 – 12:45	4 <sup>th</sup> PERIOD	1:15 – 1:50
6 <sup>th</sup> PERIOD	12:50 – 1:35	6 <sup>th</sup> PERIOD	1:55 – 2:30
7 <sup>th</sup> PERIOD	1:40 – 2:25	7 <sup>th</sup> PERIOD	2:35 – 3:10
8 <sup>th</sup> PERIOD	2:30 – 3:10 Supervised Study		

## E-Learning Schedule : Assignments posted by 9am along with further instructions.

### FORWARD

This handbook has been designed to give pupils 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 pupils, 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 15, 2019.

## 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.

## MISSION STATEMENT

***Our mission is to encourage, challenge, explore and strive for excellence.***

### BELIEFS

1. We believe  
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. We believe  
each student can learn when presented with learning opportunities.
3. We believe  
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 classroom activities.
4. We believe  
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. We believe  
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. We believe  
students and their work will be the primary focus of the school.
7. We believe  
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. We believe  
the mission of the school board and superintendent is to give direction and support for the work of the school.
9. We believe  
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. We believe  
parents, teachers, staff, students, and community will model behavior that demonstrates the strong value of education, social responsibility and lifelong learning.

## Southwestern Jr- Sr High School Guidelines

1. Focus on Education
  - a. Come to class on time, prepared to participate 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 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 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

## WELLNESS POLICY

- See wellness policy information on the school website [www.swshelby.k12.in.us](http://www.swshelby.k12.in.us) and click on Health Services.

## 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 to computer or screen time will not be allowed cell phone use during school hours. Credit and extra curricular eligibility will not be awarded until all assessments are completed and a grade is earned.

## HOMEWORK POLICY

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:

- A - Indicates complete mastery and comprehension of work, as well as unusual effort.
- B - Indicates slightly under complete mastery and comprehension of work, but industrious and willing effort.
- C - Indicates average comprehension, progress, and work.
- D - Indicates below average comprehension of work and effort, but meeting the minimum requirements.
- F - 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.
- I - Incomplete: Due to health or an emergency condition, the student has not yet completed sufficient work to make a final grade determination.
- WF- Withdrawn-Failing: Student has been withdrawn from class for disciplinary reasons. No credit is given.
- P - 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 2/5, and the semester examinations will count 1/5. To receive credit for a course, one must have at least 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: College English, AP World History, Human Geography, Studio Art (dual credit with Ivy Tech), Biology AP, US History AP, Spanish IV, AP Calculus, and Pre-calculus (dual credit).. 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. 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, occurs when a writer duplicates another writer's language or ideas and then calls the work his or her own. 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 daily homework or minor quizzes. Parents will be notified.

2. For the first incident of cheating on a major test or assignment, the student will automatically receive a "0" for the instructional unit up to, and including, the grade for the grading period.
3. For any second incident of cheating during the current school year in either of the two categories above, the student shall receive a grade of "F" for the semester in the course which the second 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 be graduated 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.

The requirements for the **Core 40 Diploma** include:

English/Language Arts	8 credits
Social Studies	6 credits – 2 credits US History 1 credit Government, 1 credit Economics 2 credits World History/Civilization or Geography/History of the World
Mathematics	6 credits – Algebra I, Geometry, Algebra II
Science	6 credits – 2 credits of Biology 2 credits of Chemistry or Physics or Integrated Chemistry-Physics 2 credits of any Core 40 Science course
Directed Electives	5 credits – from World Languages, Fine Arts or
Career/	Technical Area
Physical Education	2 credits
Health & Wellness	1 credit
Electives	6 credits

The **Core 40 with Academic Honors** diploma requires students to complete 47 credits as

outlined below:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of “C” or above in courses that will count toward the diploma.
- Have a grade point average of “B” or above.
- Complete one of the following:
  - Two Advanced Placement courses and corresponding AP exams
  - Academic, transferable dual high school/college courses resulting in 6 college credits
  - One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits
  - Score 1200 or higher combined SAT math and critical reading
  - Score a 26 composite ACT
  - An International Baccalaureate Diploma.

The **Core 40 with Technical Honors** diploma, students must complete 47 credits as outlined below:

- Complete all requirements for Core 40.
- Complete a career-technical program (related sequence of 8-10 career-technical credits)
- Earn a grade of “C” or above in courses that will count toward the diploma.
- Have a grade point average of “B” or above.
- Complete state recognized certification requirements\* by completing two of the options below, one of which must be A or B:
  - A. Take WorkKeys, an industry-driven assessment, and score at or above a designated level on each of the three core readiness subject areas (mathematical reasoning, reading for information, and locating information)
  - B. Technical, transferable dual high school /college credit courses resulting in 6 college credits
  - C. Professional career internship or cooperative education
  - D. A state approved industry recognized certification

Any time there is a question concerning requirements for graduation - be sure to see your guidance counselor.

All graduation requirements must be completed PRIOR to commencement in order for a senior to participate in graduation ceremonies. Students must also meet the requirements for the Graduation qualifying Exam (GQE). There are four ways to meet the GQE Requirement:

1. Passing the GQE
2. Meet the criteria for a Core 40 Diploma Waiver
3. Fulfilling the requirements for a GQE “Evidence-based” Waiver (see below)
4. Fulfilling the requirement for a GQE “Work-readiness” Waiver (see below)

GQE “Evidence-based” Waiver - A student who does not achieve a passing score on the graduation examination may be eligible to graduate if the student does all of the following:

- (1) Takes the graduation examination in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the graduation examination;

- (2) Completes remediation opportunities provided to the student by the student's school;
- (3) Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance;
- (4) Maintains at least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the state board;
- (5) Otherwise satisfies all state and local graduation requirements; and
- (6) Obtain a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation examination. The written recommendation must be concurred by the principal of the student's school and be supported by documentation that the student has attained the academic standard in the subject area based on:
  - (A) tests other than the graduation examination; or
  - (B) classroom work.

GQE "Work-readiness" Waiver - A student who does not achieve a passing score on the graduation examination may be eligible to graduate if the student does all of the following:

- (1) Takes the graduation examination in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the graduation examination;
- (2) Completes remediation opportunities provided to the student by the student's school;
- (3) Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance;
- (4) Maintains at least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the state board;
- (5) Otherwise satisfies all state and local graduation requirements; and
- (6) **Complete the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and, at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student's school.**

## GRADE LEVEL CLASSIFICATION SYSTEM

In order to be classified at a specific grade level, you must meet the following credit requirements:

<u>GRADE</u>	<u>CREDITS</u>
Sophomore	9
Junior	18
Senior	27

## 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 choose to complete graduation requirements early or mid-year. If this is their desire, a 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 the Graduation Qualifying Exam (GQE) or Graduation Pathways 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 for Southwestern High School must have proof of residency or meet the criteria established in the corporation's Student Transfer Policy.

## DUAL CREDIT & ADVANCED PLACEMENT COURSES

Currently, SWHS has dual-credit agreement with Ivy Tech University. They are listed as the following:

English, Chemistry, Government, Economics, and U.S. History .SWHS also offers the following AP courses:

Calculus, Chemistry, Biology, Art, Music Theory, and Literature & Composition, World History, Human Geography, Biology, Language Arts.

SWHS also offers dual credit: US History Language Arts 12

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.

## ALTERNATIVE SCHOOL OPTIONS

Students may choose to attend the Edinburgh Resource Center (ERC) to complete their graduation requirements. Students must meet with the high school principal and guidance counselor to discuss this option. Students must complete an application and meet with the director prior to attending. Space is limited; therefore, applicants will be given careful consideration before the decision is made to enroll at the ERC. Students complete their graduation requirements through online courses and work study options. Students enrolled at the ERC may participate in all school activities and graduation ceremonies. Students who wish to enroll in an alternative school other than the ERC must withdraw from Southwestern Jr-Sr High School and transfer to the school of their choice. Students who wish to complete their education through home schooling must withdraw from Southwestern Jr-Sr High School and register with the state of Indiana as home schooled students.

### **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 nurse's 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 must refrain from using the academic hallways until 7:50 a.m.

### DISPLAY OF UNITED STATES FLAG & PLEDGE OF ALLEGIANCE

In 2005, the state of Indiana established IC 20-30-5-0.5 establishing the guidelines for the display of the American flag in every classroom. The statute also provides that students will be given a daily opportunity to voluntarily recite the Pledge of Allegiance. A student is exempt from participation if they or their parents wish that they not participate. Southwestern Consolidated School District of Shelby County requests that **a parent should submit a written request if they wish for their child to be excused from participation.**

### 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.

2. 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.

### HALL PASSES

Students will receive **15** total passes, per nine weeks. Students will not be allowed to leave the classroom unless permission from the teacher.

### 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.ezschoollpay.com](http://www.ezschoollpay.com). Information for establishing an online account is available in the high school office. There is a \$3.00 fee per transaction; all fees are charged by ezschoollpay 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.



1. Return all trays and silverware to the proper receptacles.
2. Dispose of all trash, cans and glass containers in the cans provided.

Insufficient	Meal	Funds:
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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 reimbursable 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.sws Shelby.k12.in.us](http://www.sws Shelby.k12.in.us) and visit the "Food Service" webpage.

Insufficient Meal Funds: When lunch accounts are insufficient, the student will be charged for the same meal that is offered to 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 debt that the student may have. We will only allow the charging of a reimbursable meal. Students will not be allowed to charge ala carte items such as water or milk. If accounts are still in the negative at the end of the school year, legal action may be taken.

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 POLICY

The Southwestern Consolidated School District Board of School Trustees recognizes that education is one of the most valuable undertakings of our country. Formal schooling is absolutely essential for the conservation of the American society. The state of Indiana also places education at the top of its priorities. Accordingly, it is necessary for this school corporation to use every reasonable measure to instill dutiful attendance habits in every student. The school cannot instruct students who are not present. A day lost in the classroom can never be completely made up. The interaction between the teacher and students in the classroom setting can never be effectively duplicated. A very high positive correlation exists between formal learning and school attendance. Attendance habits developed in school carry over to the post-school career of the student. This attendance policy's purpose is to encourage academic effort by discouraging unacceptable absenteeism that is a lack of effort of the student's part. Therefore, the following attendance policy is enforced in the Southwestern Consolidated School District.

While it is impossible to make up everything missed because of an absence, certain written work or alternate assignments may be available to the student. In an effort to limit the loss already caused by the absence, all this work must be made up by the student. Arrangements to make up work are the student's responsibility although shared with the teacher. Usually the same number of days will be allowed to make up work as were missed by the student. Work made up because of an absence will be credited to the student. However, no credit will be given for homework missed during an absence resulting from truancy.

Perfect attendance is defined as any student who has no absences or tardies for the grading period. School associated field trips and other school related absences do not count as an absence.

**In the handbook, any appearance of the term parent refers to the adult(s) who has legal responsibility for the student.**

## 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: will not be accepting any new out-of-district transfer applications for students entering the Senior Cohort for the 2017-18 school year. 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 September count day (which is usually the first Friday after Labor Day); will continue to accept all applications from out-of-district transfer students entering any grade who were accepted and attended Southwestern during the 2015-16 school year, their siblings, and employees' children, as permitted by law.

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

- A. 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.
- B. 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)
- C. 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. (In accordance with Indiana State Law)

## ABSENCE REPORTING GUIDELINES

1. A parent or legal guardian must report each student's absence by phone calling 317.729.5122. **Parents who have no phone shall communicate by a handwritten note, which must accompany the student upon returning to school.** The phone call must be placed by 9:00am on the day of the absence. If the absence has not been verified by 9:00am, then an attempt by the school will be made to contact the parent regarding reason for absence.
2. **A student's absence that is not verified by a parent/legal guardian within 3 days of the absence will be considered TRUANT.** Once the school has notified the student and attempted to make contact with the home, **it is the parent's responsibility to verify the absence with the school.** Truancy will result in disciplinary action by the school and the occurrence filed with Shelby County Probation.
3. Any and all appointments should be scheduled during non-school hours if possible. However, when students miss school because of a physician's appointment they are to bring a note from the physician when returning. Failure to produce this note within 6 days will result in an Unexcused Absence, or Truancy (by definition) and will result in possible loss of classroom credit. Parents are responsible for verification after school has made notification.
4. If a student is to leave school early for an appointment, he/she is to bring a note or have a parent call the school to request a dismissal from school. This note/phone call should be completed prior to the beginning of school on the day in question. Students are to bring physician's note the next day after missing class for the appointment.
5. Homework may be requested at the time the absence is reported and up to 9:00am to the office. An attempt will be made to collect homework as soon as possible.

## EXCUSED ABSENCES

The school will excuse the following absences, and the student will make up all assignments.

1. Illness, quarantines, or temporary physical or mental disability of the child.

2. Death of a member of the household or immediate family.
3. Religious observations.
4. Military examinations and/or service.
5. Doctor, dental, and other medical appointments during school hours when accompanied by a doctor's excuse on the doctor's stationery with the telephone number.

Each student will be allowed **seven (7) absences per year, excused or unexcused**, for which the parents may call in. **Additional absences, excused or unexcused, must be accompanied by a doctor's excuse on the doctor's stationery with the telephone number along with the time and duration of visit. Failure to produce a doctor's note may result in loss of classroom credit for the absence.** Extended illnesses that are accompanied by a doctor's note will be dealt with on an individual basis. **Upon the 8th absence without a doctor's note, the student and/or parent(s) may be subject to one or more of the following:**

1. Reported to Child Protective Services, Shelby County Probation, and/or the Shelby County Prosecutor's office for excessive absenteeism or educational neglect.
2. Asked to withdraw the student from Southwestern Jr-Sr High School due to excessive absences
3. The student may be suspended pending an expulsion hearing due to excessive absences.

**Parents will be made aware of attendance issues by mail and/or phone call.**

Excessive absences for other than medical reasons may result in disciplinary action including, but not limited to, Friday Night School, Out-of-School Suspension and possible Expulsion.

The following are examples of Excused Absences that **DO** count toward the **7 day limit**:

1. Personal illness – limit of 7 (parental call up to 3, after 3 must be accompanied with a doctor's note).
2. Parent-requested funeral attendance for an individual other than those classified as immediate family (Parent is required to pick up the student at school and sign him/her out regardless). Funeral bulletin or program is to be brought to school the next day as verification of attendance...Verified Bereavement: 5 days for parent or sibling, 2 days for grandparent or close relative.
3. Family "Emergency" situations
4. All pre-arranged absences that are not included in the "Excused absence" section.

An Unexcused Absence, as defined below, will result in the loss of opportunity to make up work in the classes missed.

The following are defined as Unexcused Absences:

1. Truancy (as defined)
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. Five tardies to any one class will result in one absence being credited to the student from that class. This day will count toward the 7 allowed days per semester. This is in addition to other disciplinary actions already in place.
7. "Senior Skip Day(s)"
8. Other absences that the School deems reasonably unacceptable.
9. Absences exceeding 7 days without a doctor's note.

## 10. Family Vacations

11. 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

The following absences are excused absences and do NOT count towards the 7 day absence limit:

1. Absences due to Dr./Dentist/Physician visits IF ACCOMPANIED BY A DR.'S NOTE ON PROPER OFFICE STATIONERY.
2. Serving as a page during a session of the Indiana General Assembly.
3. Serving on a precinct election board or as a helper to a political candidate or political party on the date of a general, city, special, or primary election.
4. College visitations as defined below.
5. Any other absence authorized by state law.
6. School approved Field Trips.

## FAMILY VACATIONS

Students who will be absent from school because of a family vacation will be counted as an **Unexcused absence**.

## 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 in 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.

### TARDIES TO CLASS/SCHOOL

1. A tardy is defined as any student who is not in his/her assigned seat when the teacher begins class.

A tardy may be assigned at Teacher's' discretion. Teachers are to communicate the tardy to the student and document the occurrences.

2. When a student arrives after 8:00, the student is to report to the office and sign in with Mrs. Swift and receive an admit slip to class. If parents bring students to school and arrive late, the parent is to come in with the student to sign them in. Parents who deliver their child late to school may submit that child to possible disciplinary actions (i.e. detentions).
3. The following policy will be used:
- The tardy policy will be enforced on a Quarterly and per Day basis. Tardies will accumulate across all class periods.
  - Students who arrive to school between 8:00 A.M. and 8:20 A.M. for any reason may be considered tardy to school. Students arriving after 8:20 may be considered **TRUANT**.
  - Any student arriving on or before 11:15 am will be marked **Tardy**, if the student arrives after 11:15 am they will be marked with a half day absence. This also goes for leaving school, any student leaving before 11:15 am will be marked as half day absence. Any student leaving school after 11:15 am will be marked **Tardy**.

The general guidelines for discipline for tardies may include but are not limited to:

- |  |  |
|--|--|
| 1st tardy                              | Classroom Discipline Policy/warning, parent may be notified  |
| 2nd tardy                              | Classroom Discipline Policy/warning/parent may be notified   |
| 3rd tardy                              | Classroom Discipline Policy/1 week loss of driving time  |
| 4th tardy                              | Classroom Discipline Policy/Two weeks loss of driving time   |
| 5th tardy                              | Detention/Friday Night School/In School Suspension/Loss of driving for semester  |
| 6 <sup>th</sup> -9 <sup>th</sup> tardy | 2 or more detentions/2 or more Friday Night Schools/1-10 days of ISS/Loss of driving for semester  |
| 10+ Tardies                            | The administration will review the individual student's problem and determine appropriate action which may include but is not limited to any of the aforementioned measures as well as suspension out of school, expulsion, withdrawal from Southwestern, withdrawal from a class with no credit, and/or contact being made to community agencies such as Probation or the Shelby County Prosecutors office. |

\*Community Service involves such things as cleaning cafeteria/gym/picking up trash around property or other such tasks.

### 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. Detention after the school day
4. Friday Night School
5. Restriction of driving privileges
6. Reduction of grades and loss of credit
7. Out-of-school suspension
8. Expulsion from school
9. Invalidation of driver's license
10. Restriction or suspension of extra-curricular privileges (i.e. dances, school picnic, open gyms, etc.)
11. School Community Service (i.e. cafeteria clean-up, etc.)
12. Suspension from commencement exercises
13. Notification of police/probation/Bureau of Motor Vehicles
14. Disciplinary removal from a course
15. Referral to Special Service Programs
16. 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 STUDENT: _____ _____ _____ _____ _____ GRADE: _____ _____	C o m m e n t s								
	Parent Contact	Verbal Contact - Date -	Verbal Contact - Date -	Verbal Contact - Date -	Letter Sent - Verbal Contact - Date -	Letter Sent - Verbal Contact - Date -	Letter Sent - Verbal Contact - Date -	Letter Sent - Verbal Contact - Date -	Letter Sent - Verbal Contact - Date -
	Teacher/ Administrator								
	Disciplinary Offense								
		STEP #1 Detention	STEP #2 Detention	STEP #3 Detention	STEP #4 2 - Detentions Or ISS	STEP #5 Friday School Or ISS	STEP #6 2 + Friday Schools or 2 + ISS	STEP 7 1-10 Days Of OSS	Step 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, on or off school property will not be tolerated....whether written, oral, or electronic in nature.

2. Cellphones are prohibited in the classroom. Students are never allowed to make a cell phone call during the school day. If a student wants to call home they will have to come to the office. Students will be assigned a detention, night school, or ISS if they contact a family member to pick them up without checking in with office staff or the school nurse (this includes illness). Cell phones and other electronic devices: Future 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 except for educational purposes. Students will have to keep such electronic devices in their vehicles or turn them into the office at the start of the day and get them back at the end of the day. Any student who refuses to relinquish an electronic device including cell phones when asked by a staff member will be suspended from school due to insubordination and disrupting the educational process.
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; 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.**

#### **SMOKING OR POSSESSION OF TOBACCO PRODUCTS OR PARAPHERNALIA/DRUGS /**

16. **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 Police, locker searched and vehicle searched. If contraband is found, appropriate action will be taken. This includes e-cigarettes.
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.
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.

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 Policy

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 policy, 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 of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

#### GROUND FORSUSPENSION 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 by this subdivision:
  - 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 drug authorized by a medical prescription from a physician is not a violation of this subdivision.
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. knowingly 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 device 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 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 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 POLICY

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.

## ABSENCE BY SUSPENSION

In order to allow the student the opportunity to continue to receive an education without major disruption, students who are suspended will 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 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:
  - (e) 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.
  - (f) 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. All students must wear some kind of reasonable soled footwear. No slippers
2. A student's clothing, person, and hair must be neat, clean, and appropriate at all times.
3. Clothing cannot have holes above mid-thigh. Excessively ripped jeans are prohibited. Leggings are not considered pants and must be worn with a dress, skirt or shorts that are mid-thigh in length.
4. All blouses and shirts must have sleeves with reasonable length (shoulder must be covered). No halter tops, tank tops, muscle shirts or spaghetti straps. All midriffs must be covered. No visible belly buttons.
5. The neckline of shirts should touch the base of the neck. All cleavage must be covered.
6. See-through clothing may be worn only if underclothing abides by the dress policy.
7. Students, regardless of gender, are not to wear sunglasses or "head coverings" of any kind in the building. Head coverings is defined as, but not limited to, hats, scarves, bandanas, sweatbands, hooded sweatshirts or other coverings/accessories deemed inappropriate. Except for those approved for religious purposes.
8. No clothing that contains vulgar sayings or phrases, swear words, indecent pictures, weapons of any kind, or blatant sexual innuendos. Staff members will determine what is vulgar or indecent for their classroom. Teacher may require student to cover, remove, or reverse clothing if deemed necessary.
9. No clothing that advertises drugs, alcohol, tobacco, or illegal substances in any manner.
10. Shorts or skirts must reach mid-thigh.
11. No piercings to the body that interfere with the educational process, environment, or that could be considered a safety hazard. Tattoos of any kind must follow school's dress code guidelines. Inappropriate tattoos must be covered.
12. Pants are to be worn at the waistline at all times. No pajamas.
13. Students are to wear appropriate undergarments. Undergarments (briefs, boxers, bras etc.) are not to be exposed for any reason.
14. No face painting.
15. No clothing that glorifies, advocates, or symbolizes gangs or violence.
16. Any other clothing or accessory items that may be deemed as inappropriate or deemed as a distraction from the educational environment of the school.
17. All grooming (hair, makeup, etc.) is not acceptable during educational time.



18. No backpacks or bags will be allowed in the classroom.

## 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/hangtag. 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 purchase a vehicle ID hangtag. 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 clothes and books. 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.

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 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.**

### TELEPHONES

Students are only allowed use of the phones in the Main office during the day. All calls will be logged and personal calls will not be allowed. Students must have a pass from a teacher to use the phone. The office will not issue passes to students for using the phone during passing periods. The Office will not call students from classes to answer the telephone unless it deemed an emergency. Messages only determined to be important or necessary will be taken and delivered to the students.

### FIRE DRILLS, DISASTER/TORNADO DRILLS, ACTIVE SHOOTER DRILLS, EMERGENCYCLOSING

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

WSVX RADIO (1520 AM – 96.5 FM)

WKKG RADIO (101.5 FM)

#### TV Channels

WXIN (59) WRTV (6)

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.

### BOOKSTORE

The bookstore stocks paper, pencils, pens, folders, and other educational supplies. The bookstore will be open daily before school starts, during lunch period and after school. Do not stay in the bookstore so long that you cannot get to class on time. Do not ask to purchase supplies at any time the bookstore is not open.

### 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 pen. 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.

### WORK PERMITS

Work permits may be obtained from the high school office. Students between the ages of 14 and 17 who plan to work must obtain an employment certificate. PRIOR TO GOING TO THE HIGH SCHOOL OFFICE, STUDENTS MUST

1. obtain an Intent to Employ form;
2. secure the required signatures, and
3. bring their birth certificate.

### 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 over-estimated. 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 spring 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 three 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 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

### THE PROCESS

#### 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.

## ANNUAL ASBESTOS NOTIFICATION

### SOUTHWESTERN CONSOLIDATED SCHOOL OF SHELBY COUNTY PLAN AVAILABILITY SCHOOL YEAR 2017/2018

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Southwestern Consolidated Schools of Shelby County are required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic inspection and surveillance activities that are planned or in progress.

In the past year, the AHERA related activities conducted have been the Periodic/6-Month surveillance and the AHERA mandated 3-year Re-inspections to maintain current information on the condition of materials in our buildings, and response actions for maintenance, renovation and demolition of affected buildings. The AHERA 3-year re-inspection was conducted by Astesco, Inc. an independent firm. The reports for these activities are available at the Administrative Office.

In the coming year, the planned activities under the AHERA Standard are routine maintenance of building materials and the AHERA Periodic/6 Month Surveillance of all building materials. These Periodic/6 Month Surveillance are scheduled for August 2017 and February 2018. Maintenance and renovation response actions will be conducted as needed to maintain materials in an acceptable state.

The AHERA Management Plans are available for public review at the Administration Office during normal working hours.

#### 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:

1. Name of student
2. Address
3. 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.
2. Transmitting or printing obscene, abusive or sexually explicit language
3. Violating any local, state or federal statute
4. Vandalizing, damaging or disabling the property of another individual or corporation
5. Accessing another individual's information or files without permission
6. Violating copyrights or otherwise using the intellectual property of another individual or organization
7. 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:

- Revoked privileges for as long as the teacher, principal and/or technology coordinator deem appropriate
- Suspension and/or expulsion from school
- Removal of student from technology course with an incomplete as a final grade
- Financial restitution for damage to school hardware or software

Misuse and/or misconduct may include but is not limited to:

- Any violation of local, state or federal law
- Copyright infringement, specifically the copying, installation or use of illegal or improperly licensed software or files
- Alteration, tampering, or vandalizing of hardware or software
- Use of personal disks, CDs, removable drives, MP3 players or other portable devices (iPods, netbooks, cellphones etc.) unless specified by the supervising teacher
- Game playing. Teachers may allow educational games and game sites as they apply to curriculum.
- Use of commands or programs that may alter the appearance, performance or operation of the computer hardware or software
- **Use of food and/or beverages near a computer or the use of gum in any computer lab**

- Saving files on the hard drive unless directed by the teacher. Such files may be erased without notice.
- Use of non-school provided e-mail during school hours, including e-mail and instant messaging with the exception of e-mail designated for classroom purposes.
- Logging into the network as another user
- Allowing another user to use your password or using another's password
- Modifying files, programs, or data belonging to others
- Misrepresenting other students through the use of technology
- Disrupting the operation of the computer through abuse of hardware or software
- Malicious use of the computer to transmit mail, harassment, obscene, profane, vulgar or sexually explicit statements or materials and/or discriminatory remarks.

#### Personal Wireless Devices

Students agree to connect personal wireless devices only to the "Student" named network. Personal devices will be limited to two (2) active connections. All internet and usage rules apply to personal devices used at school. Abuse of these rules will have the same consequences as those for school owned devices.

## 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. Tyler Cooper at 317-729-5746 x233.

## Gang Activity Policy

The School Corporation adopts this policy 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 policy, means a group with at least three (3) members that specifically:

1. either:

- a. promotes, sponsors, or assists in, or
  - b. participates in, or
2. 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).

B. "Criminal gang activity," as used in this policy, 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;
- person to join a criminal gang or remain in a criminal gang;
- a. refuses to join a criminal gang;
  - b. has withdrawn from a criminal gang; or
  - c. 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 policy 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 policy.

### **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;