

2018-2019
Switzerland County High School
Student Handbook



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SCHOOL FACTS:

MISSION/PURPOSE:

To create a culture of confidence in which all students are empowered with the Academic, Social, and Ethical knowledge and technical skills to become well rounded citizens, ready for life beyond high school.

VISION/DIRECTION:

Switzerland County High School is committed to an environment where Academic, Social, & Ethical growth are expected; where students share in and accept responsibility for their learning.

<u>Enrollment:</u>	381
<u>IHSAA Class:</u>	2A
<u>Colors:</u>	Navy, Orange, and Columbia Blue.
<u>Nickname:</u>	Pacers
<u>Athletic Conference:</u>	Ohio River Valley Conference (ORVC)
<u>1st Graduating class:</u>	1969 - Vevay Warriors & Patriot Trojans Combined to form Switzerland County High School (50 years ... A proud past and an exciting future)

SWITZERLAND COUNTY HIGH SCHOOL - GO PACERS !

David Todd

Principal

Mark Boggs

Athletic Director/Assistant Principal

Marla Edwards, MS

Guidance Counselor

SCHOOL SONG:

We're the orange and blue trimmed in white
The big team that knows how to fight, fight, fight !
Our Pacers are grand
They're the best in the land
So let's hear it for Switz County High.
Our spirit is high as the sky
If you like us then we'll tell you why
Our team is the best
They're gonna beat all the rest
So let's hear it for Switz County High.
Go, go, go, go, go -fight, fight, fight, fight, fight
Win, win, win, win, win-S-C-H-S
We're gonna make this game a victory tonight.
We're gonna win because we know how to fight.
So let us fight on Pacers.
Victory for Pacers.
Come on you Pacers, fight.
We're gonna back our team in orange and blue.
Our loyalty is high our spirit is true.
So let us sing a song of Victory
For the Pacers of Switz County High. Hey!

Welcome to Switzerland County High School!

- Welcome to Switzerland County High School, the home of the “Pacers”. The purpose of this handbook is to familiarize the students and the parents with the policies and practices that will be in place for the school year. The handbook is broad and general and may not answer specific individual questions. Students and parents who have questions that they cannot find the answer to in this handbook should feel free to ask the administration.

It is a goal that all of our students graduate. We work extremely hard to support students and families in accomplishing this goal. A young adult simply must have a diploma to join the military, attend post-secondary institutions, and compete for employment in the job market.

Attendance is very important. It is important that parents/guardians always send a note with their student when they are returning from an absence. It is imperative that we have effective two-way communication.

We look forward in working together - students, faculty, staff, parents, administration, and community - to make 2018-19 a great school year at Switzerland County High School!

Switzerland County High School, where WE is greater than me! Go Pacers!

DAILY SCHEDULE

1st 8:05-8:51
2nd 8:56-9:42
3rd 9:47-10:33
HR 10:38-11:01
4th 11:06-12:27

Group A has lunch from 11:01-11:36 and class from 11:41-12:27

Group B has class from 11:06-11:52 and lunch from 11:52-12:27

5th 12:32-1:18
6th 1:23-2:09
7th 2:14-3:00

***Career Center students will have lunch from 10:45-11:10...their bus will leave at 11:15. They will have 7 minutes to check in with their homeroom teacher and a club sponsor.**

2-HOUR DELAY SCHEDULE

1st 10:00-10:34
2nd 10:39-11:45

Group A has lunch from 10:34-11:06 and class from 11:11-11:45

Group B has class from 10:39-11:13 and lunch from 11:13-11:45

3rd 11:50-12:24
4th 12:29-1:03
5th 1:08-1:42
6th 1:47-2:21
7th 2:26-3:00

***When we have 2-hour delays the career center students will eat lunch with Group A and will then leave for the career center...on these days they will miss 2nd and 3rd periods here at SCHS. Lunch will be according to the students 2nd period class...not 4th as usual...these will be announced during 1st period on these days.**

EARLY RELEASE SCHEDULE

1st 8:05-8:38
2nd 8:43-9:16
3rd 9:21-9:54
5th 9:59-10:32
4th 10:37-11:44

Group A has lunch from 10:32-11:06 and class from 11:11-11:44

Group B has class from 10:37-11:10 and lunch from 11:10-11:44

6th 11:49-12:22
7th 12:27-1:00

***On these days 5th period will be before 4th period...Career Center students will still be going to the career center for the full day...they will not have early release.**

GENERAL INFORMATION:

SCHOOL CLOSINGS/DELAYS – During periods of inclement weather, when buses may not run or school might close, students should listen to the radio (95.9), check the school website, social media, or watch the television for closing or delay information. You should also receive an alert by phone from SkyAlert.

STUDENT INFORMATION – Any changes in a student’s residence, family circumstance, and phone number should be immediately reported to the school office to maintain accurate information in case of emergency or necessary contact.

RIDING ANOTHER BUS/GOING HOME WITH A FRIEND – Students wishing to ride another bus must bring a signed, written request from the parent/guardian and take it to the office prior to lunch time. Notes will be verified, signed by principal or designee, and returned to the student. (If the parent cannot be reached to verify the note, the principal may choose to deny the request.) Give the note to the bus driver as you board the bus.

PERSONAL PROPERTY – Students are advised to bring to school only those items essential for their class work. Any personal items brought to school are the student’s responsibility and must **not** interfere with classroom activities. (Deodorants, perfumes, etc. should not be sprayed on buses **or** in classrooms.)

BOOK RENTAL – Textbooks issued to students are school property. Students are responsible for their books & must pay for a replacement copy if book is lost or damaged.

INTERNET USE – Use of the internet is a privilege to which great responsibility is attached. **All** students **must** sign an acceptable use agreement **prior to** accessing the Internet at school.

SEARCHES: School lockers and storage areas remain the property of the school and are provided for the use and convenience of the students. School Administrative personnel have keys and the combinations to open lockers. Students do not have any expectation of privacy in their locker or its contents. Searches with reasonable suspicion (including searches of vehicles parked on school grounds) may be conducted by administrative level staff, security personnel, and if assistance is requested by administration, law enforcement officers. All locks used on lockers or storage areas are to be provided or approved by the school. Unapproved locks may be removed/destroyed. Students should not reveal their locker combination to anyone. Students are responsible and will be held accountable for all contents within their locker (do not share your locker with another student). School officials may search a student if there is “reasonable suspicion” that the student is in possession of an item that is illegal, there is a safety concern, or there is a violation of school rules.

Student vehicles brought on campus; student book bags, desks, and other school property are subject to inspection & search by school authorities at any time without further notice to students or parents. Students are required to cooperate. Drug- or weapon-sniffing dogs may be used at the discretion of administrators at school or at any school function, including activities that occur after normal school hours or off the school campus. Decorating lockers is NOT permitted.

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.

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 High 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 may 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 a school year (coded (PN) parent note, (UN) unexcused absences, and/or (TR) truancy) will result in that student going on an Attendance Agreement putting them on notice that they have violated the school's attendance policy. This Attendance Agreement will be mailed home to the parents for their review. When a student reaches ten days of the same such absences from school a "certified letter" will be mailed home and the parents/guardians will be required to have an Attendance Conference with the HS Administration team. At fifteen days of the same such absences from school paperwork will be filed with the local court system for "habitual truancy." A student who misses more than six (6) full days unexcused in a semester will receive a Friday school for each day they miss over six. Students who miss more than 15 days in any given semester regardless if they are excused or unexcused may be put up for expulsion for the remainder of the semester. In extenuating circumstances a 504 conference might be required for the student to remain in school. Any parents of a student receiving special education may request a case conference about homebound services.

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 an "Incomplete" being assigned for this missing work. Teachers are expected to notify the office of the need to schedule a disciplinary action.

COLLEGE VISITS – College days will be available to juniors and seniors only, unless approved by the Guidance Counselor, Principal, or AP/AD. They must be pre-arranged at least one day prior, and the student must bring back a form signed by an admissions person on the college letterhead. Students are allowed two college days per semester or a total of 4 per year. Any exception must be approved by the administrative team.

PRE-ARRANGED ABSENCE PROCEDURES:

The parent or guardian must personally contact the principal or designee for approval. This should be done at least one week prior to the absence; no later than 24 hours prior. **Pre-arranged absences will count toward the allowed fifteen days in the school year, but will not count when considering expulsion due to attendance.**

1. The student must then pick up a "Pre-Arranged Absence" form from the attendance office, contact each teacher whose class will be missed, arrange for make-up work, and return the form to the attendance office.

ADMISSION PROCEDURE TO EXPLAIN AN ABSENCE – When a student is absent, the parent/guardian should contact the school by phone or by note on the day of the absence or the following school day. (A student cannot excuse his or her own absence regardless of age.) Failure to do so will result in an unexcused absence. Student falsification of a note will result in an unexcused absence and penalty for truancy. Students must receive administrative approval to leave school early to go to work. (The administration reserves the right to deal with these exceptions on an individual basis.)

One of the following procedures must be followed:

1. Parent/guardian calls the school after 7:40 A.M. on the day of the absence. The school reserves the

- right to recall the parent/guardian.
2. Parent/guardian comes to the school to sign in the student with the attendance officer.
 3. Have a written statement from the parent/guardian. The school may call the parent/guardian who excuses a student in order to verify the statement.
 4. Have a written statement from a licensed physician, dentist, etc., stating reason for the student's absence.

EXCUSED ABSENCES – Reasons for an excused absence include illness verified by note from parent/guardian/physician, family funeral, observance of recognized religious holidays, etc. All other absences will be considered **UNEXCUSED ABSENCES**. Students are only permitted to miss for working the polls on 2 dates in any semester.

ADMIT SLIPS – Upon return to school, students are to report to the attendance office to receive an admit slip for class. This slip should be initialed by each teacher whose class was missed during the absence. Admit slips will be collected by the student's last period teacher.

TARDINESS – Students are to be in their assigned rooms when the tardy bell rings. Students missing more than 15 minutes of a class period will be counted absent for that class.

MAKE-UP WORK – Make Up Policy

EXAMPLE: miss 2 days, work is due in 2 school days (Students have 5 additional school days to complete missing work but any work completed in this timeframe will be scored at 50%.) [ie: a 10 point assignment scored as 8 points and completed during the 5 day bonus period will count for 4 points.]

*Reminder - Students must bring a note when they return from an absence.

TRUANCY – Indiana law requires children through age 18 to attend school. Truancy is when a student is absent from school without the permission of a parent/guardian. A habitually truant student is one who has more than ten unexcused absences in one school year. Any student who comes to school and fails to attend any assigned class is considered truant even if he/she remains in the building or on school grounds. Truancy may subject a student to suspension or expulsion, and any student through the age of seventeen whose absence is excessive may be referred to the Division of Family and Children and/or the juvenile probation office.

EARLY DISMISSAL OF INDIVIDUAL STUDENTS

-SCHS is a closed campus. Students leaving school early must sign out in the attendance office after receiving permission from their parent/legal guardian. We do NOT have an open lunch, PLEASE DO NOT call in to sign your student out for lunch, remember a student can only miss a class 6 times and that with repeated absences we do file with the county court.

CAFETERIA:

FOOD SERVICES – Breakfast and lunch are offered at the following prices:

	<u>Daily</u>	<u>Weekly</u>	
Breakfast:	\$ 1.10	\$ 5.50	<i>Adult staff lunch \$3.35</i>
Reduced:	\$.30	\$ 1.50	
Lunch:	\$ 2.55	\$12.75	
Reduced:	\$.40	\$ 2.00	

PAYMENT – Students are expected to keep up with their money themselves. Meals may be paid for at the point of purchase, or parents may opt to pre-pay for meals, either by the week or for longer periods of time. **Meals may not be charged.** Checks will be accepted as payment for the amount of a meal and for prepayment; parents may use a single check for all of their children. (Two-party checks will not be accepted. There is a fee for all returned checks and returned checks will not be run through a second time. If an individual habitually writes checks that are returned, the school will refuse to accept further checks from that individual.) Parents are encouraged to monitor their balances and to pay online using the “Café Pre-Pay” link on the Corporation home page.

FREE/REDUCED MEALS – Free/reduced meals eligibility forms are provided to each student’s parent. Only those parents wishing to apply should return the form. Parents will complete one form per family, listing all eligible children on the same form. The form should be completed & returned within five days of enrollment. Students must pay for lunch & breakfast until the form is returned & the student(s) is/are approved for the program.

FOOD SUBSTITUTIONS – If food substitutions are necessary due to a student’s medical condition, food service personnel will work with parents to make those changes based on a written statement from a recognized medical authority such as the child’s physician. Those statements must include information identifying the nature of the problem, and include a list of foods that should be omitted from the child’s diet along with appropriate substitutions. ***There are microwaves provided to heat up student lunches.**

SAFETY – Proper behavior while in the cafeteria is expected in order to protect the safety and enjoyment of all students.

STUDENT CODE OF CONDUCT:

This code provides students in SCHS with an effective and safe learning environment. Expected behavior promotes learning & encourages maturity during the school day as well as during all school-related activities.

STUDENTS EXPECTATIONS:

- Report to school and class on time, attend all scheduled classes, and remain in class until excused or dismissed. Students in the halls during class time must have a pass from their teacher.
- Participate fully in the learning process, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed, and cooperate with others.
- Avoid behavior that impairs your own or other students’ educational achievement. Students should know and avoid the behavior prohibited by this code and take care of books and other instructional materials.
- Show respect for the knowledge and authority of teachers, administrators, and all other adult school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
- Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements of others and act as a good neighbor in the school and community.
- Not bring to class items such as drinks, food, gum, backpacks, etc., without explicit permission from individual teachers; follow the classroom rules shared by each teacher.

STUDENT CODE OF CONDUCT APPLIES:

- At school or on school property at any time; on the way to and from school;
- Off school grounds at any school activity, function, or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system and while waiting for and leaving such vehicles under observation of school personnel.

NOTE: Students may be disciplined for conduct off campus that may pose a threat to the school’s learning environment or the safety of students & employees.

HAZING POLICY:

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members, Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

- No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.
- No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- This policy applies to hazing behavior that occurs on or off school property and during and after school hours.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

HAZING DEFINITIONS:

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- "Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

HAZING REPORTING PROCEDURES:

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

Teachers, administrators, other school district employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

SCHOOL DISTRICT ACTION:

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School district action taken for violation of this policy will be consistent with other school policies and applicable collective bargaining agreements and statutory authorities.

REPRISAL - The school district will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

DISSEMINATION OF POLICY - This policy shall appear in each school's Student Handbook and in each school's Building and Staff handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

DRESS CODE:

Students are expected to show proper attention to personal hygiene, cleanliness, and neatness, and wear clothing that is not distracting to others. When questionable, the school principal or designee will make the final determination of whether a student's attire or appearance is in conflict with school policy. Students are required to observe the following:

1. No clothing, tattoos, jewelry, etc., bearing advertisements, messages, or symbols of drugs, alcohol, or tobacco products, or offensive, obscene, vulgar, or inappropriate language. This includes references of a sexual nature, either symbolic or implied.
2. Dresses, skirts, shorts, etc. must be to at least mid thigh; recommended that they approach the knees.
3. No sheer, mesh, or see-through garments of any type. No pajamas or slippers.
4. No skin may be shown between the bottom of the shirt and the beltline. No midriff type clothing is allowed, keep your belly and lower back covered.
5. Pants must not contain holes above the knee.
6. Shirts must have sleeves. No blouses or shirts that expose the lower back area below the shoulder blades or that expose cleavage.
7. No hats, hoods, caps, sun visors, bandannas etc., may be worn. Sunglasses may not be worn inside unless medically prescribed and approved by the principal.
8. No gang-related attire is permitted (bandanas, etc).
9. When wearing leggings, tights, or tight fitting yoga pants you must wear a top to mid thigh.
- 10.. No clothing reasonably deemed inappropriate by teachers and administration.

DISCIPLINE:

STUDENT BEHAVIOR – Certain standards of behavior are necessary to ensure that an environment conducive to learning can be maintained. This environment should first come from self-discipline and consideration of the rights of others.

AUTHORITY OF THE “PRINCIPAL” or “ASSISTANT PRINCIPAL” – The principals are the designated leaders of the school and, in concert with the staff, are responsible for the orderly operations of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this code, the principals may undertake corrective measures believed to be in the best interest of the school. The principals have the authority to check cell phones or perform a drug test under individualized reasonable suspicion.

AUTHORITY OF THE “TEACHER” – The teacher has complete authority to maintain a safe and effective classroom environment. The superintendent and principal fully support the authority of teachers to remove a student from the classroom pursuant to provisions of state law. Each teacher is required to file a report when a student has exhibited behavior that repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the students or with the ability of such student’s classmates to learn, where such behavior is in violation of the Student Code of Conduct.

COMMON ELEMENTS OF DISCIPLINARY ACTION – Action will be taken in response to violations of the Student Code of Conduct. Additionally,

- A. Due process procedures required by law will be followed.
- B. The degree of disciplinary action will be in proportion to the severity of the misbehavior as well as:
 1. Student’s discipline history
 2. Degree of premeditation, impulse, or self defense
 3. Age and/or disability
 4. Strength of evidence
 5. Cooperation/remorse
- C. The following disciplinary actions may be imposed by any staff for any violation of the Student Code of Conduct:
 1. Parental contact by teacher reporting the misbehavior.
 2. Isolation during lunch.
 3. Classroom isolation from peers
 4. Student participation in conference with parent and teacher.
 5. Participation in a school-service project.
 6. After-school detention (with prior notice to parent).
- D. The principal or designee may use any of the above discipline management techniques and may also employ:
 1. Student participation in conference with parent/guardian, teacher and/or principal
 2. Restriction from school programs, such as clubs, activities, teams, extra- and co-curricular events, field trips and special assemblies.
 3. Discipline Contract
 4. In-School Detention
 5. Participation in the cleaning or repair of damage caused to the school-related environment.
 6. Suspension from riding the bus.
 7. Friday or Saturday School

8. Suspension from school
9. Placement into an alternative school program.
10. Referral to superintendent's designee for a discipline hearing for long-term suspension or expulsion.
11. Referral to law enforcement agencies.
12. Any other disciplinary technique that positively promotes the Student Code of Conduct.

BEHAVIOR(S) RESULTING IN DISCIPLINARY ACTION INCLUDE BUT ARE NOT LIMITED TO:

- Assault or Battery
- Bullying/Cyber Bullying
- Cheating/Plagiarism
- Criminal Violations (on/off campus)
- Damage to School Property/Vandalism
- Disrespectful Behavior/Verbal Assault
- Disruptive/Unruly Behavior (including on school bus or waiting to board bus)
- Dress Code
- Driving or parking violations
- Drugs
- E-Cigs/Vape and/or Vapor Pens ... Students are NOT permitted to be in possession of these at school and under no circumstances shall share such item or it's contents at school.
- Encouraging others to violate the Code of Conduct
- False alarms
- Falsifying report
- Fighting, Aggressive/Confrontational Behavior, Instigation
- Gang or Gang-like Activity
- Inappropriate Public Display of Affection (PDA)
- Insubordination/Non-compliance/Refusal to do as Instructed
- Out of assigned area
- Profane, vulgar, or obscene words or gestures
- Provocation - (Instigating) = IC 35-42-2-3 (*effective 7-1-2014*) "A person who recklessly, knowingly, or intentionally engages in conduct that is likely to provoke a reasonable person to commit battery commits provocation, a Class C infraction."
- Threats and intimidation
- Terroristic threats
- Tobacco Products - 1st offense is a Saturday school (8-10 am). If student fails to serve this then he/she is given a citation by the SRO or local police official. 2nd offense and forward will be a citation.
- Unexcused absences or tardies
- Use of and/or possession of tobacco, alcohol, or drugs
- Weapons or dangerous instruments (I.C. 35-47-5-2.5)

EXAMPLES OF BEHAVIORS AND DISCIPLINARY ACTIONS

Disciplinary actions may range from:

Verbal Warning, After School Detention, In School Detention, Friday School-level 1, Friday School-level 2, Suspension, Expulsion

After School Detention will be on a Tuesday, Wednesday, or Thursday from 3:05-3:50

Friday School-level 1 will be on Fridays from 3:05-4:00

Friday School-level 2 will be on Fridays from 3:05-5:30

Failure to serve an after school detention will result in a Friday school.

Failure to serve a Friday school-level 1 will result in a Friday School-level 2

Failure to serve a Friday School-level 2 will result in a suspension. Additional offenses will be handled by the principal or designee.

1. CHEATING

- 1st offense - Zero on work in question, ASD, call to parents
- 2nd offense - Zero on work in question, Friday School-level 2, call to parents
- 3rd offense - Student will be withdrawn from class with an "F"

2. LEAVING CLASS WITHOUT PERMISSION/MAJOR CLASSROOM DISRUPTIONS/REFUSAL TO DO ASSIGNED WORK/INSUBORDINATION

- 1st offense - After school Detention
- 2nd offense - Friday School-level 1
- 3rd offense - Friday School-level 2
- 4th offense - OSS
- 5th offense - 2 Days OSS

3. BANNED SUBSTANCES

a. USE OR POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES or ANY VAPOR DEVICE

- 1st offense - Friday School-level 2
- 2nd offense - Friday School-level 2/Citation issued by Resource Officer
- 3rd offense - 2 Days OSS/Citation issued by Resource Officer
- 4th offense - 3 Days OSS or expulsion/Citation issued by Resource Officer

b. KNOWINGLY POSSESSING, USING, TRANSMITTING, OR BEING UNDER THE INFLUENCE OF DRUGS AT SCHOOL.

- 1st offense - 10 day suspension/expulsion for up to 1 year

c. KNOWINGLY POSSESSING, USING, TRANSMITTING, OR BEING UNDER THE INFLUENCE OF ALCOHOL AT SCHOOL.

- 1st offense - 10 day suspension/expulsion for up to 1 year

4. EXPLOSIVE DEVICES

- 1st offense - Suspension or expulsion

5. EXTORTION

No student shall obtain, or attempt to obtain money, goods, or information from another student by force, threat of force, intimidation, or coercion of any sort.

Penalty: Consequences will range from I.S.D. to expulsion depending upon the severity of the situation.

6. FLEEING FROM OR REFUSING A SEARCH

No student shall refuse any reasonable search of his or her person or property by a school administrator.

1st offense	3 days OSS or expulsion, depending on situation
2nd offense	Recommendation for Expulsion

7. FIRE ALARMS

Any student involved in falsifying a fire alarm call:

Penalty: The student will be subject to expulsion from school and also subject to prosecution under Indiana Law.

8. KNIVES/WEAPONS/FIREARMS

Possession of these items may result in suspension or recommendation for expulsion.

9. LEAVING SCHOOL GROUNDS WITHOUT PERMISSION/BEING IN AN UNAUTHORIZED AREA (TRUANCY)

1st offense	-	loss of driving privileges for one week—1 Friday School-level 1
2nd offense	-	loss of driving privileges for two weeks— 1 Friday school-level 2
3rd offense	-	3 Days OSS - loss of driving privileges remainder of year
4th offense	-	5 Day OSS to Expulsion

10. FORGING A NOTE FROM HOME OR FROM STAFF

Altering a teacher's pass or forging a note from your guardian is not permitted.

1st offense	Friday School-level 2
2nd offense	1 day OSS and Friday School-level 2
3rd offense	3 Days OSS

11. PUBLIC DISPLAY OF AFFECTION

Physical contact and public display of affection are not appropriate in our school setting. This includes hand holding, hugging, kissing, etc.

1st offense	Warning
2nd offense	In School Detention
3rd offense	2 ASDs
4th offense	2 Friday Schools

12. PROFANITY

1 st offense	-	2 periods of ISD
2 nd offense	-	2 ASDs
3 rd offense	-	Friday School-level 1
4 ^h offense	-	Friday School-level 2
5th offense	-	OSS
6 th offense	-	2 Days OSS

21. PROFANITY DIRECTED TOWARD A SCHOOL EMPLOYEE

- 1st offense - 3 Days OSS
- 2nd offense - 5 Days OSS
- 3rd offense - 10 day suspension pending Expulsion

13. STEALING/THEFT/VANDALISM

- 1st offense - Restitution and Friday School-level 2
- 2nd offense - Restitution and 3 Days OSS
- 3rd offense - Recommendation for Expulsion

14. FIGHTING

Student fights have profound effects on all participants and the whole school atmosphere. Because of the seriousness of fights, it is necessary to classify the type of fight according to the circumstances as well as the intent. The classification and the penalties are as follows:

A. Verbal Disruption/Near Fight/Disturbance

Defined as a verbal confrontation between students that disrupts the classroom or a verbal confrontation/short scuffle in the hallway where students will not stop the argument when asked. This also includes any disturbance, real or contrived, which leads to a student gathering.

Penalty: Depending upon the severity of the situation, the consequences will range from I.S.D. up through suspension.

B. Fight

A fight between two individuals over a personal grievance and not directly involving other students will sometimes occur. This type of fight almost always has some kind of provocation or a prior personal grievance between the two parties. If a student is merely defending himself/herself he/she should not be throwing any punches. An individual whose behavior directly leads to a fight between other parties shall be considered a participant.

- 1st offense** 3-5 Days OSS
- 2nd offense** 10 Day Suspension to recommendation for expulsion

C. Physical Attack

Our definition of a physical attack is an incident where one student, with little or no provocation, physically attacks another student.

- 1st offense** 10-Day Suspension to recommendation for expulsion and notification of law officials
- 2nd offense** Recommendation for Expulsion and notification of law officials

Exceptions and Notes

1. An administrator may increase or decrease punishment in any given situation depending upon emerging facts surrounding the incident.
2. If it can be determined that a student in a fight was merely defending himself/herself that student will receive a lesser penalty or no penalty. **Hitting back is not required to defend yourself – hitting back will detract from the “just defending yourself” argument.**
3. Participants will not be permitted to attend classes for the remainder of the day that the fight took place.
4. Students shall be held accountable for the statements they make to school staff while being separated from a confrontation or while being taken to the office. Profanity at a staff member is a three-day suspension.
5. A student involved in verbal or physical altercation who fails to comply with the directions of school personnel; fails to demonstrate self-control; or who requires physical restraint, will be subject to expulsion procedures from the school. This includes arguing with or not responding to and following the directions of school personnel, arguing with other students, making threats, using profanity, or being aggressive toward another student or staff member.
6. Surrounding students who are fighting and/or encouraging them is not acceptable behavior. Those spectators watching a fight may be subject to being assigned some I.S.D. and/or Friday School days.

15. TARDIES

	Consequence	
1 st	Warning by teacher	
2 nd	Warning by teacher	
3 rd	Teacher calls home	
4 th	Office Referral	lunch detention
5 th	Office Referral	ISD (2 periods)
6 th	Office Referral	ASD
7 th	Office Referral	Friday School-level 1
8 th	Office Referral	Friday School-level 1
9 th	Office Referral	Friday School-level 2

Students will only be counted tardy when they are not in the door when the bell rings. If not in seat student could be written up for being a disruption to the classroom environment depending on rules of teacher. **TEACHERS WILL ALWAYS TELL THE STUDENT WHEN THEY HAVE BEEN COUNTED TARDY.**

ELECTRONIC DEVICES/CELL PHONES – These items may be used daily with teacher permission. Students using such items when not permitted by teacher or using them inappropriately may have them confiscated. Devices taken will be turned into the office staff and locked in the vault with the following procedures set in place:

- 1st offense – phone held until end of day (student picks up item)
- 2nd – phone held until next day (student picks up item)
- 3rd – phone held 2 full school days – (parent/guardian required to pick up item)
- 4th – phone held 2 full school days – (parent/guardian conference w/ admin for pickup)

Any and all electronic devices, including but not limited to cell phones, smart phones, iPads, tablets, laptops, wristwatches, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected or should there be a safety concern.

OTHER SITUATIONS/NOTES

The administration has put together these discipline procedures to guide the discipline process of students. Obviously, it would be impossible to address every possible situation that may occur. It is the responsibility of the administration to take prudent and responsible action to protect the safety and welfare of our students, the safety of welfare of our staff members, and the orderly educational process of our school – as situations manifest.

These discipline measures are suggested guidelines and will generally be followed. The administrators also have the authority, however, to skip steps and increase or decrease punishment in each individual case at their discretion, exercising their professional judgment. These penalties are cumulative and comprehensive. They may accumulate among and across the types of offenses.

SCHOOL BUS – Riding the school bus is a privilege for students, and maintaining proper behavior while on the bus is expected in order to protect the safety of all students. All pupils being transported are under the authority of the bus driver and must obey his/her requests. School rules apply on the bus just as on campus or at other school events. Bus drivers have the option of removing a student from the bus for 1 school day providing that they have communicated with the parent/guardian. Bus pickup/dropoff is at door #13.

<p>Level 1 Behaviors:</p> <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 	<p>Level 2 Behaviors:</p> <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 use sexually explicit, inappropriate, or derogatory 	<p>Level 3 Behaviors: Possession of use of the following:</p> <ul style="list-style-type: none"> ● No Weapons ● No matches or lighters ● No controlled substances including drugs, alcohol, and tobacco ● Do not threaten or strike the bus driver ● Do not hit, punch, kick, or physically assault student
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<ul style="list-style-type: none"> 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 	<p>language or obscene gestures</p> <ul style="list-style-type: none"> ● Do not speak in a way that harasses others (on-going basis) ● Inappropriate or intimate contact is 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, skateboards 	<ul style="list-style-type: none"> ● No bullying (defined as physical or verbal aggression on an ongoing basis) ● No exiting out the back door without driver's permission
<p>Consequences of Level 1 Misbehavior:</p> <p>Parental notification and one or more of the following:</p> <ul style="list-style-type: none"> ● Warning ● Different assigned seat ● Behavior contract ● One to three hour in-school detention 	<p>Consequences of Level 2 Misbehavior or continued Level 1 Misbehaviors:</p> <p>Parental notification and one or more 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>Consequences of Level 3 Misbehavior or continued Level 3 Misbehaviors:</p> <p>Parent conferences required and one or more 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

SUSPENSION UP TO 10 DAYS – The principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. Before a student is suspended from school for ten days or less, the principal or designee will inform the student of the offense and allow the student an explanation. If the student is suspended, the student’s parents will be notified if possible.

LONG-TERM SUSPENSION OR EXPULSION – The maximum punishment includes long-term suspension or expulsion, determined after a disciplinary meeting as outlined in the Switzerland County School Corporation policies. In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a firearms violation. Parents or students may elect not to contest a violation or the appropriate discipline, and in such cases an agreement may be negotiated which would include the parents or students waiving the right to a disciplinary meeting. Such an arrangement and waiver must be approved by the superintendent’s designee for discipline.

GROUND FOR SUSPENSION OR EXPULSION – Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples include, but are not limited to:

- a. Using violence, force, noise, threat, etc., to interference with school purposes,
- b. Causing or attempting to cause damage to school or private property; stealing or attempting to steal school property.
- c. Intentionally causing or attempting to cause physical injury.
- d. Threatening or intimidating any student or staff.
- e. Possessing, handling, or transmitting a weapon.
- f. Possessing, using, transmitting, or being under the influence of any narcotic drug, alcohol, or controlled substance of any kind.
- g. Repeatedly failing to comply with directions of teachers and staff or repeatedly violating any rules.

EXPULSION PROCEDURES – An expulsion meeting will be held after the student and the student’s parent or guardian are given notice of their right to appear and have the opportunity to answer the charges and present evidence to support the student’s position. The student or parent has the right to appeal the decision of the expulsion meeting to the Board of School Trustees within 10 days of a decision. (Failure by a student or a student’s parent/guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the Board of School Trustees.)

REFERRAL TO LAW ENFORCEMENT AUTHORITIES – SCHS and its employees will adhere to all federal and state laws that require reporting certain violations to law enforcement agencies. These violations include the following aggravated assault with a firearm, aggravated battery, carrying deadly weapons, cyber bullying, false alarms , possession/other activities regarding marijuana and controlled substances, sexual offenses, and other violations based upon administrative prerogative.

IMPORTANT NOTICE TO STUDENTS REGARDING CELL PHONE CONTENT AND DISPLAY – 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 including images or text(s) that depicts or describes any incident that includes “sexual conduct” by a child under the age of 18. 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 grounds for confiscation of the device, suspension, or expulsion.

STUDENT REPORTING OBLIGATION – Any student who has knowledge of a serious violation (i.e., drugs, weapons, alcohol, false alarms, bomb threats, etc.) that significantly impacts the safe and orderly environment of the school is bound to report it to appropriate school officials.

*Violators of this rule may be subject to appropriate disciplinary action.

SWITZERLAND COUNTY SCHOOL CORPORATION NON-DISCRIMINATION POLICY - Switzerland County School Corporation Non-Discrimination Policy (SCSC) is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, 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. For further information, clarification, or complaint (grievance) procedures, please contact the superintendent’s office (812) 427-2611 or the following:

~**Mr. Rodney Hite**, Superintendent
Title IX Coordinator (Gender Discrimination)
Title VI Coordinator (race, color, creed, national origin)
rhite@switzsc.org
Phone: 812-427-2611 ext. 6100

~**Mr. Dustin Bentz**, Section 504 Coordinator A.D.A. Coordinator (Americans with Disabilities)
dbentz@switzsc.org
Phone: 812-427-2611 ext. 6011

<https://switzerland.k12.in.us/high-school/>

1040 W. Main Street; Vevay, IN 47043
Telephone: (812) 427-2611
Fax: (812) 427-2044

NURSE INFO/MEDICATION/ILLNESS:

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.

Nonprescription medications: Nonprescription 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 life saving medications: (inhalers/epi pen, etc.) There are exceptions for students to carry life saving medications, such as inhalers, epi pen, etc. Any life saving 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.

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

DRUG TESTING:

“ANOTHER GOOD REASON TO JUST SAY NO !”

SCHS and SCMS students taking part in a school-sponsored extracurricular activity must agree to participate in a drug-testing program that includes random drug testing during the school year.

"School-sponsored extracurricular activities/privileges" are identified on the following page under "Scope." The intent of the Student Drug Testing Program is to detect and prevent illegal drug and alcohol use among all students. The Board of School Trustees believes that participating in all 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, use, sell, or distribute under state and federal law. All drug testing shall be administered to ensure:

- a. Randomness of selection process
- 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 that they may wish to contact. The student will have his/her extra-curricular privileges suspended until the student has a clean drug test; follow-up testing will be given after 45 calendar days.
- Additional Positive Drug Test Results – The above procedures will be followed, and 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.

NOTE: The official board policy 6.0-64 adopted June 2005 and amended March 2013 is listed below.

“STATEMENT OF NEED AND PURPOSE:

A program of deterrence will be instituted as a proactive approach to a drug free school. Through driving or participation in all extra-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. We wish to educate parents and support students in making good decisions for themselves. Students involved in extracurricular activities/privileges need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students

from driving to and from school or participating in extra-curricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is non-punitive in that students will not lose academic credit for having a positive test result. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program* other than stated herein.

*Students may be suspended or expulsion papers filed (which may lead to an expulsion) where reasonable suspicion is obtained by means other than drug testing through this policy.

INTRODUCTION - The effective date of this program is June 20, 2005. This program does not affect the current policies, practices, or rights of Switzerland County School Corporation with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Switzerland County School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

REASONABLE CONCERN - Switzerland County School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in Switzerland County School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

SCOPE - Participation in extracurricular activities and clubs as well as the graduation ceremony is a privilege. This policy applies to all Switzerland County School Corporation students in grades 7-12 who wish to participate in extracurricular activities that are listed below:

1. Athletics. (Participants include, but are not limited to, athletes, cheerleaders, managers, video, and other athletic student personnel.)
2. Music. (Participants include, but are not limited to, performing band members performing choir members, ISSMA, and participants in solo/ensemble contests.)
3. Academic Teams
4. All school clubs: FFA, BPA, Drama, etc
5. National Honor Society
6. Student Government
7. All school dances: Homecoming, Junior/Senior Prom
8. Senior Trip
9. No Parking/Driving on school property
10. Graduation Ceremony

CONSENT FORM - It is MANDATORY that each student who participates in extracurricular activities or drives to or from school sign and return the “consent form” prior to participation in any extracurricular activity. Failure to comply will result in non-participation and/or no issue of a student driving permit. Up to 25 students in Grades 7-12 will be randomly tested on up to a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extracurricular Switzerland County School Corporation activities or drive. Each student shall be provided with a “consent form”, a copy of which is attached hereto, which shall be dated and signed by the student and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Switzerland County School Corporation and give consent to release the Student Test Number (STN) to the drug company or is stating he/she does not plan to participate in extracurricular activities or drive.

NON-PUNITIVE NATURE OF POLICY - No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student’s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process.

TESTING PROCEDURES -

- (1) The selection of participants to be tested will be done randomly by the principal/designee and selections will be made from time to time throughout the school year. Names will be drawn from a pool of those agreeing to be tested in grades 7-12. The testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in a drawing. The principal/designee will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing.
- (2) If the student shows signs of tobacco and/or alcohol and/or drug use that provides reasonable suspicion to search a student, the principal/administrative designee may call the student’s parent/guardian and ask that the student be tested. Also, a parent/guardian may request that his/her student’s name be placed in the pool.
- (3) No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid test or outside influences.
- (4) Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a “follow-up” test, a student will be required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- (5) All students being tested will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal’s office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

(6) All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.

(7) If it is proven that tampering or cheating has occurred during the collection the student will become ineligible for all the “extracurricular activities” for the remainder of the school year. This will be reported to the parent/guardian.

(8) Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.

(9) The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also, “performance enhancing” drugs such as steroids may be tested.

(10) The laboratory selected must follow the standards set by the Department of Health & Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

COLLECTION OF SPECIMENS, CHAIN OF CUSTODY - The Superintendent will establish guidelines to set up the collection environment, guarantee the validity of specimens, and supervise the chain of custody.

TEST RESULTS - This program seeks to provide needed help for students who have a verified “positive” test for an illegal drug. The student’s and other students’ health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities and restrict him/her from driving to or from school.

(1) The principal/designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analyses). The principal/designee will notify the student and his/her parent/guardian following guidelines for notification established by the Superintendent. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained.

(2) If the test is verified “positive”, the Principal and Assistant Principal will meet together with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A student who tests positive for will have his/her driving/extracurricular privileges suspended. To re-gain ECA/driving/athletic privileges the student must produce a clean school drug test result as verified by our lab service and thus shared with school administration. The school administration (Principal & Assistant Principal) will communicate with the student to re-state the privileges that were lost.

*Suspensions may carry over to the following school year.

A “follow up” test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow up” test is negative, the student will be allowed to resume extracurricular activities and/or driving. If a second, third, fourth, etc “positive” result is obtained from the “follow up” tests, or any later test of that participant, the same previous procedure shall be followed. In addition, the Switzerland County School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.

(4) Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.

(5) Drug testing result sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS - The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Switzerland County School Corporation Board of Education. However, the lab will provide the Building Principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

Under this drug testing program, any staff, coach, or sponsor of Switzerland County School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test of the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Switzerland County School Corporation commitment to confidentiality with regards to the program.

FINANCIAL RESPONSIBILITY -

(1) Under this policy, Switzerland County School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow up” drug tests.

(2) A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.

(3) There is to be a designated deadline date to sign the drug testing form (listed on the form). This deadline is selected by the Principal/Assistant Principal/Designee. Only a new student enrolling would have a chance to sign up for the drug testing past this deadline date.

(4) Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

(5) The parent/guardian will be responsible for the cost of any drug test given as the result of a parent/guardian request that a student be tested (cost will be **\$35 per test** beginning the 2015-16 school year).

CERTIFYING LABORATORY RESPONSIBILITIES -

The Certifying Scientist will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

a. The Certifying Scientist determines if any discrepancies have occurred in the **Chain of Custody**.

- b. Depending on the substances found in the urine, if necessary, the principal/designee will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five (5) working days to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The Certifying Laboratory will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and report this to the Principal/Assistant Principal/Designee by email.
 - (1) For example, a drug screen positive for codeine may be ruled negative by the Principal/Assistant Principal/Designee when he/she receives a letter from the treating physician (or prescription bottle with student's name) that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
 - (2) **Or**, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of his/her pills), this would likely be ruled a positive drug test by the Principal/Assistant Principal/Designee.
 - (3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine, etc.) would automatically be considered positive by the Certifying Scientist.
- f. The Certifying Scientist may use quantitative results to determine if positive results on repeat test indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use by natural decay, then a negative result may be reported.
- g. The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

The Drug Testing Consent Form will be filled out online through skyward.

ACADEMICS:

GRADING SYSTEM/REPORT CARDS – All SCHS students will receive grades every 9 weeks via Skyward. The following criteria will be in used in establishing grades:

TEACHER GRADING SCALE:			
<u>GRADE</u>	<u>PERCENTAGE</u>	<u>GPA score</u>	<u>Weighted GPA score</u>
A+	97.5-100%	4.0	5.0
A	92.6-97.4%	4.0	5.0
A-	90.0-92.5%	3.667	4.667
B+	87.5-89.9%	3.333	4.333
B	82.6-87.4%	3.0	4.0
B-	80.0-82.5%	2.667	3.667
C+	77.5-79.9%	2.333	3.333
C	72.6-77.4%	2.0	3.0
C-	70.0-72.5%	1.667	2.667
D+	67.5-69.9%	1.333	2.333
D	62.6-67.4%	1.0	grade of D and
D-	60.0-62.5%	.667	below will NOT
F	59.9 and below	0	be weighted.

AP – This year SCHS offers Advanced Placement (AP) courses in Statistics and Chemistry. These courses will have a weighted GPA grading scale due to the college level content.

Dual Credit – This year SCHS offers Calculus, Pre-Calculus, Advanced Biology, U.S. History, World Politics, Honors Government, Honors English 11, and Honors English 12. These courses will have a weighted GPA grading scale due to being a part of STGEC (Statewide Transfer General Education Core). There will also be courses offered through Ivy Tech and these will all be weighted as well. The following dual credit courses will not be weighted: Animal Science, Food Science, Natural Resources, Sustained Energy Resources, Ag Mechanics, Plant Science, Landscaping, Business Management, Administrative Office Management, Marketing and Business Law.

HONOR ROLL – The honor roll is published after each semester. The criteria for making the honor roll are either all “A’s” or a combination of all “A’s” and “B’s”.

PROGRESS REPORTS – Each student will conference with their homeroom teacher about their mid-term/progress report. We do NOT mail progress reports and/or grade cards. Parents and students have 24/7 access to their grades via Skyward.

PERMANENT RECORDS – A complete record is kept for each student throughout his/her school career. A student may inspect his/her records by making arrangements with the Guidance office staff.

HS CREDIT RETAKE POLICY - Students are not permitted to retake classes unless they have failed a class and need to receive the credit. A student who needs to retake a class must take it in proper sequence. Both grades, from the original class taken and the retake class, will be included in the student’s GPA and will appear on the student’s transcript. No student grade will ever be eradicated from their transcript.

MEETING THE ASSESSMENT REQUIREMENT FOR GRADUATION/WAIVER

PROCESS:

- **GUIDANCE FOR THE 2019 COHORT (current juniors):**
- IC 20-18-2-17 defines a school year as beginning after June 30th of each year and ending before July 1 of the following year. Therefore, the 2018 summer window will be considered as part of the 2018-2019 school year.
- • A student in the 2019 cohort that has not yet passed both subject areas of the ISTEP+ Grade 10 assessment may retake the assessment between July 23, 2018 and August 17, 2018, and that attempt will count as occurring during the student's senior year.
- • As such, current juniors who retake the ISTEP+ Grade 10 during the summer administration window and do not pass the assessment may be eligible to graduate with a waiver pursuant to IC 20-32-4-4, which provides that a student may graduate without passing the graduation qualifying exam if the student, 'takes the graduation exam in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the graduation exam.'
- • A student must meet all other diploma and waiver requirements to be issued a diploma following the summer 2018 re-test.
- • A student in the 2019 cohort who meets all graduation requirements or satisfies all waiver requirements prior to October 1, 2018 should be submitted as a graduate on the 2018 graduate (DOE-GR) report. However, since such a student is part of the 2019 cohort, the student will not be included in the 2018 graduation rate. The student will be included in the school's 2019 graduation rate.
- • Per IC 21-12-10, eligibility for the Mitch Daniels Early Graduation Scholarship includes receiving a Core 40 high school diploma by the end of grade 11 (including any summer school courses completed before July 1 of a year). Thus, students who graduate with a waiver would not be eligible for this scholarship. Additional information regarding this scholarship is available [here](#).
- **GUIDANCE FOR THE 2020 COHORT (current sophomores) though 2022 COHORT:**
- IC 20-18-2-17 defines a school year as beginning after June 30th of each year and ending before July 1 of the following year. Therefore, the 2018 summer window will be considered as part of the 2018-2019 school year.
- • A student in the 2020 cohort (through the 2022 cohort) is offered the opportunity to participate in the ISTEP+ Grade 10 assessment to meet graduation requirements.
- • Remediation opportunities must be provided to the student as needed prior to the assessment window.
- • Please note that this provides an opportunity for sophomores to retest almost one year earlier than has been available in the past.

CORE40 with Academic Honors*(minimum 47 credits)*

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 2. 2 credits in AP courses and corresponding AP exams,
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors*(minimum 47 credits)*

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. State approved, industry recognized certification or credential, or
 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass; Algebra 66
Writing 70, Reading 80.

Indiana General High School Diploma

The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

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

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

Course and Credit Requirements (Class of 2016 & Beyond)

English/Language Arts	8 credits
	Credits must include literature, composition and speech
Mathematics	4 credits
	2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <i>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</i>
Science	4 credits
	2 credits: Biology I 2 credits: Any science course <i>At least one credit must be from a Physical Science or Earth and Space Science course</i>
Social Studies	4 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
Physical Education	2 credits
Health and Wellness	1 credit
College and Career Pathway Courses	6 credits
	Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities
Flex Credit	5 credits
	Flex Credits must come from one of the following: <ul style="list-style-type: none"> ▪ Additional elective courses in a College and Career Pathway ▪ Courses involving workplace learning such as Cooperative Education or Internship courses ▪ High school/college dual credit courses ▪ Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts
Electives	6 credits
	Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.

40 Total Credits Required

Schools may have additional local graduation requirements that apply to all students

(Updated Dec., 2011)

CAREER CENTER (AT VERSAILLES) – A Switzerland County student attending the Versailles Area Career Center is selected on his/her desire and interest toward a vocational job-related program. Monies are spent by the Corporation on each individual attending this program. To eliminate potential problems the following rules apply:

- a. Once school begins, a student may not drop a Career Center course until the end of the semester.
- b. Students attending the Career Center are still SCHS students and are expected to comply with all SCHS rules of behavior and dress.
- c. Students must be on the bus no later than 11:15...the bus will not wait for students who are running late.
- d. No one may drive to Versailles with the exception of cosmetology students. All others must ride the bus.
- e. Students must be courteous to all other riders, avoiding profanity, throwing objects, changing seats, or any other action, which is disrespectful.
- f.. Any suspension from Switzerland County High School or the Southeastern Career Center also means suspension from the other school as well for the same period of time.

GRADUATION INFO:

GRADUATION CEREMONIES – No student will be allowed to participate in the graduation ceremony unless they have completed all graduation requirements prior to graduation practice. ***Students are required to attend graduation practice to be a part of the ceremony.*** The graduation ceremony is a privilege.

VALEDICTORIAN 'POLICY FOR COLLEGE ADMISSION' – All graduating students with a cumulative GPA of a 4.0 or above will receive the designation of Valedictorian on their transcript.

ACADEMIC/GRADUATION RECOGNITION POLICY – The #1 ranked student will be designated as the Valedictorian and the #2 ranked student will be designated as the Salutarian. The valedictorian will give the keynote address at the graduation ceremony. Graduation speeches must be approved by the administrative team by the end of graduation practice.

Early or MID-TERM GRADS – Students desiring to graduate at mid-term must submit a Mid-Term Graduation Application to the Director of Guidance. Each early grad is required to meet with the Director of Guidance during the 1st week of the second semester to complete the checkout procedure. Early grads will not be eligible to be on the Prom court or the Winter Homecoming court. They will also not be able to participate in athletics.

* * If you plan to graduate in 3 years you must schedule a documented meeting with the Director of Guidance & Principal in the fall of your junior year. Early grads will not be eligible to be on the Prom court or the Winter Homecoming court. They will also not be able to participate in athletics.

GUIDANCE COUNSELING & SERVICES – Guidance counseling is aimed at assisting students in the areas of understanding oneself and others, decision making, and accountability as a high school student. The counselor also helps teachers and parents work in ways to benefit the student. The counselor provides support in planning programs of study, exploring post-secondary options, applying for scholarships, and registering for tests.

COURSE SELECTION/CLASS CHANGE PROCEDURE – The guidance department distributes information concerning course descriptions, required courses, electives, and diploma options. Students select their courses with assistance from their Homeroom teacher and their Guidance Counselor. Tentative schedules are created late spring. **SERIOUS THOUGHT AND CAREFUL PLANNING WILL RESULT IN PROPER COURSE SELECTIONS.**

No schedule changes will be made after school begins with the exceptions of:

1. meeting immediate graduation requirements.
2. resolving schedule conflicts.
3. circumstances approved by the school administration.

SAT/ACT – Dates for these tests are posted in the Guidance Office, on the school website, and the College Board website. Students needing assistance registering for the exams should make an appointment with Guidance staff.

*You can register for the SAT at www.collegeboard.org

**Register for the ACT at www.actstudent.org

SAT FEE WAIVERS – Students who might qualify for a fee waiver should see the Guidance Counselor.

LIBRARY – The library is open during school hours to provide students with materials that help with class work and school projects, and to encourage reading for enjoyment. Students may borrow books to take home and read. Lost or damaged books must be paid for before the student will be allowed to check out any other books. Seniors must have fines paid or they may not officially graduate/participate in the graduation ceremony.

EXTRA CURRICULAR ACTIVITIES:

DANCES – School-sponsored dances (Fall or Winter Homecoming, Prom, etc.) are permitted at Switzerland County High School if the following conditions are met:

1. Approval is given by the sponsor/s of the organization or club.
2. Approval is granted by the principal/assistant principal.
3. Proper supervision is provided during the event.
4. Students will not be allowed to leave and re-enter the dance.
5. Adherence to all rules governing school activities will be followed.
6. Guest passes must be filed prior to the dance for any non-SCHS student. The administration reserves the right to exclude non-students.
7. Middle School students are not permitted at High School dances.
8. Guests must be 20 or under to attend.

PROM - Only students in grades 10-12 are permitted to attend Prom. Each student in grades 11 and 12 is permitted to bring just 1 guest to Prom.

GOOD STANDING – Students in “good standing” must have:

Passing grades in classes (See athletic standards for IHSAA academic requirements), grade level credits (10 per year), not be under school or court probation nor under current investigation, and have a signed Voluntary Drug Testing form on file. This designation will be determined by the dance

sponsor working with the administration. (This applies in regard to nomination royalty for Fall & Winter Homecoming, Prom, Swiss Wine Ambassador, Versailles Pumpkin Show, Aurora Farmers Fair)

SCHOOL CLUBS AND ORGANIZATIONS:

Art Club – Advisor: D. Baker

Business Professionals of America (BPA) – Advisor: K. Thayer, N. Wheeler

Conservation/Science Club – Advisor: E. Schroeder

Drama Club – A. Braun

Fellowship of Christian Athletes (FCA) – Advisor: C. Jesop

Junior Historical Society – Advisors: M. White

National FFA – Advisors: G. Curlin & A. Wehner

Key Club – Advisor: M. Hicks

National Honor Society (NHS) – Advisor: V. Smith

Outdoor Club – Advisor: S. Holliday

Pep Club – Advisor: E. Haskell, C. Jesop

Robotics Club – Advisor: R. Sanders

Spanish Club – Advisor: J. Sanabria

SADD – Advisor: A. Pietrykowski

Student Council – Advisor: S. Holliday

**We also have other student led clubs that come up from year to year*

ACADEMIC TEAMS: Fine Arts, Science, Social Studies, Math, English, and Spell Bowl.

ATHLETIC TEAMS:

Fall: Football, Boys & Girls Cross Country, Girls Golf, Boys & Girls Soccer, Volleyball

Winter: Boys & Girls Basketball, Wrestling, and Boys & Girls Swimming.

Spring: Boys & Girls Track & Field, Softball, Boys Golf, & Baseball.

OTHER ACTIVITIES: Cheerleading, Archery, Bowling, Marching Band, Pep Band, Flag Corp, Choir, Dance team, and Yearbook.

SELECTION OF SENIOR REPRESENTATIVES - Selection for Swiss Wine Ambassador Representatives, Versailles Pumpkin Show Representatives and Aurora Farmers Fair Representatives will occur at the end of the junior year.

Details of selection include:

1. Student must be in good standing
2. Complete an application/communicate interest by the required deadline in May
3. Voting on candidates will be done by SCHS staff members

SELECTION OF SENIOR COURTS - Selection for Fall Homecoming Court, Winter Homecoming Court, and Prom Court will occur sometime prior to each event.

Details of selection include:

1. Student must be in good standing

2. Fall Homecoming Court will be selected by a vote of the Senior and Junior Class.
3. Winter Homecoming Court will be selected by a vote of the Student Body.
4. Prom Court will be selected by a vote of the Senior Class.

WORK PERMITS – Students under 18 years of age must obtain a work permit in order to be employed. A work permit is only issued when the student has located a job and the employer agrees to fill out the intent to employ section of the permit and the parent signs. Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after he/she begins work. When it appears that a job is detrimental to a student's academic status, it is the school's responsibility to advise the parents and employer so we can work together to ensure the student's education remains the primary focus.

DRIVING/PARKING:

INDIANA DRIVER'S LICENSE LAW – According to Indiana law, a driver's license or a learner's permit may not be issued to an individual under 18 who is an habitual truant, a dropout, under at least a second suspension, or under expulsion.

PARKING IS A PRIVILEGE – Student must be properly licensed and insured, and in good standing to park on school grounds. There is an annual parking fee of \$5.

PARKING RULES – All students must have a parking permit and park appropriately in the student lot. If parked illegally you may be towed off property.

DRIVING EXPECTATIONS – Students are expected to drive safely and courteously, and refrain from speeding, spinning tires, cutting others off, littering, etc. "**John Kinman Ave**" ... the connector roadway north of the student lot may only be used for dismissal after the buses are gone.

I.C. 9-24-2-4 ... states that if a student is suspended 2 or more different times during a school year, the student may have their driver's license invalidated up to 120 calendar days.

Students who have lost their parking privileges and who violate the intent of this policy by driving to school (parking on or off campus), shall be subject to discipline that may include permanent loss of parking and other privileges including punishment for insubordination.

NOTE: Cars that are parked on school premises without a properly authorized parking permit may be towed away at the owner's expense.

Student School Provided Device and Electronic Usage

See attachment

<http://www.switzerland.k12.in.us/media/device-agreement-2018-2019.pdf>

Switzerland County School Corporation

Policy to Address Criminal Gangs and Criminal Gang Activity in the Switzerland County School Corporation

A. Statement prohibiting gang activity in schools and reprisal or retaliation against individuals who report suspected gang activity; a definition of gang and gang activity.

It is the policy of the Switzerland County School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

B Statement prohibiting reprisal or retaliation against an individual who reports suspected criminal gang activity.

It is the policy of the Switzerland County School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

C. Definition of “criminal gang” and “criminal gang activity”

“Criminal gang defined (per IC 35-45-9-1) - “criminal gang” means a group with at least three (3) members that specifically:

1. Either:
 1. Promotes, sponsors, or assists in; or
 2. Participates in; or
 2. Requires as a condition of membership or continued membership;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery. (IC 35-42-2-1).

“Gang Activity” - a student who knowingly or intentionally participates in a criminal gang or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

D. Procedures for reporting suspected gang activity and the prompt investigation of suspected criminal gang activity.

These procedures for reporting suspected gang activity are presented as a guide that by no means limits the school system from implementing additional procedures for reporting acts of suspected gang activity or similar destructive or illegal group behavior.

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct.

Any corporation or school employee who promptly reports an incident of suspected gang activity and makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five (5) school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to law enforcement, disaggregated by race, ethnicity, age and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The principal shall provide the parents of the students who are party to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent of the school corporation is authorized to define the range of ways in which the school staff and the principal or the principal's designee shall respond once an incident of criminal activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some actions of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the student code of conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss

the availability of counseling and other intervention services.

The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

E. Information about types of services, including family support services, for a student suspected of participating in gang activity.

School systems should provide information about the supports and services available for students who are 'at risk' for and/or suspected of participating in gang activity and their families. Information about other available supports and services, should be consistent with the gang policies and procedures of the board of education.

1. Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that at the least shows promise of effectiveness based upon research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

F. Recommendations concerning the mandated gang prevention and intervention services program for students that maximize community participation.

These recommendations are presented as a guide that by no means limits the school system from collaboration with community stakeholders to provide additional services. The Switzerland County School Corporation is encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs according to the policies and procedures of the school board of education. These strategies are based on evidence proven models for gang awareness as outlined by the Office of Juvenile Justice and Delinquency Prevention.

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe Schools Commission as points of contacts). The formalized collaborations should be effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Integrate School Resource Officer Programs when available.
5. Consider integrating the Gang Resistance Education and training (G.R.E.A.T.) Program into curricula.

PACER ATHLETIC HANDBOOK

Section 1: PROGRAMS OFFERED

Fall Season: Cross Country, Football, Golf, Soccer, Volleyball

Winter Season: Basketball, Swimming, Wrestling

Spring Season: Baseball, Golf, Softball, Track

Non-IHSAA: Archery, Bowling, Cheerleading

Section 2: ELIGIBILITY RULES

Switzerland County is a member of the Indiana High School Athletic Association as well as the Ohio River Valley Conference. Our administrators, Coaches, and Athletes will abide by any regulations of this association and this conference. The IHSAA By-Laws can be found online.

To be eligible to participate in athletics a student-athlete at SCHS must pass a minimum of 5 classes.

Grade Check

Switzerland County High School operates on a nine (9) week grading period. Grades will be checked by the Athletic Director prior to the beginning of the sports season and at the conclusion of each grading period. Switzerland County has declared that grade eligibility will be determined on the day grades become official.

Parent's & Physician's Consent Form-IHSAA Rule 3-10

Between April 1 and student's first practice in preparation for inter-school athletic participation:

- a. Between April 1 and student's first Practice in preparation for interschool athletic participation:
 - (1.) the student shall have a physical examination by, a physician holding an unlimited license to practice medicine, a nurse practitioner or a physician assistant who shall clear the student for athletic participation using the current IHSAA Pre-Participation Evaluation form;
 - (2.) the parent/s or Guardian/s shall give written consent for such participation, shall acknowledge the risks of athletic participation and shall release and hold harmless the IHSAA and all member Schools from liability, unless the student is emancipated and then the Emancipated Student shall consent, acknowledge, and release and hold harmless, using the current IHSAA Consent, Acknowledgement and Release form;
 - (3.) the student shall acknowledge the risks of athletic participation and shall release and hold harmless the IHSAA and all member Schools from liability, using the current IHSAA Consent, Acknowledgement and Release form;
 - (4.) the parent/s or Guardian/s shall consent, unless the student is emancipated, and then the Emancipated Student shall consent, to the disclosure by the School, to the IHSAA, of all requested detailed financial (athletic or otherwise), scholastic and attendance records of the School, including records which may concern or be related to the student unless the student is emancipated in which event the student shall give such consent;
 - (5.) the parent/s, Guardian/s and student shall consent to the exclusive jurisdiction and venue of courts in Marion County, Indiana for all claims and disputes between and among the IHSAA and the

parent/s, Guardian/s, and/or student, including but not limited to, any claims or disputes involving Membership, eligibility, or rule violation using the current IHSA Consent, Acknowledgement and Release form.

Practice Rules - requirements before competing in an interscholastic athletic event

Students must participate in ten (10) separate days (two days for girls golf) of practice or enter that sport directly from another school sport (in this case 5 practices would suffice) before he/she may participate in an Interscholastic athletic event. Practice must be under the direct supervision of a member of the coaching staff. Only one practice may be counted for any one day.

VALIDLY ADOPTED SCHOOL POLICIES

Athletes who fail to follow school policies will receive penalties as determined by their coach and/or Athletic Director.

Practice Attendance

Athletes are expected to attend all practices. The coach must be personally notified by the athlete prior to practice if he cannot attend. Penalty for unexcused absences will be left to the discretion of the coach.

School Attendance

If there is an emergency situation, it should be brought to the attention of the Athletic Director and/or the attendance officer prior to the absence. A decision on participation status will then be made. Attendance of 4 periods/day may allow the athlete to participate in practice or contests. Doctor visits are not subject to this rule if approved by the athletic director.

School Suspensions

An athlete who has received a full day of out-of-school suspension will not be eligible for any contest or practice on the day the suspension is served, as well as Saturday for Friday suspensions.

Contest Expulsion

If an athlete is expelled from an athletic contest by a game official, the athlete will be suspended from the next played contest. A second expulsion during the same sport season will result in a more severe penalty, to be determined by the AD and the head coach of the sport in which the expulsion occurred.

Parent Awareness

Parents are strongly encouraged to become familiar with the team rules & regulations in order to help their child adhere to those rules.

Awards Programs

All athletes are expected to attend the athletic awards presentation for their sport. If an athlete is unable to attend, the coach must be notified before the awards presentation takes place.

Team Transportation

An athlete involved in a school sponsored athletic event will be transported on approved school transportation under the supervision of the coach from selected school approved drop off/pick up points. Athletes who submit a written request to the coach prior to departure from Switzerland County High School may be permitted to ride home with their parent/guardian with the coach's consent.

Equipment & Uniforms

Any equipment given to the student for his/her use must be taken care of and returned in satisfactory condition. If the equipment is lost, stolen, damaged or abused, the student will be charged the price of replacing the equipment.

Injuries

Any injury sustained by an athlete must be reported to the coach and athletic trainer immediately.

Athletic Insurance

- a. Neither the Switzerland County School Corporation nor the SCHS Athletic Department carries insurance which covers students in case of athletic injuries. Parents are encouraged to check with their present health and hospitalization insurance carrier to determine if additional insurance is needed.
- b. Catastrophic protection is provided by the Indiana High School Athletic Association for all athletes participating in IHSAA sponsored athletics. This plan is a \$25,000 deductible policy. For more information contact your Athletic Director.
- c. If additional insurance is needed, the student insurance plan offered by the Switzerland County School Corporation will cover participation in all sports offered at S.C.H.S. Forms for the student insurance are available in the office, and all questions can be answered by calling 1-800-328-2739.

Dress Code For Athletic Events

Athletes should represent Switzerland County High School in a respectable manner. When a SCHS athlete attends a home event or travels to another school as a competitor, he/she should dress in a manner above criticism. Coaches may require certain types of attire.

Policy For Participation After an Athlete Quits a Sport

An athlete that has participated in a sport through the first contest and quits, may not participate in another sport during the same season without the written permission of the coach of the sport the athlete quit and the athletic director. After quitting a sport during one season, an athlete may not begin participation in another sport during the next season until the previous sports regular season has been completed, without the written permission of the coach of the sport the athlete quit and the athletic director, including conditioning programs and open facilities.

Dual Sport Participation Policy

An athlete that wishes to participate in two sports during the same season, must file an agreement form in the athletic office one week prior to the beginning of practice for the two sports. Conference contests shall take precedence over non-conference contests. State tournament contests shall take precedence over all other contests. All other conflicts will be discussed prior to the event by the athlete, the coaches, and the Athletic Director.

Preseason Injured Athlete

If an athlete is injured and cannot tryout because of an injury, the athlete will be permitted to tryout for said team at a later date. The athlete must petition the varsity coach in writing at the time of the official tryout period of said sport and agree on the anticipated tryout date.

AWARDS

Standards

The varsity coach of each sport will make the decision as to whether a student-athlete deserves a letter.

Good Standing

An athlete must complete the season and be in good standing with the coaching staff, the athletic office, and the school to be eligible for an award.

Inability To Complete Season

If athletes cannot complete the season due to an injury, they may still receive an award if they remain involved with the team in some capacity as directed by the coach (i.e., manager or statistician).

4.4 Varsity Award Jackets

Athletes may purchase an award jacket after earning their first varsity letter. The athletic department will not make any payment toward the purchase of this jacket.

“PACER CODE”

Philosophy

It is the sincere belief of the Athletic Council (Head Coaches) of Switzerland County High School that athletics should be an enjoyable, gratifying and rewarding experience. We encourage each of our athletes to reap the numerous benefits that athletic participation offers. If the program is worth the time and effort required, it is certainly worth giving your all. As a Switzerland County athlete, you will be challenged to become a more disciplined individual, and you will be asked to make sacrifices for something that you profess to believe in. We hope that you find the SCHS Athletic Program a totally rewarding experience.

Violations and Penalties

Insubordination

The failure of an athlete to obey directions issued by a coach or administrator.

PENALTY: To be determined by the head coach, the Principal, and the Ass't Principal/AD.

Felonies and Misdemeanors Penalty

Any athlete convicted of a felony shall be suspended from SCHS Athletics for one calendar year from the day of conviction.

Convictions of a misdemeanor will result in a minimum suspension of 30% per misdemeanor of the sports scheduled contests. This must be a sport that was previously played by the athlete.

Any athlete wearing a court ordered ankle bracelet would not be allowed to participate in an athletic contest.

Illegal Possession of/or Illegal Use of a Controlled Substance or Non-Prescription Drug Penalty

1st Violation: Suspension from 50% of the regular scheduled season contest.

2nd Violation: Suspension from athletics for one calendar year.

3rd Violation: Suspension from athletics for the remainder of the athlete's HS career.

Illegal Possession Of/Or Illegal Use Of Alcohol

1st Violation: Suspension from 25% of the regular scheduled season contests.

2nd Violation: Suspension from one complete sport season which includes the IHSAA tournament. This sport must be one of past participation by the athlete. An athlete may attend practices during a suspended season with the permission of the head coach of that sport.

3rd Violation: Expulsion from athletics for a calendar year.

*Self-Reporting - For 1st violations only - the total penalty will be reduced to 10% of the contests of the sports scheduled games if the student or the students parents/guardians report the violation within 48 hours of the violation.

Possession Of/Or Use Of Tobacco Products

1st Violation: Suspension from 20% of the regular scheduled season contests.

2nd Violation: Suspension from 50% of the regular scheduled season contests.

3rd Violation: Expulsion from athletics for a calendar year.

*Self-Reporting - For 1st violations only - the total penalty will be reduced to 10% of the contests of the sports scheduled games if the student or the students parents/guardians report the violation within 48 hours of the violation.

Enactment Policy

All violations must be reported to the Athletic Director.

After an investigation, the Athletic Director will notify the athlete and the head coach of the penalty to be served.

Enactment of the rules and penalties will be made by the Athletic Director based on:

1. Admission by the athlete.
2. Observation and confrontation by a member of the SCSC staff, or a member of the school administration.
3. A determination of fact resulting from an investigation by school administrators.
4. By charges established by law enforcement officials or agencies.

Out Of Season Violation

Suspension will take place during the next season in which an athlete participates. This season must be satisfactorily completed to clear the penalty. It must be a sport in which the athlete previously competed.

In Season Violations ... Suspension for 100%

Suspension for a percent of a season will be administered as follows:

If an athlete is excluded from 10 scheduled games and the season consists of 20 games, then 50% of the penalty has been satisfied. The remaining 50% must come from the next season that he/she satisfactorily completes. The sport must be one in which the athlete previously competed. The IHSAA sectional tournament is included in the regular season games.

Suspension For Less Than 100%

If an athlete has a 20% penalty and is excluded for one (1) scheduled game and the season consists of 10 games, then 10% of the penalty has been satisfied. The remaining 10% must come from the next season

he/she satisfactorily completes. The sport must be one in which the athlete previously competed. The IHSAA sectional tournament is included in the regular season games. When a suspension percentage ends in a fraction of a game, it will always be rounded up to the next whole number (Ex.: a 20% suspension from an eight (8) game schedule would be 1.6 games. Actual suspension would be two (2) games).

The PACER code is in effect 365 days a year.

6.5 NCAA Clearinghouse Information:



Estimated Probability of Competing in Athletics Beyond the High School Interscholastic Level

Student Athletes	Men's Basketball	Women's Basketball	Football	Baseball	Men's Ice Hockey	Men's Soccer
High School Student Athletes	538,676	433,120	1,086,627	474,791	35,198	410,982
High School Senior Student Athletes	153,907	123,749	310,465	135,655	10,057	117,423
NCAA Student Athletes	17,984	16,186	70,147	32,450	3,964	23,365
NCAA Freshman Roster Positions	5,138	4,625	20,042	9,271	1,133	6,676
NCAA Senior Student Athletes	3,996	3,597	15,588	7,211	881	5,192
NCAA Student Athletes Drafted	46	32	254	678	7	101
Percent High School to NCAA	3.3%	3.7%	6.5%	6.8%	11.3%	5.7%
Percent NCAA to Professional	1.2%	0.9%	1.6%	9.4%	0.8%	1.9%
Percent High School to Professional	0.03%	0.03%	0.08%	0.50%	0.07%	0.09%

Note: These percentages are based on estimated data and should be considered approximations of the actual percentages.

Last Updated: September 24, 2013

