

Switzerland County Middle School

1004 W. Main Street • Vevay, Indiana 47043
 School Phone Number (812) 427-3809
 School Fax Number (812) 427-3807

Student and Parent Handbook 2015-2016

The mission of the Switzerland County Middle School is to provide our students with the academic and social skills necessary to assist them in becoming responsible, respectful, and productive lifelong learners who think critically and creatively.

Superintendent: Mr. Mike Jones
 Special Services Director: Mrs. Brooke Levell
 Food Services Director: Mrs. Gayla Bullock
 Transportation Director: Ivan Green

Middle School Principal: Mr. Sean McGarvey
 Middle School Counselor: Ms. Liz Conrad
 Middle School Extra Curricular Accounts and Secretary: Mrs. Donita Cole
 Middle School Nurse: Joan Hickman

	Seventh Grade Team	Eighth Grade Team
Language Arts	Mrs. Stacy Streett Ms. Veronica Buckler	Mrs. Rebecca Meyerhoff
Math Science	Mr. Mark Boggs Mrs. Amanda Alford	Ms. RaheJean Griffin Mr. Brian Ford
Social Studies Health/Physical Education	Mr. Darren Byrd Mrs. Pam Yates Mr. Larry Gault	Mr. Paul Hewitt Mr. Larry Gault Mrs. Pam Yates
Computer Department	Mr. Ryan Jesop	Mr. Ryan Jesop
Special Services	Mrs. Cathy Fox Mrs. Amanda Cole	Band Mrs. Tammy Beitzel Choir Mr. Jonathan Grice Fine Art Ms. Kathy Williams Ag Gateway Mr. Matt Jung
ED Teacher ED Teacher's Aide	Mrs. Judy Stoner Mrs. Sue O'Banion	
Speech and Hearing	Mrs. Rita Ross	
Instructional Aide	Mrs. Madonna Jordan	Librarian Mrs. Vicki Koons
Head Cook Food Services Personnel	Mrs. Beverly Curlin Mrs. Brooke Sullivan Mrs. Martha Schmidt Mrs. Jeanette Knaus Mrs. Glenda Riley Mrs. Nancy Cain Mrs. Donna Chambers	Head Custodian Mr. Steve Higgins Custodial Staff Ms Nikki Thomas Mr. Randy Vann

RIGHTS-RESPONSIBILITY-REGULATIONS

Concerning School Behavior for Students

School Year 2015-2016 including Summer 2015

As teachers and pupils are brought together so that learning may take place in our classrooms, an environment which permits orderly and efficient use of the schools must be provided. This environment, most of all, comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school and society.

The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, administrators, and to our community which establishes the value system we accept. The Board of Education of Switzerland County Schools has the legal responsibility for the schools in which you are enrolled. The Board in turn has set policies and has appointed administrative offices to carry them out. Authority for such Board responsibility is included in the School Powers Act and the Indiana General Assembly.

ARRIVALS AND DISMISSALS

The school day at Switzerland County Middle School begins at 8:00 A.M. Students may arrive at school after 7:30 A.M. If extenuating circumstances require the arrival to school before 7:30 A.M. please phone or write the school administration at least one day before the expected early arrival to determine if adequate supervision can be arranged. In an emergency, please ring the doorbell and the custodian will answer the door. If your child is dropped off outside of the building before 7:30 A.M. no expectation of supervision should be expected and the safety of your child could be compromised.

The school day at Switzerland County Middle School ends at 2:50 P.M. and students will board the buses at that time. Students who are picked up or walk may exit the school following the departure of the buses. Parents are encouraged to park in the parking lot. If it is necessary to pick your child up before the end of the scheduled day, your child will be counted absent for that part of the day. If you are unable to be here to pick up your child before 3:15 or if there is an emergency please phone the school office and inform the administration when you expect to be here so adequate arrangements for the safety of your child can be made.

CLOSING OF SCHOOL DUE TO WEATHER

During periods of inclement weather, when buses may be on a delay, may not run, or school maybe closed, students should listen to the following radio stations for the closing announcements: WHAS, WKID, WORX, WLW, WSCH, WIKI, and WDJX. In addition, you may check the Switzerland County School web page and listen for Skyward phone messages concerning instructions.

VISITORS

Visitors and parents are welcome; however everyone is required to sign in at the office upon arrival and wear a visitor badge. Students from other schools and home schooled children will not be allowed to visit during the regular school day unless permission is granted by the principal.

TELEPHONE CALLS, MESSAGES TO STUDENTS AND CELL PHONES

Proper planning before the school day should eliminate the need for students to use the telephone during the school day; however, unexpected events and emergencies cannot be planned for in advance. If you need to contact your child during the day please call the school office and give the message to the secretary. The message will be delivered to your child at an appropriate time during the day. If there is an emergency, and you desire to speak directly to your child inform the secretary and she will assist you by bringing your child to the phone.

If a scheduled event is cancelled due to weather or an unforeseen emergency your child will be given permission to phone and leave a message for you.

Cell phones can be brought to school by students who plan to use them during Lunch and after school hours. Cell phones should be securely placed **in the student's locker upon arrival at school and remain unused and unhandled throughout the school day except during their assigned Lunch period.** Cell phone use in schools has been linked to several safety issues and their use in schools could compromise the safety of your children. Please help us to keep your children safe by insisting that they follow these instructions so we do not have to ban this helpful technology.

DRESS CODE

Appearance plays a large part in how students feel about themselves and the school in general. Since revealing or immodest clothing becomes a distraction in the learning atmosphere, students must dress appropriately. All clothing must be in good taste. Students should be well groomed and clean. Appropriateness is monitored by all staff members. Final decisions regarding appropriateness will be made by administration. If a student is in doubt, he/she should not wear the item of clothing. Students will be afforded the opportunity to correct improper attire when deemed inappropriate by the office. Further visits will result in more extensive disciplinary action. The following minimum standards will serve as guidelines.

1. **Shoes shall be worn at all times.**
2. No bare midriff items or items with sides that have been cut away are to be worn. Tank tops that have narrow shoulders must be 2 ½ inches in width at the narrowest point. All cleavage must be covered. All cami's must be covered by jacket or shirt.
3. All slacks, shorts, jeans, are to be worn at the waist – not pulled down around the hips.
4. There should be no see-through mesh garments worn without appropriate under-clothing. The underclothing must meet the minimum standards set forth in item number two on this list.
5. Hats, caps, and bandanas are not allowed in schools. This includes both genders.
6. No clothing will be permitted if it displays profanity, suggestive phrases, tobacco, alcohol, or drug advertisements.
7. **No holes, frays, rips, shreds, slashes, or tears will be permitted above the knees of pants, shorts, or skirts. Skirts or shorts are to be no shorter than the student's mid-thigh. Leggings are only allowed if appropriate skirts or shorts are worn covering them. If leggings are worn then clothes worn over those leggings must be finger-tip length in both the front, back, and the on the sides of the student. No spandex or tight-fitting shorts/pants are allowed.** Mid-thigh is the furthest reach achieved by students fingertips when the student stands erect, relaxes their shoulders and puts their hands straight down at their sides. The longest finger is used to make this determination.
8. If a student's attire does not meet these minimum standards, is a health hazard, or is a classroom distraction, the teacher is to send the student to the office for appropriate action.
9. **Book bags, backpacks, and gym bags are to be placed in student lockers upon arrival at school. If a bag does not fit in a student's locker it should be taken to the office and remain there until the end of the school day.**
10. Students are not to bring or wear link chains (including those attached to a student's wallet and/or belt loops).
11. **Body piercing jewelry must be limited to the ears and/or side of the nose.** If any jewelry is deemed dangerous by the office the student in question will be asked to remove it. If the student refuses discipline action will be taken.
12. Students are not to wear baggy pants, pants with detachable pockets, or pants with pockets that exceed the normal pocket length of 6 to 8 inches. (Baggy pants will be defined as follows; excess material doubled over at the knee or waist cannot exceed 4 inches.)
13. Students will not be permitted to display or write symbols, profanity, suggestive phrases, or to have tobacco, alcohol and/or drug advertisements on their skin. This is to include facial decorations that exceed the boundaries of the lips, eyes, or nose.
14. **Coats and jackets are to be stored in the lockers.** Sweatshirts with or without hoods are allowed in the classrooms if additional clothing layers are desired by the students.
15. **All headphones and ear-buds are to NOT to be worn around the neck or head while students are in the hallways between classes. They are to be stored in the proper, assigned areas during this time.**

NOTE FOR STUDENTS WITH FACIAL PIERCINGS:

Our school rules state: Body piercing jewelry must be limited to the ears and/or side of nose. All other jewelry should be covered by clothing.

Students who are participants in extra-curricular events, including athletics, will have to comply with the rules established for those events in regards to facial piercings.

PEST CONTROL POLICY

The school corporation is committed to provide students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential exposure to children.

The Corporation will:

1. Establish a registry of parents and staff members who want to receive advanced notice of all pesticide use.
2. Provide notice of planned pesticides application to parents and employees who have requested advance notice.
3. Provide notice of all pesticide applications to school nurse.
4. Make every attempt to limit pesticide applications to Friday evenings and school breaks.
5. Maintain written records of pesticide applications.

Parents and staff members who wish to be placed on the Pest Control Registry will:

1. Notify the Principal in writing or by e-mail of their desire to be on the registry.
2. Provide the name, phone number and e-mail address of the person contact for information regarding pest control when it is being administered at East Enterprise campus or Vevay campus.

The Corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur unless it occurs on school attendance breaks. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of the immediate threat to the public health, the school shall give written notice as soon as possible.

SCMS CREDIT SYSTEM

Introduction

A "Credit System" has been developed for the students at Switzerland County Middle School to help them maintain a strong academic presence over the course of their years here at the Middle School. This system is the first part of a two-part program that will help determine if a student progresses to the next grade level or is required to repeat a grade level due to poor academic performance. The second part of this program will be based on the performance on state testing, in the case of the Middle School that would be ISTEP and whether or not a student passes these state tests.

This system requires students to earn so many points per year based on the semester grade they earned in each class. The points earned by the student during both semesters would be added together to determine their status. The four core classes of Math, Language Arts, Science, and Social Studies have a higher point value assigned to them than the secondary/rotation classes do. The minimum point value needed to progress to the next grade level is listed below and every student would be informed of this information on the first day of school.

Point System Breakdown

Core Classes (Math, Language Arts, Science, Social Studies)

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0.0

Secondary/Rotation Classes

A = 2.0
B = 1.5
C = 1.0
D = 0.5
F = 0.0

*A student will have to earn the minimum of **11 Total Points (D Average in all classes)** over the course of the year to progress to the next assigned grade level. **Any student failing to meet these minimum academic requirements and does not pass the state tests, ISTEP, in the Spring will be automatically required to repeat their current grade level again the following school year.** If a student meets the requirements of one of these two parts of the program they will be passed onto the next grade, however if they fail both parts then they will repeat their current grade level the following school year.

Examples

Student A:

Math	-	B	=	3.0
LA	-	C	=	2.0
Science	-	A	=	4.0
Soc. St.	-	D	=	1.0
Health/PE	-	A	=	2.0
Business	-	F	=	0.0
Rotation	-	C	=	1.0

Total = 13.0

*13.0 x 2 (If Student A repeated the same academic work for the 2nd Semester) = **26.0 (PASS)**

Student B:

Math	-	D	=	1.0
LA	-	D	=	1.0
Science	-	F	=	0.0
Soc. St.	-	D	=	1.0
Health/PE	-	F	=	0.0
Business	-	D	=	0.5
Rotation	-	D	=	0.5

Total = 4.0

*4.0 x 2 (If Student B repeated the same academic work for the 2nd Semester) = **8.0 (FAIL)**

ATTENDANCE

Regular attendance is a very vital part of a student’s education. IC 20-33-2-5 If a child is absent from school the parent is responsible for providing the school with a reason for the absence. The notification can occur one of two ways. A parent can call the school and explain the absence or send the child back to school with a written note. Notification of the reason for the absence is expected within 24 hours of the child returning to school or the child will receive an unexcused absence.

Note: A child obtaining **perfect attendance** means that he or she has not missed more than 3 periods per nine weeks for any reason.

Following an absence a child is expected to check in at the office and ask for an admit slip. The admit slip will indicate whether or not the absence is excused or unexcused. The admit slip is then shared by the student with all teachers who will then provide make-up work for the student to complete. Student work will be graded and recorded regardless of whether or not the child has an excused or unexcused absence if the make-up work is returned within a reasonable amount of time. A reasonable amount of time is one day given to make up work for each day absent. Exceptions to this rule must be approved by each teacher.

At Switzerland County Middle School a habitual truant student is a child who is chronically absent by having absences from school for more than ten (10) school days in one year. IC 20-33-2-11 If a child is at least thirteen (13) years of age but less than eighteen (18) years of age and declared a habitual truant student; the bureau of motor vehicles will be notified of the individual’s ineligibility to be issued an operator’s license or a learner’s permit. Such an individual is entitled to a periodic review of his/her attendance record in school to determine whether the prohibition to be issued an operator’s license or a learner’s permit shall continue. The periodic review may not be conducted less than one (1) time each school year and will occur before February 1 of each school year. IC 20-33-2-11

Any days missed after five (5) days in one semester will result in **that student having to sign an Attendance Contract putting them on notice that they have violated the school’s attendance policy.** Students will not be allowed to attend any extra-curricular activities or field trips until the school work is made up. **Students missing more than the maximum of five (5) days per semester will have all grade reviewed and a possible “F” in all coursework will be given and are subject to expulsion.** The superintendent or an attendance officer having jurisdiction may report a child who is habitually absent from school in violation of chapter 20 of the Indiana School Laws and Rules to an intake office of the juvenile court. The intake officer shall proceed in accord with IC 31-30 through IC 31-40.

Compulsory attendance exceptions:

- 1) Multiple days missed because of illness such as the flu, communicable diseases, or surgeries must be verified by a physician’s note within six (6) days of the request of the Principal. IC 20-33-2-18
- 2) Physician certified mental or physical incapacity must be produced within six (6) days after the certificate is demanded. IC 20-33-2-18
- 3) Out of School Suspension days. (OSS)
- 4) Three days missed due to death in the immediate family.
- 5) Religious Instruction not to exceed one hundred twenty (120) minutes in one week. IC 20-33-2-19
- 6) Serves as a page for or as an honoree of the general assembly verified by the Secretary of the Senate or Chief Clerk of the House of Representatives. IC 20-33-2-14
- 7) A helper to a political candidate or to a political party on the date of each general, city or town, special and primary election at which the student works. Documentation before the event may be in the form of a parent’s note and following the date of the absence verification from the candidate, political party chairman, campaign manager or precinct officer describing the duties of the student on the date of the election. IC 20-33-2-15
- 8) Subpoena to appear in court. The subpoena will serve as verification of the absence. IC 20-33-2-16
- 9) Educationally related non-classroom activity which meets the following requirements: IC 20-33-2-17.5
 - a) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board of education.

- b) Facilitates the attainment of specific educational objectives.
 - c) Is part of the goals and objectives of an approved course or curriculum.
 - d) Represents a unique educational opportunity.
 - e) Cannot reasonably occur without interrupting the school day.
 - f) Is approved in writing by the school principal.
- 10) Any absence caused by bus not picking up student due to road conditions.

HOMEWORK FOR ABSENT STUDENTS

If a student is absent the parent may call and ask for the homework to be gathered; if there is adequate time for teachers to prepare work, it will be available for pick-up between 3:00 and 3:30 pm that day. If an earlier time for pick-up is desired, please make that request at the time of the notification.

When returning to school students are expected to ask for and then complete missed assignments. Non-Completion of missed school work, within a reasonable length of time, will result in being assigned After School Detention, zeros, or other disciplinary action. Teachers are expected to notify the office of the need to schedule a disciplinary action.

CAFETERIA

Nutritious, well-balanced meals are available each day in the cafeteria at a very low cost. Free and reduced-priced breakfast and/or lunch programs are available if parents meet eligibility requirements based upon annual income. The guidelines and paperwork necessary to secure these meals will be available at registration and upon request any time during the school year.

NO CHARGING OF MEALS WILL BE ALLOWED. If your child fails to bring lunch money for his/her lunch, a lunch will be provided. This lunch will consist of commodities from the government (cheese sandwich, peanut butter sandwich, etc...).

PROCEDURE FOR NON-PAYMENT OF LUNCH/BREAKFAST

1. For the first 3 days of attendance, if a student has no payment for breakfast or lunch, the regular breakfast or lunch will be served. No student will miss a meal, if he or she indeed wants one. Students will be confidentially notified daily that their lunch money has not been paid and that they need to inform their parents.
2. Parents will be contacted by the school in the form of an e-mail, a phone call, or a written notice after the 3rd day of non-payment.
3. Beginning with the 4th day of non-payment the student will receive toast and milk for breakfast, and peanut butter, fruit (if available) and milk for lunch.
4. After the 5th day of non-payment we will inform the parent that we will be contacting "Child Protection Services" as the parent is responsible for providing a lunch or money for purchase of a lunch. Assistance for free and reduced lunches will also be offered at this time.
5. If a partial payment needs to be made for a particular week those arrangements can be made with the cafeteria cashier by calling the school and asking to speak to her.

HEALTH-ILLNESS-INJURY

If you become ill or suffer an injury at any time during the school day, notify your teacher. You will be directed to visit the school nurse who will care for you. The school nurse and other school officials cannot administer any health care other than first aid. Individual judgment of the school nurse or administration will be used to notify a parent or guardian to advise them of the illness or injury of the student. The Indiana Department of Education D.O. E. Student Health Services Protocol will be followed at all times.

This facility is served by two staircases and an elevator. In the event that an injury requires you to use the elevator for an extended period of time a doctor's statement will be required. A personal disability that requires the use of an elevator will be noted by the school nurse and a key will be provided for use.

PRESCRIPTION DRUGS AND MEDICATION

The following rules need to be followed when a student needs to take a prescription drug or medication during the school day:

1. Prescription and non-prescription medications and inhalers must be brought to the school nurse or principal's designee by parent or guardian upon arrival at school. If the occasion arises that the student needs to keep an inhaler with them, parents need to notify the office and paper work by the physician, parent and student must be filled out to carry medication on their person to self-administer. The school nurse or principal's designee will secure and administer all medications.
2. Prescription medications must have the prescription label attached with the proper dosage, type of medication, child's name, prescribing doctor, and the date the prescription was issued. A parent or guardian must provide a permission form for medication to be administered during school hours. See school nurse/designee for form.

3. Non-prescription medication must be accompanied by a note indicating the dosage required and the parental/guardian permission to administer. The child's name should be affixed to the medication. See school nurse for form.
4. Any controlled substances that are medications to be taken on a daily basis such as Ritalin, Dexedrine, or Cylert must be brought to school by the parent/guardian, not the student. Controlled substances cannot be transported by the student to the school. Medication administration form will need to be completed by parent/guardian and a prescription will need to be on file
5. Unused prescription or nonprescription medications must be picked up by the parent/guardian. Any medications not picked up by the end of the school year will be properly disposed of ten days after the said school closes for the school year.

SCHOOL PROPERTY

Students may be furnished with locker space and/or desk space for the purpose of storing their personal property. Lockers will be assigned upon registration. Such lockers and desks remain the property of the Board of Education of Indiana and are subject to inspection at the discretion of the school principal. Therefore, students are presumed to have no expectation of privacy in the locker or the lockers contents. Access to lockers is the legal right of the school principal and/or his designated representative. Students should only use the locker they have been assigned. The locker and the content of the locker are is the student's responsibility and the combination to the locker should not be shared with anyone. IC 20-33-8-32

Students are expected to respect the building and all equipment located throughout the building. Misuse of the facilities will be reported to the administration and reparation for any damage intentionally wrought upon the facilities will be sought.

STUDENT RULES FOR TRANSPORTATION BY BUS

Riding the bus is a privilege. The driver has complete authority over and the responsibility for the operation of the bus. Seats will be assigned by the driver. The driver is also responsible for the good order and conduct on the bus.

<u>Level I Behaviors</u>	<u>Level II Behaviors</u>	<u>Level III Behaviors</u>
<ul style="list-style-type: none"> • Be seated when the bus is moving • Do not exit the bus once you have boarded, except with driver approval • Always share seats with others • Speak quietly at all times • Use only appropriate language • Do not speak in a way that teases or hurts others • Keep the bus clean • Do not eat or drink on the bus without permission from the driver • Do not use cell phones at any time on the bus without driver permission • Follow the bus driver's directions as soon as they are issued. 	<ul style="list-style-type: none"> • Keep hands, head and feet inside the bus • Do not throw any object on the bus or out of the bus • Do nothing to threaten the safety or well-being of others on or off the bus • Do not vandalize the bus or anyone's personal property • Do not act in a disrespectful or defiant manner toward the bus driver • Do not use sexually explicit, inappropriate, or derogatory language or obscene gestures • Do not speak in a way that harasses others (on-going basis) • Inappropriate or intimate contact not allowed • Horseplay is not allowed (elementary level) • The following are not permitted on the bus without prior approval of the driver: aerosol sprays, perfume, toys, and skateboards • Repeated offenses (5 or more minor offenses) 	<p><u>Possession or use of the following:</u></p> <ul style="list-style-type: none"> • Weapons • Matches or lighter • Controlled substance including drugs, alcohol and tobacco • Threaten or strike the bus driver • Do not hit, punch, kick, or physically assault another student • No bullying (defined as physical or verbal aggression on an on-going basis) • Exiting out the backdoor without driver's approval • Habitual Offender (8 or more offenses)
<p><u>Consequences of Level I Misbehavior</u></p> <p><u>Parental notification</u> and <u>one or more</u> of the following:</p> <ul style="list-style-type: none"> • Warning • Different assigned seat • Behavior contract • One to three hour in-school detention 	<p><u>Consequences of Level II Misbehavior or Continued Level I Misbehaviors</u></p> <p><u>Parental notification</u> and <u>one or more</u> of the following:</p> <ul style="list-style-type: none"> • One day in-school detention • One to five day bus suspension • Implement IEP bus contract 	<p><u>Consequences of Level III Misbehavior or Continued Level II Misbehavior</u></p> <p><u>Parent conferences required</u> and <u>one or more</u> of the following:</p> <ul style="list-style-type: none"> • Implement IEP bus contract • Five day or longer bus suspension • One to ten day out of school suspension • Expulsion hearing • Contact with police or District Justice • Child cannot ride bus until parent attends conference

Bus drivers have the option of removing students from the bus for one day. Parents and school officials must be notified. Principals may decrease or increase the levels of punishment as appropriate.

FIRE AND TORNADO DRILLS

Fire and Tornado drills will be conducted periodically throughout the school year. Everyone will move quickly in a silent and orderly manner to points directed by their teachers where roll will be taken. If the fire alarm rings when students are in the hallways, they should leave quietly by the nearest exit and follow the directions given by the adults in the area.

GRADING SCALE

A+	97.5-100	B+	87.5-89.9	C+	77.5-79.9	D+	67.5-69.9	F	0-59.9
A	92.6-97.4	B	82.6-87.4	C	72.6-77.4	D	62.6-67.4		
A-	90.0-92.5	B-	80.0-82.5	C-	70.0-72.5	D-	60.0-62.5		

CLASSES OFFERED IN THE MIDDLE SCHOOL FOR HIGH SCHOOL CREDIT

When available, high school classes will be offered for credit to 8th grade middle school students. These classes may include but are not limited to: Algebra I, Fundamentals of Agricultural Science, a Foreign Language, and **Digital Citizenship**.

8TH Grade Classes for High School Credit

1. For students who receive an “A”, “B”, “C”, or “D” in the class, the grade will be added to the high school transcript and GPA.
2. Students who receive an “F” in the class will receive no high school credit.
3. Students working towards an Academic Honors Diploma, who earn a “B”, “C”, or “D” in Algebra, have the choice to take the class again during their career at the High School to earn a higher grade and the high school grade will apply.
4. Students working towards an Academic Honors Diploma, who earn a “B”, “C”, or “D” in a Foreign Language, have the choice to take the class again during their career at the High School to earn a higher grade and the high school grade will apply.
5. Students working towards an Academic Honors Diploma, who earn a “B”, “C”, or “D” in Fundamentals of Agricultural Science, have the choice to take the class again during their career at the High School to earn a higher grade and the high school grade will apply.
6. Students who earn a “D” in Algebra, Fundamentals of Agricultural Science, **Foreign Language, or Digital Citizenship** during middle school who do not choose to retake the class will not be eligible for an Academic Honors Diploma.
7. All grades earned in a High School credit class will become permanent on the High School transcript and applied to the GPA. Please refer to High School “Re-Take Policy” if there are questions or concerns.

HOMEWORK POLICY

The teaching and administrative staff of the Switzerland County Middle School believes that the completion of an appropriate amount of classwork and homework by the students can contribute greatly to student success. Research shows that active participation by parents in homework and unfinished classwork activities greatly increase the academic achievement of their children and that parental participation can make learning a very meaningful family activity. In order to provide students with support for their homework responsibly, all parents or guardians need to set regular, quiet, well-lit study areas which are free from distractions. This will greatly enhance the learning atmosphere.

This homework policy includes teachers notifying parents when students have incomplete, poorly attempted and/or missing assignments. If students demonstrate they are unable to improve their homework assignments on their own we can/will provide after school tutoring. After school tutoring is available each evening and will be assigned to students who need assistance outside of the classroom setting.

Students who are absent from class will receive the same number of days that they were absent from school to make up their homework and classwork assignments.

NATIONAL JUNIOR HONOR SOCIETY

Selection of students to become a member of the National Junior Honor Society (NJHS) will occur during second semester. Seventh and eighth grade students will be evaluated by the NJHS advisory council for the five character traits established by the national constitution. The traits are scholastic (B+ or better grade average) leadership, service, citizenship and character. Students and parents will be notified of the selection and the induction ceremony to be held in the spring.

AFTER SCHOOL ACTIVITIES AND ATHLETICS

Activities	Elected Activities
Academic Bowl –winter and spring Builder’s Club- fall, winter, spring Drama Club- fall, winter, spring FCA – fall, winter, spring BPA – fall, winter, spring All-School Dances- fall, winter, spring	Junior Honor Society- fall, winter, spring Student Council- fall, winter, spring Peer Mediators-fall, winter, spring, summer Class Officers Drama Club Yearbook/Newspaper
Fall	Winter
7 th and 8 th Coed Soccer 7 th and 8 th Grade Girls’ Volleyball 7 th and 8 th Boy’s Cross Country 7 th and 8 th Girl’s Cross Country 7 th and 8 th Football	7 th and 8 th Grade Cheerleading 7 th and 8 th Grade Boys’ Basketball 7 th and 8 th Grade Girls’ Basketball 7 th and 8 th Grade Swim Team 7 th and 8 th Grade Wrestling
Spring	
7 th and 8 th Boy’s Track 7 th and 8 th Girl’s Track 7 th and 8 th Boy’s Golf 7 th and 8 th Girl’s Golf 7 th and 8 th Baseball 7 th and 8 th Softball	

After School Activities and Athletics are considered to be extracurricular events and participation in these events is a privilege. Students, who are passing six (6) subjects, are in good standing in the school, and display a high standard of social behavior shall be welcome to participate. Any student who receives more than one (1) F during a designated grading period will not be eligible for participation. Grade checks will be done every nine weeks/semester to determine eligibility and grades from the most recent semester of the previous school year will be used to determine eligibility for the current school year. Special Note: 7th Grade Language Arts counts for two grades because it consists of two class periods during the school day. (If a student fails 7th Grade Language Arts then they would be ineligible for athletics during the next grading period.) Students must have a current physical form on file in the office before participating in any sport.

If a student receives a disciplinary write-up during an athletic season he/she is participating in, he/she will be given a warning by the athletic director and the coach will be notified. If a student receives a second disciplinary write-up during the season in which he/she is participating in the coach will be notified and the student will not be able to participate in the next game/event the team plays. As stated above, a high standard of social behavior is expected from each and every athlete at Switzerland County Middle School. If a student does not display a high standard of social behavior, has several write-ups, or has engaged in one or more (but not limited to) the following behaviors: alcohol, tobacco, fighting, etc. . . the student **may** be removed from the team(s) for the remainder of year. This decision will be made by coaches and administrators. If a student is given an after school detention or suspended from school the athlete will not be allowed to practice, attend performances, or play until the suspension has been served and the student has attended one full day of school.

Practice schedules, game schedules, and activity schedules are available on-line and in hard copy from the coach or staff assigned to the event. Students are not expected to arrive more than 20 minutes before a scheduled activity and in addition they are expected to be picked up within 15 minutes of the ending time of the event. If students are dropped off early and picked up late regularly he/she may be asked to withdraw from the activity or sport as staff and coaches may not be able to provide the additional supervision for multiple days.

Students must be in attendance on the day of after-school extra-curricular event, game, practices or dance in order to participate. In the event that the activity or athletic event falls on a non-school day the student must be in attendance on the immediate day preceding the event. In the case of extended out of school days, like Christmas Break, a student may be permitted to participate if at least one day has passed since the last day of school. Exceptions must be approved by the administration.

After school activities are assigned to specific areas in the building or on the grounds. Students who participate in these activities must remain in the assigned area and under the immediate supervision of a staff member or coach in order for adequate supervision to occur. If a student deviates from the area and is found wandering around in the building, he/she may be asked to withdraw from the activity or sport. **Siblings and friends**

are not permitted to attend practices without advance written permission from the staff or coach who would be providing the additional supervision for these children.

Emergencies: No students will be left unsupervised if they are not picked up on time. In the event of an emergency, if you cannot contact the school, rest assured that your child will be cared for until you arrive. In the event of an extremely late arrival notify the Vevay police if your child is not at school. Students who attend after school events will be expected to stay for the full period of time that the event is scheduled unless a parent/guardian signs them out with the staff or coach.

Students who do not attend Switzerland County Middle School will not be allowed to participate in either athletic or school activities.

SWITZERLAND COUNTY MIDDLE SCHOOL GUIDELINES FOR DISCIPLINARY ACTIONS

Teachers have the authority and responsibility to use reasonable methods to maintain classroom control without having to refer students to the principal. A teacher may, without advance approval of the principal, use reasonable physical force to restrain a student whenever immediate action is essential for self-defense or protection of other persons or property.

When a teacher or administrator is utilizing reasonable force to restrain or correct student behavior, the teacher or administrator will be acting under the authorization of the Board of Education so long as the force that is used is not designed to cause or known to create a substantial risk of causing serious physical injury, disfigurement, extreme pain or extreme mental distress. See IC 20-8.1-5-7 and Public Law 16-1990. The principal or the principal's designee may use the following disciplinary actions:

1. Essay
2. Counseling with a student or group of students
3. Conference with parents
4. Lunch Detention
5. Assign additional work,
6. Rearranging class schedules
7. After-school detention
8. Friday School
9. In-School Suspension
10. Out of School Suspension
11. Expulsion
12. Referral to juvenile authorities
13. Exclusion from extra-curricular privileges
14. Up to 120 hours of service with a non-profit organization approved by the principal

*The principal reserves the right to follow the corporal punishment policy approved by the Switzerland County Board of Education.

The student conduct leading to disciplinary action may occur: IC 20-33-8-15

1. On school grounds or school buses at any time
2. At any school-sponsored event, activity or function at any location
3. Off the school grounds if the student conduct interferes with school purposes or an education function
4. Using property or equipment provided by the school

Driver's License

A driver's license or learner's permit may not be issued to an individual less than 18 years of age who meets any of the following conditions:

- Is habitually truant under IC 20-33-2-11
- Is under a second suspension from school for the school year under IC 20-33-8-14 or IC20-33-8-15
- Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16
- Is considered a dropout under IC 20-33-2-28.5

Bullying Defined IC 20-33-8-0.2

Overt, repeated acts or gestures, including:

1. Verbal or written communications transmitted;
2. Physical acts committed; or
3. Any other behaviors committed: by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other students.

Important Notice to Students and Parents concerning Personal Electron Devices (PEDs) including iPads, cell phones, text messaging, devices that will record images and/or audio video/camera phones, digital cameras, iPods, MP3 players, laptops with built-in cameras, etc.

Many children are now bringing cell phones and personal electronic devices PEDS to school. The following laws govern the use of cell phones in the state of Indiana by any person, including middle school students. Please carefully read the following information and inform your child of the consequences they may face if they violate state laws with their cell phones or PEDs.

During the school day students must have their cell phones and electronic devices turned off and secured in their school provided locker. Use of an electronic device can lead to confiscation of the device for a reasonable length of time, suspension, or expulsion. Students are allowed to use cell phones at Lunch time each day in a responsible manner.

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

“Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences, should this occur in our school system.

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as a ground for confiscation of the device, suspension and/or expulsion.

SWITZERLAND COUNTY MIDDLE SCHOOL GUIDELINES FOR DISCIPLINARY ACTIONS

Offense	1st	2nd	3rd
Disruptions in the Educational Process	1-3 days After-School	1 day Friday School	1 day OSS
Inappropriate dress We have several sports shorts and tops that will be offered to students in the event of inappropriate dress. If we do not have an appropriate size, or if the child refused to utilize them, the parent will be notified.	Change clothes or be isolated from the population until properly dressed. Discipline Report Filed. Parents notified to bring clothes or pick-up child.	Change clothes or be isolated from the population until properly dressed. Discipline Report Filed. Parents notified to bring clothes or pick-up child.	Change clothes or be isolated from the population until properly dressed. Discipline Report Filed. Parents notified to bring clothes or pick-up child.
Incomplete, poorly attempted, and missing assignments	1 st and 2 nd event in one subject area each nine weeks. Homework form with completed assignment and parent signature turned in next school day for full credit on assignment.		
	The teacher may take the following steps:		
	3 rd and each subsequent event in one subject area each nine weeks. After-school detention Parent notified A zero will be recorded for the assignment		
	When the third and each subsequent zero in a nine weeks has been recorded in one subject area the office will be notified. The student will be assigned to after school tutoring. The after school tutoring will provide the student with study skills, organization, and academic support in order to avoid the loss of needed academic skills and low or failing grades.		
Cheating	"0" on assignment Notify parents		
Refusing to Follow Directions	1-3 days After-School	1day Friday School	1 day OSS
Horseplay	1-3 days After-School	1day Friday School	1 day OSS
Horseplay resulting in minor injury to self or others	1-3 days ISS	3-5 days ISS	1-5 days OSS
Conduct unbecoming a SCMS student	Principal will determine		
Tardy to Class/School in a Nine Weeks	On 3 rd Tardy ASD will be assigned.		
Absences from School	Each day missed after five (5) days in one semester will result in Attendance Contract being signed by the student. Parents will be notified following 5 th absence. A certified letter will be sent to the parents on 6 th absence. Students missing more than the maximum of five (5) days per semester may receive an "F" in all coursework and are subject to expulsion. 11th Absence- Student declared habitually truant. Indiana Department of Motor Vehicles Notified, Certified letter to parents. Indiana Department of Child Services and local court system may be notified and (10) days OSS and Expulsion may be recommended. Note Compulsory attendance exceptions on page 4 of this handbook.		

Offense	1st	2nd	3rd
Leaving Class without permission	1 day After-School	1 day Friday School	2 days Friday School
Cutting Class	2 days After-School or 1 day Friday School	2 Friday Schools	4 Friday Schools
Truancy/Skipping School	1day Friday School	2 Friday Schools	4 Friday Schools
Cutting Class/ Leaving School Grounds	1-3 Days Out-of-School Suspension	3-5 Days Out-of-School Suspension	5-10 Days Out-of-School Suspension
Disobedience in After-School	1 day Friday School	2 Friday Schools	1-3 days ISS Loss of after-school as a punishment. All after-school assignments now Friday School or OSS
Disobedience at Friday School	1 day ISS	1-3 days ISS	1-3 OSS Loss of Friday School as a punishment All future discipline referrals will be assigned OSS
Disobedience in In-School-Suspension	1 day of OSS for the day of misbehavior. If additional days are assigned they may possibly be converted to OSS	2 days of OSS for the day of misbehavior. If additional days are assigned they may be converted to OSS	3-5 days of OSS. If additional days are assigned they may be converted to OSS
Failure to attend After School or Friday School	One additional day to be added to number of days assigned in After-School or Friday School	Two additional days to be added to number of days assigned in After-School or Friday School	Each day not served will be an Out-of School Suspension
Inappropriate computer or iPad use	1-3 days After-School	Loss of Computer Privileges for an extended time and 1-3 days of Friday School	
Use of Cell phones, CD's, iPods, & all other Technology Devices	Item turned in to office and returned to student at the end of day. Discipline Referral Filed	1 day ISS; Item turned in to office, parents to pick up at their convenience	1 to 3 days ISS; item turned in to office, parents to pick up at their convenience
Child Exploitation and the Possession and/or distribution of Child Pornography	10 days OSS; Recommend expulsion IC 35-42-4-4 Referral to the juvenile court and having jurisdiction for the student will be made		
Inappropriate language or materials	1-3 days After-School	1 Friday School	2 Friday Schools
Writing on Self, Others, or defacing property	Writing is to be removed by student 1-3 days After-School	Writing is to be removed by student 2-3 days After-School	Writing is to be removed by student 1 Friday School
Theft	Return or Replace Item & 3 days OSS; Police Referral (as needed)	Return or Replace Item & 5 days OSS; Police Referral (as needed)	Return or Replace Item & 10 days OSS and Recommend Expulsion Police Referral (as needed)
Lying to School Personnel	2 page, double spaced essay titled:	3 page, double spaced essay titled:	5 page, double spaced essay titled: "How to Earn the Trust and Respect of Others." Meet with School Counselor nine times

	“Trustworthiness. “Meet with school counselor	“Trustworthiness and Respect for Others.” Meet three times with school counselor	
Abusing, destroying school Property	Reparation & 1- 10 days OSS; Police Referral	Reparation & 5- 10 days OSS; Police Referral	Reparation & 10 days OSS and Recommend Expulsion

Offense	1st	2nd	3rd
Tobacco/Smoking Paraphernalia	Saturday School (\$125 Police Citation held-student attends)	Saturday School and \$125 Police Citation	Saturday School and \$125 Police Citation
Possession of Prescription Medication prescribed for carrier	3-5 days OSS IC 20-33-8-13	10 days OSS; Recommend Expulsion Switzerland County School Board Policy 6.0-13	
Distribution of Prescription Medication to Others	10 days OSS; Recommend Expulsion Switzerland County School Board Policy 6.0-13 OSS		
Possession of Over-the-Counter Drugs	1-3 days ISS	1-3 days OSS	3-5 days OSS
Distribution of Over-the-Counter Drugs to Others	1-3 days OSS	10 days OSS Recommend Expulsion Switzerland County School Board Policy 6.0-13	
Possession/Distribution of schedule drugs or alcohol	10 days OSS Recommend Expulsion The Police will be notified of all drug/alcohol related offenses		
Public Display of Affection/ inappropriate Touching	1 day ISS Not allowed to attend next dance	2 days ISS Not allowed to attend next dance	3 days ISS Not allowed to attend dances for remainder of year
Inappropriate Sexual behavior IC 35-42-4-3	Principal will determine Division of Family and Children will be notified when necessary for the protection of the student		
Bullying IC 20-33-8-0.2	3 days ISS or 1 day ISS and a 2 page report titled “The Effect of Bullying on Others”. Meet with the counselor 3 times to discuss bullying	3-5 days OSS Attend 9 weeks of anti-bullying class with the school counselor	10 days OSS Recommend Expulsion
Harassment i.e., sexual or racial, gender	3 days ISS or 1 day ISS and a 2 page report titled “The Effect of Harassment on Others”. Meet with the counselor 3 times to discuss harassment	3-5 days OSS Attend 9 weeks of anti-harassment class with the school counselor	10 days OSS Recommend Expulsion
Threatening bodily harm or death, Gang Activity	10 days OSS Recommend expulsion Police will be notified of all treats of bodily harm or death		
Intentionally hurting (physically) self/others	1-3 days OSS	3-5 days OSS	10 days OSS; Recommend Expulsion

Offense	1st	2nd	3rd
Spitting on Student	1-3 days ISS	3-5 days OSS	10 days OSS; Recommend Expulsion
Striking a student	1-3 days ISS	3-5 days OSS	10 days OSS; Recommend Expulsion
Instigating a Fight	1-3 days ISS	3-5 days OSS	10 days OSS; Recommend Expulsion
Fighting (if bodily injury police & probation notified)	1-3 days OSS (if bodily injury police & probation notified)	3-5 days OSS (if bodily injury police & probation notified)	10 days OSS; Recommend Expulsion (if bodily injury police & probation notified)
Behavior endangering self/others Arson	10 days OSS; Recommended Expulsion Notify police for all endangerment offenses		
Possession of dangerous weapon	10 days OSS; Recommend Expulsion Notify police for all weapon offenses		
Habitual Offender per school year	Friday School and discipline assigned for the 6 th referral	5 days OSS and the discipline assigned for the 12 th referral	10 days OSS; Recommend Expulsion for the 18 th referral
Minor Disrespect to staff	1-3 days ISS Two (2) page written report explaining behavior.	3-5 days ISS Three (3) page written report explaining behavior.	1-3 days OSS Five (5) page written report explaining behavior.
Major Disrespect to staff	3-9 days OSS	10 days OSS; Recommend Expulsion	
Physical attack on school employee on or off school grounds	10 days OSS; Recommend Expulsion For all physical attacks on school employees a referral to the juvenile court having jurisdiction for the student will be made. IN 20-33-8-25		

***Matrix serves as a guide. Adjustments made at the discretion of Administration.**

DISCIPLINARY REFERRALS

Disciplinary actions are to be entered on **Skyward** which will be mailed home to the parent/guardian in a timely manner. Every disciplinary case will be considered on an individual basis. **Depending upon the seriousness of the misbehavior the administration may skip levels.** When any problem arises that is considered disruptive and not covered in these guidelines, the **Principal** will determine the disciplinary action. The discipline policies approved by the school board will be used in administering discipline at the Switzerland County Middle School.

AFTER-SCHOOL DETENTION

The student who is to serve after-school detention will report within 5 minutes of the dismissal of school to the After-School Detention room. The detention is served from 3:00 - 4:00 pm and the students can be picked up at the front door of the school. Behavior during detention is expected to follow normal school policy and referrals from the detention officer will be accepted by the administration. Students are expected to do class work during the detention. Assignments will be provided for students who have previously completed all assigned class work.

RANDOM DRUG TESTING

Students interested in taking part in a school-sponsored extracurricular activity must agree to participate in a random drug-testing program provided by the school. Activities may include but are not limited to: All Field Trips, Dances, and involvement in Clubs and/or Sports. The intent of the Student Drug Testing Program is detecting and preventing illegal drug and alcohol use among all students. The Board of School Trustees believes that participating in extracurricular activities is a privilege offered to eligible students.

CONSENT FORMS – will be sent home for a parent/guardian to sign before a student may participate in a school-sponsored extracurricular activity. Students will not be allowed to participate if a valid consent form is not on file. Consent forms are valid for one year and must be renewed annually.

TESTING PROCEDURES – Urine specimens of participating students shall be tested for all substances which are illegal to buy, possess, sell, or distribute under state and federal law. Drug tests will be administered to ensure:

- a. Randomness of selection
- b. Proper identification of student and sample being tested
- c. Integrity of the collection and test process
- d. Confidentiality of test results

POSITIVE RESULTS – Students testing positive for drug use will have the following consequences:

- **First Positive Drug Test Result** – Student and parent will meet with the principal or designee. Student and parent will be given names of counseling and assistance agencies they may wish to contact. The student will have his/her extracurricular privileges suspended for 25 school days. A follow-up test will be given after the 25 day suspension to determine future eligibility.
- **Additional Positive Drug Test Results** – The above procedures will be followed. In addition, the school reserves the right to continue testing the student at any time during the remainder of the school year.

NOTE: The Supreme Court ruled in 2002 that random drug testing of students participating in school-sponsored extracurricular activities is legal and does not violate a student's privacy rights.

FRIDAY SCHOOL

Students assigned to Friday school are to present themselves to the designated door upon arrival at the school. Students who are late will not be admitted. Friday school starts at 3:00 pm and ends at 5:00 pm. Students will complete assignments and/or be assigned to a work detail while attending Friday School. All school rules are expected to be followed during Friday School sessions. Violations will result in the supervisor of the parent/guardian being called and the child will need to be picked up. No credit for time served will be given if the child is asked to leave.

ALTERNATE CLASS PLACEMENT (FORMALLY IN-SCHOOL SUSPENSION)

The completion of classroom assignments for students serving in-school suspension is the responsibility of the student in cooperation with the alternate placement instructor. Students will receive full credit for all completed work. Every effort will be made by the administration to secure work from the teachers of students who are serving in the Alternate Placement Setting. In the event that the regular classroom work assigned cannot be reasonably completed in the Alternate Placement Setting an alternate assignment with equal credit will be given to the student to complete. Students who become disruptive or refuse to complete assignments during in-school suspension will be referred to the administration and may be suspended from school the following day. If a student becomes ill or has to leave school for any reason while in the Alternate Placement Setting, another day will be assigned for the student to complete his time. All school rules apply to the Alternative Placement Setting and in addition there are **NO BACKPACKS** allowed to be taken to this setting.

OUT-OF-SCHOOL SUSPENSION

The completion of classroom assignments for students serving out-of-school suspension is the responsibility of the student and his/her parent/guardian. Students will receive full credit for all completed work. Every effort will be made by the administration to secure work from the teachers of students who are serving an out-of-school suspension. All school work sent home while a student is serving an out-of-school suspension is due on the first day the student returns to school. In the event that the regular classroom work assigned can not be reasonably completed in the out-of-school suspension an alternate assignment with equal credit will be given to the student to complete. The student will be presented with a written log of his/her work as soon as possible following the out-of-school suspension and this may require the parent to return to the school to gather the work. The log will indicate the books and materials necessary for the student to complete the assignments. Upon the return of the student to school he/she will meet with the school counselor to discuss the suspension and the schools expectations for behavior. Any problems encountered with the school work during the suspension can be resolved by calling the school and speaking with the school counselor who will work with the teacher to resolve the issue. A student serving out of school suspension is not eligible to participate in any extra-curricular or after-school activities until the suspension is completed.

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:
 - ii) A written or oral statement of the charges;
 - iii) If the student denies the charges, a summary of the evidence will be presented; and
 - iv) The student will be provided an opportunity to explain his/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 suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent/guardian of the suspended student will be notified.
4. Following the return to school, the student will meet with the school counselor to clarify behavior expectations and to correct any homework problems faced by the student during his/her suspension.

HOME SCHOOL

The compulsory school attendance law requires all children to attend a school taught in the English language from either the start of the school year during which a child will turn 7 (if the child is to attend a public school), or at age 7 (if the child is to attend a non-accredited, nonpublic school {including, but not limited to, a "home school"}). The child must continue to attend school until he or she turns 18, earns a high school diploma, or formally "drops out" of school at age 16 or 17, according to the procedure set out at IC 20-33-2-28.5. Parents who choose to home educate are required to report their home school's enrollment to the Indiana Department of Education upon request of the State Superintendent of Public Instruction (IC 20-33-2-21). The State Superintendent of Public Instruction requests that, if you decide to home educate, you report your enrollment via the online enrollment report form.

WITHDRAWAL

Students terminating their enrollment at this school must do so by completing a withdrawal form that will be placed in the permanent files. In this manner, withdrawal grades can be established and all records completed for future reference. **Parents are required to come to school to withdraw their child.**

PROCEDURE FOR READMITTING STUDENTS WHO HAVE BEEN IN HOME SCHOOL OR A NON-ACCREDITED SCHOOL

Grades K-8 age appropriate placement of the student will be made for a 2-3 week period. During this time the teacher will make observations and then provide a recommendation for placement to the school counselor, principal and parents/guardian of the student. The school Principal will make the final determination for placement.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Switzerland County School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Switzerland County School Corporation Health Policy

Medication at school: The school is not responsible for providing general medical care or medication for students. However, during regular school hours, a school nurse or trained school employee, will normally be present to administer medications that have been provided with a written parent/guardian and or physician documentation (depending on the medication). All medications should be brought to the school nurse or principal by the parent or guardian at the start of the school day. All medications will be kept in a secure place. No medication shall be administered to a student without a written and dated consent from the student's parent/guardian.

Over the counter medication: The school may provide some over the counter medications on an as needed basis. We understand that there are times when the student may need some over the counter medications (which has not been provided to us by the parent/guardian), such as during times of toothache, headaches, poison ivy etc. There is a form that a parent/guardian must fill out for these to be administered during school hours. The consent form shall be valid only for the current school year. Know that if your child uses these medications frequently, you will be requested to bring the medication to school. If over the counter medications are being provided during the school year, the form will be available in the nurse's office. If the school elects to provide this service, we will send the form home at the beginning of the school year or when a new student enrolls into the school corporation. It is not the responsibility of the schools to provide medication to the student on a regular basis.

Non-prescription medications: Non-prescription medications must be accompanied by a consent form (medication administration form) that is completed and signed by the parent/guardian. If any change in medication, dosage, or time to be given, etc., a new consent form will need to be completed. The consent forms may be obtained from the nurse's office. The consent form shall be valid only for the period specified on the form and in no case longer than the current school year.

Prescription Medication/Injectable medicine/Glucose testing/diabetes: In these cases, medicines must be accompanied by a consent form (medication administration form) completed by the parent/ guardian and signed by the healthcare provider. A copy of the original prescription or pharmacy label may be substituted for the signature of the healthcare provider. If any change in medication such as dosage or time to be given

etc., a new consent form will need to be completed by the parent/guardian and signed by the healthcare provider. Consent forms, may be obtained from the nurse's office. The consent form shall be valid only for the period specified on the form and in no case longer than the current school year. Any glucose testing, such as finger prick and diabetes analysis/training shall be completed by a healthcare practitioner or registered nurse (BSN); such training shall be documented in writing by the healthcare practitioner or registered nurse and kept on file.

All medications must be kept in the original container or package with the student's name on it. Prescription medications must be in a pharmacy bottle with the complete prescription label attached to it. The school will only administer medication that is in the ORIGINAL container and in the prescribed/labeled dose for the student. Under no circumstances can medications be borrowed from another student or staff. In order to protect all students, especially those who may have a known or unknown reaction to certain drugs, students who have in their possession pills, including aspirin, vitamins, etc., or controlled substances will be considered in violation of the Student Code of Conduct.

It is essential that the parents/guardians of each student promptly advise the principal or the school nurse of any medical condition of the student which may reasonably require the services of the school nurse/trained school employee. If at all possible students requiring medication should normally take it before coming to school or after returning home.

Exception for students to carry lifesaving medications: (inhalers/epi pen etc.):

There are exceptions for students to carry lifesaving medications, such as inhalers, epi pen, etc.

Any lifesaving medication which a physician and/or parent/guardian desire for a student to keep in their possession, MUST have a written authorization noted by the parent/guardian, student and physician.

The form may be obtained from and turned in to the school nurse.

Transportation of medication: If medication must be taken during regular school hours, it is the responsibility of the parent or guardian to deliver the medication to the school nurse or principal. If a medication needs picked up, it is the responsibility of the parent/guardian to pick it up. A parent/guardian may select a person that is at least 18 years old to pick up medication as long as it is designated in writing by the student's parent/guardian. Any unused medications, at the end of the year that is not picked up, will be properly disposed of by school health office employees in the presence of a witness.

Illness at school: Students who become ill should immediately notify their teacher, or if between classes, the teacher of the next class, receiving a pass to the nurse's office. In the case of medical emergency, or if a student is too ill to remain in class, every effort will be made to contact the parents/guardians or the designated emergency contact. Sick students who are contagious or with active symptoms such as vomiting, diarrhea, rashes, or fever should not be sent to school. Students with a fever of 100.0 or above must be excluded from school and should not return until they are fever free or free of active symptoms for 24 hours without the aid of fever reducing medications. Students returning too soon may be sent home.

Parent/Guardian and emergency numbers: Parents/Guardians, please be sure the office has a telephone number where you can be reached during school hours. Also, please provide emergency numbers, so that if you cannot be reached, a relative or neighbor can be contacted to pick your child up. The school sends out information forms at the beginning of the school year. If any numbers change, please provide the school with the new numbers.

For the Middle School: The facility is served by two staircases and an elevator. In the event that an injury requires you to use the elevator for an extended period of time, a doctor's statement will be required. A personal disability that requires the use of an elevator will be noted by the school nurse and a key will be provided for use.

NOTE: Alert the school about ANY medical condition/allergy you have that may require medical attention at any time during the school day.



Switzerland County School Corporation

School Provided Device and Electronic Usage Acknowledgement

Please read this entire section carefully.

This agreement is made effective upon receipt of a School Provided Device, between Switzerland County School Corporation (SCSC), the student receiving a School Provided Device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a School Provided Device, software, and related materials for use while a student at SCSC, hereby agree as follows:

1. Equipment:

- a. Ownership: SCSC retains sole right of possession of the School Provided Device and grants permission to the Student to use the School Provided Device according to the guidelines set forth in this document. Moreover, SCSC administrative staff retains the right to collect and/or inspect the School Provided Device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.
- b. Equipment Provided: Efforts are made to keep all School Provided Device configurations the same within each school. All systems include ample RAM, hard-disk space, open office software, and wireless network capability. SCSC will retain records of the serial numbers of provided equipment.
- c. Substitution of Equipment: In the event the School Provided Device is inoperable, SCSC has a limited number of spares for use while the School Provided Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a School Provided Device or to avoid using the School Provided Device due to loss or damage.
- d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. SCSC does not accept responsibility for any such files or software.
- e. Responsibility for Installed Software: The Student may not install or uninstall any software to the School Provided Device without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.
- f. For each student that is provided with a School Provided Device there will be a Technology fee of **\$25**. These fees will go to help with upkeep of devices that are provided to each student. Parents/Guardians will have an option to set up payment plan at the time of registration.
- g. Beginning with the Freshman class of 2015-2016. These students as part of their textbook fee will be charged for their device and after graduation will keep their device.

2. Damage or Loss of Equipment:

- a. SCSC reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked School Provided Device at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use.)

b. Responsibility for Loss: In the event the School Provided Device is lost or stolen, the Student and Parent will be billed the full cost of replacement.

c. Actions Required in the Event of Damage or Loss: Report the problem immediately to the Principal. If the School Provided Device is stolen or vandalized while not at SCSC or at an SCSC sponsored event, the Parent shall file a police report.

d. Technical Support and Repair: SCSC will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of SCSC may result in the Student and Parent being charged the full replacement cost. A regular summer maintenance plan is scheduled and all devices will be collected at the end of school year. The same serial # device will be re-issued at the start of school.

3. Legal and Ethical Use Policies:

a. Monitoring: SCSC will monitor School Provided Device use, using a variety of methods – including electronic remote access – to assure compliance with SCSC’s Legal and Ethical Use Policies.

b. Legal and Ethical Use: All aspects of SCSC’s Acceptable Use Policy remain in effect. SCSC will provide content filtering within the SCSC network and outside of the network. However, SCSC does not have full control of the information on the Internet or incoming email from a non- SCSC email provider.

c. Allowable Customizations: The Student is permitted to alter or add files to customize the assigned School Provided Device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, SCSC reserves the right to insure all customizations follow the Acceptable Use Guidelines Standards for Proper Care and may periodically conduct maintenance that may configure the School Provided Device back to the originally installed state.

d. [Anti-Bullying Policy](http://web5.schs.switzerland.k12.in.us/documents/anti-bullying-policy.pdf) - web5.schs.switzerland.k12.in.us/documents/anti-bullying-policy.pdf

4. Children’s Internet Protection Act

Switzerland County School Corporation will use filtering technology that will affect all workstations. Staff needing access to unfiltered content may make a request to the Technology Director. All requests must state the educational purpose for the unfiltered access and the time frame for unfiltered access.

Switzerland County school Corporation will make a good faith and reasonable attempt to filter images that are obscene, contain child pornography, and contain images that are harmful to minors. There are no guarantees that filtering will be successful in blocking all of such images.

Switzerland County School Corporation has established the following guidelines for students and staff when using the internet and its resources:

- Students are forbidden to access the Internet without reasonable supervision from a staff member.
- Electronic mail, chat rooms, and other forms of direct electronic communications are prohibited except for specific educational activities under the supervision of a staff member.
- Students are forbidden from establishing or attempting to establish unauthorized access, including so-called hacking or engaging in any form of unlawful activities online.
- Students are forbidden from making unauthorized disclosure, use, and/or dissemination of personal identification.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Switzerland County School Corporation Policy on District-Provided Access to Electronic Information, Services, and Network

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Switzerland County School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Switzerland County School Corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school Internet resources should be structured in ways, which point students to those resources, which have been evaluated prior to use. While students will be able to move beyond those resources that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Switzerland County School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Switzerland County School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers will not always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, violent, or explicit material;
- to transmit obscene, abusive, sexually explicit, or threatening language;
- to violate any local, state, or federal statute;

- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission;
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

The Switzerland County School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on flash drives, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the Switzerland County School Corporation shall be provided with the following information:

The Switzerland County School Corporation is pleased to offer its students access to the Internet. The

- Internet is a tool for lifelong learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which may result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy that notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Switzerland County School Corporation makes the District's complete Internet policy and procedures available for review by all parents, guardians, and community members on the District's website.

STANDARDS FOR PROPER SCHOOL PROVIDED DEVICE CARE

This document is an important addendum to the Student School Provided Device Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned School Provided Device. **Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Read the electronic manual that comes with the laptop. Following the manufacturer's advice and the standards below will lead to a School Provided Device that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the School Provided Device and charging unit every school day.
- Keep the School Provided Device either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the School Provided Device stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the School Provided Device in your school locker and arrange to return to school to retrieve it after the activity. School Provided Device left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the School Provided Device in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the School Provided Device in a car other than in a locked trunk.
- Do not let anyone use the School Provided Device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned School Provided Device will be your full responsibility.
- Adhere to SCSC’s School Provided Device care at all times and in all locations. When in doubt about acceptable use, ask a principal.
- Back up your data. Never consider any electronic information safe when stored on only one device. Use your school provided cloud storage on a regular basis.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the teacher or principal.
- Don’t force anything (e.g., connections, popped-off keys,). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of SCSC for repairs.

General Care

- Do not attempt to remove or change the physical structure of the School Provided Device including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the School Provided Device.
- Do not do anything to the School Provided Device that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the School Provided Device.

Carrying the School Provided Device

- Always completely close the lid or power down and wait for the School Provided Device to enter Sleep mode before moving it, even for short distances.
- Always store the School Provided Device in a case.
- Do not grab and squeeze the School Provided Device, as this can damage the screen and other components

Screen Care

- The School Provided Device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the School Provided Device screen with anything (e.g., your finger, pen, pencil, etc.) other than approved School Provided Device screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your School Provided Device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Charge when the battery reaches 15% capacity. Immediately shut down if you are unable to connect to the charger.
- Close the lid of the School Provided Device when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the School Provided Device resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Read the safety warnings included in the user guide.

Replacement/Repair of School Provided Device

- Students should report immediately to their school teacher, school administrator, Instructional Resource Teacher when their technology device becomes damaged, lost or stolen.
- If device has been stolen school administration needs to be contacted immediately and a copy of the police report needs to be made available to the school in a timely manner.

- Accidents do happen. After investigation by school administration and determination of the extent of damage, the student may be subject to cost of repair or replacement, discipline action, and legal charges.

Along with the \$25 servicing fee the following table below reflects current pricing for replacement parts. Final cost of damages will be determined when repair occurs.

Dell Chromebook 11		Apple IPAD	
Screens	\$85	Cords	\$10
Batteries	\$75	Charger	\$20
Power Adapter	\$55	Screen	\$110
Power Jack	\$85	Digitizer	\$100
Case	\$35	Headphone Jack	\$75
Blue Shell	\$20	Charging Cord	\$35
Replace Chromebook	\$300	Case	\$35
		Home Button	\$25
		Power Button	\$35
		Volume Button	\$35

Possible Consequences for Failure to Follow Procedures

Elementary

- Assigned seating or designated seating placement at lunch/convocations assigned by the administration
- Student does not participate during regularly scheduled recess or may walk the perimeter of playground
- Student will not be allowed to participate in team, club or group activities
- Student will not attend dances
- Student will not attend classroom parties, special events, or convocations which includes but is not limited to Fall Harvest, Christmas, and Valentine’s Day parties
- Student may not attend classroom or school field trips
- Student may be assigned Saturday School, ISS, or Suspension (administrative discretion)
- **If damage is deemed to be on purpose, then a referral will be sent to the School Resource Officer for possible legal action**

Middle School

- Assigned seating or designated seating placement at lunch and convocations assigned by the administration.
- Student does not participate during regularly scheduled free time at lunch or may walk the perimeter of activity area.
- Student will be not allowed to participate in team, athletics, club or group at school.
- Students will not attend dances.
- Students will not be allowed to attend parties, special events, or convocations which includes but is not limited to Halloween, Christmas, and Valentine's Day parties.
- May not attend classroom or school field trips
- Assigned Saturday School, ISS, or Suspension (administrative discretion)
- **If damage is deemed to be on purpose, then a referral will be sent to the School Resource Officer for possible legal action**

High School

1. Assigned seating or designated seating placement at lunch and convocations assigned by the administration
2. Students will not attend dances (including Prom)
3. May not attend classroom or school field trips
4. Assigned Saturday School, ISS, or Suspension (administrative discretion)
5. Student will be not allowed to participate in team, athletics, club or group at school
6. Student will lose driving privileges
7. **If damage is deemed to be on purpose, then a referral will be sent to the School Resource Officer for possible legal action**

Student School Provided Device and Electronic Usage Acknowledgement Form

Review and electronically sign this portion for your child's school.

The following items reiterate some of the most important points covered in the School Provided Device and Electronic Usage Acknowledgement and the Standards for Proper School Provided Device Care. As a condition of using Switzerland County School Corporation's Internet and school provided device, I understand and agree to the following:

- I understand that I am responsible for managing my own files and that important files should be stored in the cloud.
- I will not leave my device unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my device become lost or stolen.
- I understand that my family is financially responsible for the full cost if damage occurs due to my "gross negligence."
- I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.
- I will keep the device in sleep mode or powered off whenever it is moved from one point to another.
- I will read and follow general maintenance alerts from school technology personnel.

- I will report any problems with my device to a teacher, administrator, or member of the tech support staff in a timely manner.
- I will not attempt to repair the device outside of approved SCSC channels.
- I will abide by the Switzerland County School Corporation policy governing access to the electronic information, services and networks policy, and its implementing guidelines.
- I hereby knowingly and voluntarily agree the Switzerland County School Corporation shall have the right to review any material stored on any system provided by the School Corporation and to edit/remove any material.
- In consideration for using the Internet and having access to public networks, I hereby release the Switzerland County School Corporation, its officers, employees, and agents from any and all claims and damages arising from misuse or inability to use the Internet.
- I have read and agree to comply with Board policy governing access to electronic information, services and networks, and these guidelines. I also understand and agree that if any violation of the regulation, criminal code, Board policy, and/or these guidelines is committed, access privileges are subject to revocation and/or I may be subject to disciplinary action up to and including expulsion, and/or legal ramifications.
- I understand and agree I will assume full responsibility for any and all costs, financial and otherwise, while using the School Corporation provided access to the Internet that have not been authorized or approved by the School Corporation.
- I understand and agree to not disclose and/or receive, from unauthorized sources, user identification and passwords associated with School Corporation accounts and email.

I have read the School Provided Device and Electronic Usage Acknowledgement and the Standards for Proper School Provided Device Care and agree to the stated conditions within.

IMPORTANT: Students will not be able to take home their School Provided Device and/or access School Provided Internet until a signed form has been received by the school.